



Purchasing Newsletter

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JUNE 7, 2013

SPECIAL POINTS OF INTEREST:

- Purchasing Law Changes: Effective June 14th
- Your Questions & Comments

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Purchasing Law Changes: Effective June 14th

In the most recent legislative session, the New Mexico Legislature passed several bills that will have an immediate impact on Procurement laws for the UNM community. These changes go into effect on June 14, 2013.

Bid Limits Senate Bill 443



has raised the formal bid limit to \$60,000. UNM's informal bid limits will be \$20,000-\$60,000 for goods and \$5,000-\$60,000 for services.

Sole Source

Senate Bill 182 has created a new 30-day challenge law for Sole Source purchases over \$60,000. Sole Source forms will be required to

be posted online in the UNM Sunshine Portal for 30-days prior to purchase. Other vendors who believe they can provide similar products/ services will have a 30-day window to challenge a Sole Source purchase by filing an official protest. Under this new law, a Sole Source purchase can only be made if there is no challenge upheld after the 30-day waiting period.

Penalties for willful violation of the State Procurement Code

In addition to the Sole Source changes, Senate Bill 182 also defines penalties for willful violation of the Procurement code. Under the new law, a violation on a purchase

over \$50,000 will now be treated as a 4th degree felony, whereas a violation under \$50,000 will continue to be treated as a misdemeanor.

A PDF of these law changes, and more detailed information can be found [here](#).

Feel free to email the Purchasing department with any questions regarding these law changes: purch@unm.edu



Don't forget: Year-end is fast approaching! Up-to-date deadlines can be found [here](#).



Do you have a comment or question for the newsletter?
Email us!

PURCHASING NEWSLETTER

Reverse Osmosis Water Machines

The University is consistently reviewing energy usage across campus in an attempt to lower costs and environmental impacts. For this reason, the reverse os-



mosis water machines on campus are no longer to be used. The Purchasing department is in the process of finding a more cost-effective and environmentally friendly option for filtered water on campus. Once a new

product is found, departments will be notified.

For questions on the reverse osmosis machines or new filtration products contact: purch@unm.edu



Save the Date: The Small Business Vendor Fair is August 1st!

LoboMart Punch-outs with IE8

Some users across campus may have noticed a setting within Internet Explorer 8 that makes using the LoboMart punch-outs difficult. The Purchasing department has

worked with Sandia Office Supply to provide users with a tutorial on how to properly change the Internet Explorer 8 setting, allowing users to access the punch-outs with

ease.

To change your Internet Explorer 8 settings click [here](#) to view the new video tutorial!

UNM's Travel Portal

The University Travel Portal is the preferred vendor list for travel accommodations. The vendors found on the Travel Portal have contracted pricing with UNM and other Universities nationwide. Departments can utilize the contracted prices for various travel ac-

commodations. Whether you are bringing students or staff to the University or have someone in your department traveling for business reasons, the Travel Portal vendors can provide cost-savings to departments. Did you know? The Travel Portal vendors and pricing

can also be used by University faculty and staff for personal vacations! Click [here](#) to visit the travel portal.

If you have questions about the Travel Portal, contact Jenny Ramirez: ramirezj@unm.edu

For LoboMart user support contact: purch@unm.edu



Free Toner Cartridge Pick-up and Recycling!

Did you know that you can easily get rid of old toner cartridges for free with our new office supply vendors? That's right, Sandia Office Supply and Staples will pick up any used toner cartridges from any department, regardless of where they were purchased, for free! Sandia Office Supply and Staples will also recycle the

used cartridges after they're picked up free of charge. So how can you get your cartridges picked-up and recycled? Its simple, you can send them back with the driver delivering your supplies or if you don't have any current orders, you can contact the account managers for UNM!

Staples Advantage

Patrick Palmer

Patrick.palmer@staples.com

Sandia Office Supply

Joe Montano

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Your Questions & Comments

We have a vendor we have used for several years now. How can we get him on the Universal Provider List so we don't have to keep completing an SPQ every time we issue them a new PO?

—L.W.

What a great question! The Universal Service Providers, or USP's, are approved by your Financial Services division, such as HSC Unrestricted, Main Contracts and Grants, etc. USP's are a great time saving tool for departments! Click [here](#) for a link to the current Universal Service Provider List.



Do you have Procurement questions you can't find the answers to?

Email questions to mmerker@unm.edu and we'll answer some in the next issue of the newsletter!

Office Supply Points-of-Contact

Did you know? Sandia Office Supply and Staples Advantage have account managers that directly serve UNM?

Departments may contact these account managers with questions regarding product information, ordering or general questions.

Staples Advantage

Patrick Palmer

505-353-5464

505-239-2931 (cell)

Patrick.palmer@staples.com

Sandia Office Supply

Joe Montano

505-341-4900 x 1676

505-235-5608 (cell)

joe@sosnm.com

What Do You Think?

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to mmerker@unm.edu

Thanks for reading!

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