

UCSF CAMPUS PROFILE

STANDARDIZED INFORMATION

Location Info: Actual city location: San Francisco, CA
17 Major buildings spread between two sites:
Parnassus – 107 acres
Mission Bay – 43 acres

Population: Students: 2,800
Faculty & Staff: 18,600 (Full-time & Part-time)
Residents: 1,325 (Physicians, Dentists & Pharmacists in training)
Postdoctoral Scholars: 800
Research Labs: 1,000

Campus web address: <http://www.ucsf.edu/>

Brief overview:

Built in 1897, the University of California, San Francisco includes the 107-acre Parnassus campus that is home to graduate professionals in dentistry, medicine, nursing and pharmacy; a graduate division for predoctoral and postdoctoral scientists; [UCSF Medical Center](#); [UCSF Children's Hospital](#); and [Langley Porter Psychiatric Institute](#). In 2003, UCSF opened its 43 acre [Mission Bay](#) campus, just south of downtown San Francisco.

UCSF, which became part of the University of California in 1873, is the only UC campus dedicated exclusively to the health sciences. UCSF now encompasses several major sites in San Francisco in addition to its Parnassus Heights location above Golden Gate Park. It also includes [UCSF Mount Zion](#) and maintains partnerships with two affiliated institutions, [San Francisco General Hospital Medical Center](#) and the [Veterans Affairs Medical Center](#).

Addresses & websites for:

Campus Purchasing: <http://www.matmgt.ucsf.edu/>
Accounts Payable: http://www.acctg.ucsf.edu/accounts_payable/
Administrative Calendar: <http://saawww.ucsf.edu/admission/calendar.html>

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LOCAL INFORMATION: CURRENT SITUATION ON CAMPUS

Campus Customers/End-Users

Transactions between Animal Care suppliers are principally through the UCSF Laboratory Animal Research Center (LARC). Orders are placed by the LARC facility for animals, feed, bedding, equipment and supplies for delivery to a central location.

Supplier Customer Service

Centralized

Customer service is centralized to the LARC facility for day-to-day operations. Customer Service for product information is decentralized to the end-user.

On-Campus

Describe specific restrictions or minimum performance requirements for:

- On-campus Account Rep and service/install technicians (if applicable)
 - Desired frequency of contact: **as requested by end-user**
 - Desired turn-around time for phone calls & emails: **same day**
 - Supplier conduct shall conform to the University of California Business and Finance Bulletin BUS 43 viewable to the general public at: <http://www.ucop.edu/ucophome/policies/bfb/bus43.html>

- Vehicles/traffic on campus (restricted times for visits, delivery, etc., restrictions on vehicle size, etc.)

Most UCSF campus sites sit in densely populated areas. Access can be difficult. Campus parking facilities are very limited. Parking passes are not granted for prolonged access to loading dock facilities.

- How to buy a parking permit (daily or longer usage)

Suppliers should refer to the following link regarding rates for available parking:
http://www.cas.ucsf.edu/ParkingandTrans/pg_publicparkingALL.html

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Ordering

Orders are placed by phone and accompanied by fax or mail confirmation. UCSF does not have an e-procurement system. We are upgrading our capabilities to enable e-procurement in 2008. EDI is available for vendors who support it.

UCSF operates PeopleSoft for financial transactions, book keeping and hi-value purchase orders. Low value purchase orders are placed directly from the LARC facility. End-users have authority to place orders with strategic partner companies, for up to \$5,000, for equipment. Orders of greater value are forwarded to the Purchasing Department, placed with suppliers and recorded using PeopleSoft.

Sellers receive orders from departments or purchasing by phone or fax. All purchase orders conform to the following ten-digit format: 00000A0000. The alpha character varies for "D" for delegated (\$2,500 limit), or "A" for agreement. Equipment with a value in excess of \$5,000 are considered capital items and these orders originate only from Purchasing.

UCSF does not utilize e-Procurement or P-card programs. EDI is available and intended for suppliers anticipating high volumes of invoices. EDI programs require co-ordination with UCSF Accounts Payable on a case-by-case basis.

Logistics/Receiving (Shipping & Delivery)

Describe your receiving process requirements and quantify what percentage of the spend follows which process as there may be a combination of these being used at your location

- Storehouse/resale model
- Desk top/JIT model with Central Dock for Bulk Items
- Cross dock/one or several receiving areas then redistribute JIT model internally (flow through)

Direct delivery to multiple department / satellite locations (inside delivery) bidder must address each location separately

Drop ship delivery up to UC Storehouse facilities and/or other centralized facilities (Cross Dock).

Feed, Bedding, Animals, and general supplies can be delivered directly to end-user by suppliers or third-party common carrier. Bulk items require shipment to the Central Receiving location at 616 Forbes Blvd., South San Francisco, CA 94080. These items are received, uncrated and checked for damage. Shipment to the end-user usually occurs the next day.

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Invoicing & Payment

For orders less than \$2,500, payment is processed by vendors payment due date. For orders greater than \$2,500, payment is withheld pending department approval. Suppliers are required to provide a valid invoice for payment (unless EDI) and proof of delivery on request.

LOCAL INFORMATION: FUTURE/DESIRED SITUATION ON CAMPUS

Implementation

UCSF presents successful suppliers through many avenues, which include Purchasing web page development, ListServ announcement, and vendor fairs. Purchasing will endeavor to connect a supplier with the prime audience for their goods and services.

Webpage development requires access to all contract information, supplier contacts, price lists, information to educate end-users on the best buying practice and value offerings suppliers can provide.

Operations

UCSF has a two-year program to enable e-Procurement and Procure-to-Pay systems. We look to current and potential suppliers to partner and support the transition.

Ongoing Supply Chain Management

Supplier's representatives should meet regularly and often with Purchasing, Strategic Sourcing and end-users for the successful start-up and growth of each Strategic Sourcing Initiative. Suppliers need to provide timely information on existing accounts, new accounts, existing sales, sales trends, product offerings, opportunities for value propositions, and strategic partnerships with other suppliers. UCSF expects suppliers will support continuous improvement in the value relationship with UC.