DGA QUESTIONS and TOPICS:

1. What is the new Purchasing Intake Form and when do we use it? This is from the business office, but seems to tie in with some ORSA Activity. -Cathey Susman & Deanne Lahaie-Noll from Purchasing & Contracting Services

   The new intake form is for internal UO purposes to make contract requests and review more uniform. One cover form is to be used for all kinds of contracts including PSCs. Its purpose is to provide the basic information needed for contracts, and then to have that readily available for reviewers in BAO, ORSA, and/or DOJ. At this time, it is optional, but it does help BAO to make sure they understand the basic information.

   Question about the apparent duplication of information on this form and the PSC cover form. Ms. Susman acknowledged there is some duplication, and that the form will be modified and improved in the future. One improvement may be that when a PSC is completed online, the same info. on the cover form will automatically self-populate. However, this change is not expected soon, and is still being explored.

   Question about how long can it be expected that contract review will take once submitted by the department. Response from Ms. Susman is that 4-6 weeks is typical, more if it goes to DOJ. If a contract is time sensitive, the dept. should let BAO know right away, and they will try to expedite.

   Comment by Paula Roberts at ORSA, that right now she is the only person reviewing contracts that come through ORSA, so again it can take awhile, unless she is notified it is a priority. Normally they are processed in the order received.

2. Update on CFR procedure.

   Corporate and Foundation Relations (CFR) is experiencing inundation, sometimes with multiple requests from DGAs and PIs for submittals on the same project. The NEW procedure is that all pre-approval requests to submit to a corporation or foundation are now to be done through ORSA. Dawn Wagner said to contact her, NOT Paul Elstone in CFR.

3. 2008 NCURA Broadcast Workshop Series: January, 22, 2008 Managing Cost Issues. Topics covered include:
   -personnel payroll issues,
   -cost transfers
   -cost sharing management and companion accounts
   -costing and billing service centers
   -allowability of certain troublesome costs (such as food)
   -procurement cards

   Notice that there is a new NCURA schedule on the NCURA site, and that notices of travel award will be made soon. Regional NCURA meeting is in April in Portland.
4. When our faculty provide short-term professional services such as teaching an e-hour adult education class outside the UO, or short-term, non-research consulting, would this work go through ORSA, the Business Office or both?? Is there a streamlined process instead EPCS/ a fixed-price contract?

ALL work that involves UO resources, such as processing through ORSA, UO office space, etc must go through EPCS and ORSA approval process. If any questions about this, contact your SPA.

Also, reminder that new positions and responsibilities are on the ORSA website. Tammie will be handling Contracts when she gets back from leave.