

Resource Links:

✓ Procure to Pay:

https://finance.ubc.ca/procure-pay

✓ Buying goods and services above \$3,500:

https://finance.ubc.ca/procurepay/private/pay/private/payments-above-3500

✓ Buying goods and services under \$3,500:

https://finance.ubc.ca/procurepay/private/pay/private/payments-under-3500-cad

✓ eProcurement Form (online approval of purchase requisition):

https://finance.ubc.ca/procurepay/private/buy/private/eprocurement-form

✓ Reference Guide for services, including HR Fast Track Assessment (Employee vs Contractor):

https://finance.ubc.ca/sites/finserv.ubc.ca/files/Private/resource-

files/Reference Guide Determining Hiring Paying for Services.pdf

Finance Operations, Okanagan Campus EME 2171 - 1137 Alumni Avenue Kelowna, BC VIV IV7

General Inquiries: 250.807.8502 Email: finance.ubco@ubc.ca https://finance.ok.ubc.ca

Procurement Modernization

In 2016, UBC embarked on a project to modernize the University's procurement processes by addressing current issues and catching up with leading practices. Results of the review include:

- Reduction of standard payment terms from 45 days to 30 days
- Increase in the threshold for competitive tender from \$50k to \$75k Cdn
- Reduction of multiple paper-based purchase requisition forms to one electronic form with online approval
- Implementation of a new vendor website to provide information about doing business with UBC

Through our participation in the Procurement Modernization/Service Delivery Model (SDM) initiative, UBCO Finance Operations has created a dedicated team to better serve our campus community. Benefits for UBCO include:

- ✓ Integrated procurement activities within one department
- ✓ Improved turnaround times for requisitions, purchase orders and invoice payments
- ✓ Reduced administrative burden on faculty and staff
- ✓ Having a local Procurement team that focuses on getting the best value to optimize budget and reduce overall costs

Financial Operations, Vancouver Campus TEF3 - 5th Flr, 6190 Agronomy Road Vancouver, BC V6T 1Z3 General Inquiries: 604.827.1818

Email: finops.support@ubc.ca https://finance.ubc.ca

PROCUREMENT SERVICES

UBC Okanagan campus

Providing support for operational and strategic procurement, helping you buy and pay for goods and services.





Contact your Procurement team for:

Day-to-day operational (non IT) buying advice and support:

Ryan Chernoff

Buyer 250.807.8613 ryan.chernoff@ubc.ca

IT goods and/or services advice and support:

Chris Kwong

IT Procurement Analyst 250.807.9149 chris.kwong@ubc.ca

Victoria Zalamea

IT Procurement Analyst 250.807.9680 victoria.zalamea@ubc.ca

Competitive bidding support:

Clint Sampson

Senior Procurement Officer 250.807.9552 clint.sampson@ubc.ca

Strategic buying advice:

Chris Munro

Procurement and Finance Services Manager 250.807.9599 chris.munro@ubc.ca

Your Procurement Team, at Your Service to:

- Contact for UBCO procurement needs
- Provide training on UBC procurement processes
- Research suppliers and solicit quotes
- Establish preferred vendors and contracts
- Create Purchase Orders (PO) and Change Orders
- Track Requistions
- Identify strategic buying opportunities
- Ensure competitive bidding process is open, fair, transparent and that all stakeholders are engaged
- Ensure compliance with procurement policies and trade agreements
- Share procurement best practices between campuses

How we can help:

Contact Ryan Chernoff, Buyer, if you:

- Need advice or direction on small to medium procurement needs (under \$75k Cdn)
- Have questions about procurement policies
- Want help sourcing quotes for goods or services or want supplier recommendations
- Need a PO created or expedited
- Need procurement support and training

Contact Victoria Zalamea or Chris Kwong, IT Procurement Analysts, if you:

- Have questions about IT procurement, including related policies and procedures
- Need help sourcing quotes for IT goods or services (under \$75k Cdn)
- Need a PO for an IT related transaction

Contact Clint Sampson, Senior Procurement Officer for:

 Advice and guidance on the competitive bidding process for purchases over \$75k Cdn

Contact Chris Munro, Procurement and Finance Services Manager for:

- Advice on complex procurement related requirements and statements of work
- Identification of opportunities to consolidate purchases for cost savings
- Answers to questions about contract renewals or negotiations
- Help with supplier issues or service delivery concerns