Procurement Services Consulting Deep Dive Q & A – 2/24/2026

1. At times within facilities, we receive quotes before verifying whether vendor has eligible contract for scope of work. Do you have any recommendations for a process to limit back and forth before placing a BPO where we receive a quote, look up a contract, sending back to vendor to attach that to the quote, then submitting the PO to our Fiscal and Business Service team for review?

   Answer:

   As Facilities falls under separate State regulations than general procurement, we recommend that you reach out to the Facilities team for specific guidance, as it can vary depending on what is specifically being purchased.

2. Can you speak as to when we would use the spend category for consulting services vs. marketing services would make more sense? One is taxable and the other is not. Can you please speak as to when we would choose one or the other?

   Answer:

   For guidance on taxability and spend categories, please reach out to the UW Tax Office. Unfortunately procurement cannot advise on spend categories or taxability as it falls outside of our purview.

3. We have received contract for vendor we have worked with in the past year that is over 10k. We previously had a UW contract with them for previous years, but don't seem to have a contract this year. We were advised that we should provide three quotes from alternatives to justify using this vendor. Is this the general process we should be using? This is related to events/conferences.

   Answer:

   If it is over $10k, please work with a Procurement Contract Manager to determine if an informal solicitation or market search is necessary.

4. How can we readily determine the details of contracts with catalog suppliers? e.g. if a contract has been established that includes policies on when shipping charges will/will not apply, how can we gain knowledge of that so as to make our ordering as efficient as possible?

   Answer:

   Please reach out to the applicable contract manager, who will have those specifics. We do hope to have contracts more readily viewable in the near future.

5. If the supplier does not seem to be abiding by the terms of the contract, who should we contact at UW?

   Answer:

   If the supplier is not performing per the requirements of the contract, the department should first attempt to resolve it directly with the supplier verbally and/or in writing. If that is not successful, then you may reach out to the Procurement Contract Manager for assistance and next steps.

6. In terms of viewing contracts, the Workday Strategic Sourcing Portal is very limited because it's public facing. Is there any plans to expand that internally for non buyers to view more information on those contracts?

   Answer:

   The public-facing Workday Strategic Sourcing website is generated by the Workday software, so the information is not customizable. However, we are working with the UW technical team to remediate the contract information visibility in Workday Core so that campus has better visibility and are not dependent on the public website solely for information.

7. Grant proposals often require us to include specific researcher names, edu/cv, etc. then the award is made. When the award notice is provided, it would not include those names as they are not the PI, however, they were specifically considered as part of the award decision. Makes sole source justifications seem redundant. Thank you!

   Answer:

   Using the sole source would provide context that the while not named the vendor was considered part of the award decision. We recognize that sometimes the supplier is named in the proposal and the actual award documents are brief and refer back to the proposal (and do not restate that information), and we can work with you in those situations.

8. How do we expedite a connect request? I have waited over a week to get a first response, and back and forth emails often take a day or two each. Very frustrating.

   Answer:

   To expedite a Connect ticket, please reach out to PCS Help at pcshelp@uw.edu or 206-543-4500.

   If your Connect ticket is regarding Contracts and Sourcing or a Requisition/Purchase order, you may reach out to either the individual assigned on the ticket, or the contract manager list located here: https://finance.uw.edu/ps/contact-procurement/subject-matter-experts

9. About my question earlier regarding an event rental over 10k, our team was able to find a contract for this company in Workday. The Contract end date in workday is 2/18/2025 but the contract overview states it is effective until 12/4/2027. What end date would be the actual effective date in this situation? We were able to use them June 2025 for over 10k so we assumed the contract overview was the accurate end date.

   Answer:

   We would need to know the specific contract in order to address the discrepancy in dates.

10. Is there a way to bypass the shared environment level of review for general connect tickets that need to get to someone in procurement?

    Answer:

    We do not recommend bypassing the Shared Environment as their role is to provide assistance and guidance that will ensure your request is handled more efficiently and quickly.

11. To tag on Jael's question about work starts with less than $10k but ends up going over. It puts department in an awkward place since we may not be able to provide a sole source justification and it may be counted as an unauthorized purchase even though that's not our intention. Will Procurement give exemption depending on the situation?

    Answer:

    We would need to review the specific situation and amounts in order to provide guidance. Best practice is if work that is phase work/ongoing work that starts under $10k, enter a requisition.

12. What's the desired process for extending a contract that did initially require sole source justification?

    Answer:

    If the original contract has renewal language, the process would be to submit a Purchase Order Change/Close ticket so that a change order can be requested to extend the purchase order.