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### SciQuest Launched

MIT Procurement is happy to announce the release of its highly anticipated eProcurement solution powered by SciQuest. This new portal provides access to an array of suppliers through one online web connection and is now available as another ECAT catalog. Each participating supplier has provided MIT with additional pricing discounts to be a part of this eProcurement initiative.

The current list of suppliers includes; Sigma Aldrich, GE Healthcare (formerly Amersham), USA Scientific, Perkin Elmer, Roche Diagnostic and Newark InOne. In a few weeks Invitrogen will be added to the site and dozens more over the next several months. Our ultimate goal is 30-50 suppliers to be available through this one-stop shop. The paper invoicing process for these suppliers will not change at this time. In a few months, we plan to establish an electronic invoicing process which will be similar to our current ECAT process.

First time users of the system will be required to set-up a "Ship-to and Bill-to" profile. Before beginning to place orders everyone should read the [informational page](#). When ready, provided you have a digital certificate and correct authorizations, you will be able to create an on-line order with the supplier of your choice.

If you would like to schedule a department demonstration or have any questions, please [contact](#) us. For more details, you can also view a recent [IS&T article](#).

### Vendor Fair Update

Hopefully you had a chance to attend the annual vendor fair under the tent at McDermott Court on September 8th. This was the 13th annual fair and it was quite successful. The weather was spectacular, there was 116 vendor booths and a huge turnout of community members. It was a great opportunity to meet with our own internal providers, as well as many of our partner vendors. Thank you for your participation for a wonderful day.



### Independent Contractor for Hire

When requisitioning for an independent contractor, the information that is required will aid Procurement in the evaluation of the contractor in accordance with the IRS' criteria. Just remember upon submitting your request, the following documents should be included; completed [Form 4.15A](#); current resume and list of current

clients. If you have any questions, please contact [Cliff Peacock](#).

## Purchasing System Review

The Office of Naval Research (ONR) recently completed their Contractor Purchasing System Review (CPSR) here at MIT. The objective of a contractor purchasing system review (CPSR) is to evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy when subcontracting. The review provides the administrative contracting officer (ACO) a basis for granting, withholding, or withdrawing approval of the contractor's purchasing system.

Special attention shall be given to:

- (a) *The degree of price competition obtained;*
- (b) *Pricing policies and techniques,* including methods of obtaining accurate, complete, and current cost or pricing data and certification as required;
- (c) Methods of evaluating subcontractor responsibility.
- (d) Treatment accorded affiliates and other concerns having close working arrangements with the contractor;
- (e) Policies and procedures pertaining to small business concerns, including small disadvantaged, women-owned, veteran-owned, HUBZone, and service-disabled veteran-owned small business concerns;
- (f) Planning, award, and post -award management of major subcontract programs;
- (g) Compliance with Cost Accounting Standards in awarding subcontracts;
- (h) Appropriateness of types of contracts used; and

(i) Management control systems, including internal audit procedures, to administer progress payments to subcontractors.

The cognizant ACO is responsible for granting, withholding, or withdrawing approval of a contractor's purchasing system. The ACO shall approve a purchasing system only after determining that the contractor's purchasing policies and practices are efficient and provide adequate protection of the Government's interests.

The ACO may withdraw approval at any time on the basis of a determination that there has been a deterioration of the contractor's purchasing system or to protect the Government's interest. Approval shall be withheld or withdrawn when there is a recurring noncompliance with requirements, including but not limited to --

- (1) *Cost or pricing data* (see 15.403);
- (2) Implementation of cost accounting standards (see 48 CFR Chapter 99 (FAR Appendix, loose-leaf edition));
- (3) Advance notification as required by the clauses prescribed in 44.204; or
- (4) Small business subcontracting.

I am happy to report that MIT has received our CPSR approval through October 2007. Overall we did exceptionally well on the review but there was one area noted for improvement. We must improve our cost/price analysis techniques and the documentation as to how we determine that we are paying a fair and reasonable price.

The second page of the selection of source form ([Form 2.5A](#)) lists acceptable methods of determining whether a price is fair and

reasonable. They include adequate price competition; catalog or market price which must be supported by a published price list or evidence of sales at that price; comparison with an in-house estimate which must be documented in the purchase order file; comparison with previous purchases of like or similar items (the previous purchase must have been justified); comparison with a published price of a similar item (supported by a published price list).

Improvement in this area is required if we are to continue to enjoy an approved purchasing system which allows us to conduct business without receiving government approval on individual purchases.

## Save on Your Cell



Verizon offers 15% off monthly rate plans for both employee and personal lines. For more information, contact the Verizon representative, [Lisa Kelly](#).



Nextel offers 15% off monthly rate plans for corporate liable lines and 10% off personal lines. For more information, contact the Nextel representative, [Judy McGrail](#).