Date: February 21, 2011

To: Department Grant Administrator Community, University Budget Managers

From: Office of Research Services and Administration (ORSA)
Purchasing and Contracting Services (PCS)

Re: Updated Sponsored Project Purchase Agreements

As announced to the Department Grant Administrator and Budget Manager Communities at the joint meeting on January 26th, ORSA and PCS have coordinated to streamline the Purchase Service Agreement execution process in order to balance process efficiency and institutional risk.

Both ORSA and PCS have obtained community feedback and updates over the last few weeks and the updated process is ready to be rolled out to the broader research community on February 21st, as planned.

As a summary of the updated process, ORSA will begin reviewing only a sub-set of purchase agreements at the pre-execution stage:

- All Purchase Orders in excess of $5,000
- All agreements involving the use of funding from the American Recovery and Reinvestment Act (ARRA)
- All other Purchase Service Contracts (PSCs) and amendments with a cumulative value in excess of $25,000 for the first time
- Procurement agreements estimated over the $25K threshold prior to competitive procurement and public posting
- Any PSCs or agreements with irregularities

The roles of ORSA, PCS, Department Grant Administrators (DGAs) and Principal Investigators (PIs) will be minimally impacted by the change. PIs and DGAs are and will continue to be accountable for ensuring grant purchases are allowable, allocable, reasonable and consistently treated. PIs and DGs will continue to be responsible for accurately completing paperwork and documentation when requesting purchase agreements.

PCS’s standard review will be expanded to include verification of dates and availability of funding, a review previously completed by ORSA. Although ORSA’s role at the pre-execution stage is changing slightly, ORSA is and will continue to serve as a resource. As always, if a unit has a question about allowability or appropriate charging, they are encouraged to work with ORSA to resolve any concerns.

In general, the PSC process will be more efficient through the elimination of additional steps and layers of review. Minimal change should be perceived from a unit perspective. The one key change impacting the units is that units will be responsible for tracking special (and minimal) Terms and Conditions. Award notices received from ORSA will highlight unique Terms & Conditions that may need to be flowed down as part of purchasing agreements. When a new purchase agreement is requested, the unit will send the flow-down T&C along with all other paperwork to PCS to be incorporated into the executed agreement.

PCS has updated all standard templates to include updated language related to the standard sponsor terms and conditions. The updated templates will be available for use after 1 pm on February 21st. PCS templates are available on the Forms section of the PCS Website located at: http://pcs.uoregon.edu/content/forms.

As UO continues in its efforts to identify opportunities to streamline processes to effectively and efficiently manage the research enterprise, we are excited to implement this new change and look forward to the benefit it will afford the broader research enterprise.