

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 Requisitions
- 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