

# Procurement Services

## Campus News & Information



August 2024

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## REQUIRED DEPARTMENT OF ENTERPRISE SERVICES (DES) PROCUREMENT TRAINING

### NEW GUIDANCE EFFECTIVE 8-22-2024

The State of Washington requires all state employees whose job includes procurement-related duties to fulfill certain training requirements under the procurement reform law ([RCW 39.26.110](#)). Effective 22<sup>nd</sup> of August 2024, employees of UW who wish to take the DES training will no longer be required to sign up at the State's Learning Management System, and now all the learning content is available on the Department of Enterprise Services (DES) website as described below.

Workday security roles affected by the training requirement may include Buyer, Requisition Requester, and Shared Environment Requisition Specialist, or, if you purchase goods and services with your [ProCard](#).

1. Each school/department should **appoint a central training coordinator responsible for managing the training process** for existing and future employees. The required (DES) training should be part of new employee onboarding procedures.

2. Employee courses, course requirements, and timeline for completion are on the DES [website](#). (NEW)
3. Courses are free of charge.
4. Every learner will automatically receive a certificate of credit at the end of the course.
5. Each school/department should set up their recordkeeping procedure, whether certificates are kept by the individual or stored centrally.

## NEW: UW CONTRACTED SUPPLIERS JOB AID AND LIST


Procurement is very excited to announce that our Contracted Supplier Search and Job Aid is back, with a new format for Workday!

The Job Aid will tell you: where and how to find suppliers that have UW Contracts, and how to indicate that information on your Requisitions.

Using UW Contracted suppliers means that your purchase will not require a sole source justification or solicitation. Contract terms, pricing, and other additional benefits (such as extended warranty, favorable return policies, shipping, etc.) are generally pre-negotiated.

The job aid and links are located on the Procurement Services website here: <https://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts>

## PROCUREMENT REMINDER

Becoming a university registered vendor and being assigned a Supplier ID doesn't confer a preferred vendor status or indicate the vendor holds a contract available for campus use. Departments are advised to contact Procurement Services before placing an order over \$10K with any vendor unless the contract is available  [Contract Search](#) in Workday. The campus approved direct buy limit of \$10,000 (including shipping and, handling, but excluding tax) applies to orders placed with university-registered vendors.

## SMALL BUSINESS NEWS:

MEET  **TEAM  
RED  
DOG** University contract: #ITPSSA102519RKH

*Red Dog Interactive, Inc. DBA Team Red Dog*

*Women Owned Business Certified by the State of Washington [OMWBE](#)*

If you are interested to discuss opportunities related to:

- Consulting Services and Temporary Staffing Service

Contact Marleen Eitzen Shanks (she/her)  
CEO/Founder  
EMAIL [marleen@teamreddog.com](mailto:marleen@teamreddog.com)  
WEB [www.teamreddog.com](http://www.teamreddog.com)

SYSTEM SOURCE  UNIVERSITY CONTRACT: UW-22-011822 – WOMEN OWNED BUSINESS

New Account Coordinator: Jarad Busby

Jarad is a dedicated professional with a keen eye for design and space. Holding a BA in Interior Design from Bellevue College, he channels his passion for furniture and layout into his role as an Account Manager. Jarad excels in supporting multiple client projects, ensuring exceptional client interaction from inception to completion. His coordination skills are marked by a commitment to delivering successful outcomes, demonstrated through his involvement in high-profile projects like the Expedia campus, T-Mobile, and Google. With a knack for building relationships and navigating complex projects, Jarad brings creativity and expertise to every endeavor he undertakes.

Jarad Busby, Account Coordinator  
[JBusby@systemsources.com](mailto:JBusby@systemsources.com)  
206-438-3207

## NEW SMALL BUSINESS ADDED TO WORKDAY ROUND TRIP CATALOGS



*Excel Gloves & Safety Supplies Inc, DBA Excel Supply Company Minority and Women Owned Business Certified by the State of Washington [OMWBE](#)*

*Small Disadvantaged, HUBZone Business*

Excel is one of the nation's leading suppliers of medical, safety, industrial, and janitorial supplies.

Founded in 1993 by Irene Reyes, also known as The Supply Lady™ Offers consulting services for gloves, safety, medical and industrial supplies.

**Visit the Round-trip catalog or EMAIL THE TEAM at:**

<mailto:sales@excelsupplycompany.com>

