

## RAC Meeting Minutes December 9, 2010

### **\*Presentation by Vmeals / Eric Bonardi – Director of Sales and Marketing** (See attached handout)

Vmeals is an online corporate catering service that works directly with local food companies and restaurants to meet your catering needs. The University of Maryland is already recognized by Vmeals as a tax exempt organization so orders are easily paid for with the University Pro Card. Joe Evans has confirmed that Vmeals is an approved vendor. Using Vmeals allows patrons to track their orders and billing history online. Most orders require a minimum of 18 hours advanced notice but some of the participating restaurants only require 2-12 hours.

More information can be found at <http://www.vmeals.com/>

### **\*Presentation by Joe Evans – Director, Procurement Services** (See attached handouts)

These are the major points mentioned by Joe. Any specific questions or concerns should be directed to him at [jevans@af.umaryland.edu](mailto:jevans@af.umaryland.edu)

#### **Subcontract Requisitions-**

- Address on requisition must match address on corresponding eSurf request.
- Please list Administrator contact information in the comments field.
- When reducing the encumbrance or changing the end date on an existing req, please email Joe and cc the sub-team.
- Subcontracts that terminate early must be modified via eSurf.

Question from RAC – Is it possible for the Project ID that is listed on a requisition to be listed on a corresponding invoice?

Response from Joe – No

This is an issue that some RAC members seemed quite passionate about and may need to be revisited or pursued further, but the reason the idea was rejected seemed to be an issue of time and burden on procurement.

#### **Consulting Services-**

- A subcommittee is forming to review policies regarding paid consultants. Procurement is 'less open' to sole sources and has increased their rate of rejection of requisitions.

Dennis Paffrath argued that these are key personnel and require sponsor approval to 're-name'. Many RAC members protested that consultants are chosen based on their area of expertise and are in fact 'sole sources'.

This topic should be addressed again in the future.

#### **Corporate Purchasing Card-**

- All CPC questions and concerns should be directed to Kathy Bordenski, Assistant Director, Business Development Programs at 6-5122 or via email at [kbordenski@af.umaryland.edu](mailto:kbordenski@af.umaryland.edu).

Joe still receives many inquiries relating to CPC issues but it is actually Kathy that you should contact.

- Please be sure to check and see if you are being charged tax when making purchases using your CPC. University of Maryland is a tax exempt institution. Purchases from DELL and APPLE require that tax be paid at the time of purchase, be sure to follow through with requesting a credit from a vendor if you are charged tax.
- 1% International transaction fees are an allowable charge.
- 8% Canadian International transaction fees are illegal and should be reported to Kathy Bordenski.
- There is no known 'UMB approved' caterer list to reference when planning to pay for food services with your CPC. Most food vendors are prohibited.
- All CPC restrictions are based on state rules with the exception of prohibiting the payment for hotels. Blocking of payment for hotels is a UMB restriction.

### **Compliance Reviews-**

Procurement was recently audited and it was determined that they are being too lenient on CPC cardholders that do not follow the rules. Therefore there is talk of implementing a '3-strike' policy. Cardholders would lose their CPC after 3 recorded offenses. Some of the biggest offenses include purchases which are prohibited as outlined in the CPC handbook (i.e.: coffee, paper plates, forks, spoons) and purchases in excess of \$5000 being split into smaller charges just to fall under the \$5000 single purchase limit.

Departments are strongly urged to relay this information to their cardholders.

### **Education and Institution Rates-**

- UMB is currently negotiating contracts with Fed Ex, UPS and Grainger to receive discounts for shipping.

### **\*Presentation by Dennis Paffrath – Executive Director Sponsored Programs Administration**

(See attached handout)

- Dennis reiterated that effective January 3, 2011 internal routing procedures will change due to changes in NIH policy. A memo was emailed to the RAC distribution list (see attached)
- Team A was reassigned in SPA and SPAC and no longer exists. Please contact SPA/SPAC if you have any issues or concerns

### **\*Equipment inventory Training-**

(See attached handout)

# Vmeals<sup>®</sup>

Point. Click. Eat.

University of Maryland

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Work Address and Floor Number: \_\_\_\_\_

Number of Food Order per Month & For How Many  
People: \_\_/\_\_

Types of Food Ordered: \_\_\_\_\_

What is the most common problem you encounter when  
ordering food for delivery?: \_\_\_\_\_

**This is going to be used to create your Vmeals Account and  
to add you to the corporate billing account if applicable.**

# Vmeals<sup>®</sup>

Point. Click. Eat.

## Why Vmeals?

*Great Variety – If you want it you will find it.*

*No Additional Cost – Paid by Restaurants and Caterers*

*All Inclusive Pricing – No Guessing What Cost Will Be*

*Dependability – Providers Sign Contract to be Punctual*

*Confirmation Calls – First to Caterer, Then to You =  
Peace of Mind*

*Order History and Receipts Always Available*

*Corporate Billing and Accounting Streamlining*

*Non-Profit Set Up, One Account/All Tax Free  
Earn Future Food Credits*

*Also Joining Us Today Casa Di Pasta*

**Of the 40-45 Caterers Available to 21201 These Are the Ones  
Present Today at the VMeals Presentation:**

**Rocco's Capriccio**

**Chesapeake Food Works**

**Lil Tony's**

**Coburn's**

**Honey Baked Ham**

**Lenny's Deli**

**Mi Viejo Pueblito**

**Joe Squared**

## Consulting Services

1. Program title and synopsis
  - a. List goals and objectives
2. Scope of Work;
  - a. What are the services the consultant is to provide to UMB?
    - i. Instead of "provide evaluation for PI", provide more detail, such as; provide evaluation of test group of clients through the use of one-on-one visitation, perform \_\_\_ tests, etc and present data in written report / input to database, etc to PI daily / weekly/monthly
    - ii. Provide general categories of services to be provided
3. Term of Agreement
  - a. What is the effective start date (must be after the Agreement has been signed, not before), and what is the expiration date
    - i. Ex., Agreement shall be for the period of January 1, 2009 to December 31, 2009.
  - b. How many, if any, renewals will be authorized?
    - i. What is the justification for the renewals?
    - ii. Not to exceed total contract period of 5 years
4. Payment terms
  - a. How much is the consultant to be paid?
    - i. How is payment to be calculated?
      1. hourly rate for number of hours worked
      2. set amount on a periodic basis;
        - a. weekly
        - b. monthly
        - c. quarterly
        - d. single payment on completion
        - e. if progress payment, what is the basis for payment? What are the measurable deliverables that due prior to payment being made?
      3. pre-payment is not authorized – UMB does not pay for what it has not already received.

## 5. Sole Source Justification

Sole source is justified on the following basis;

- vendor is the manufacturer of the product and only deals direct with end users
- vendor is the only authorized distributor in the MD area for the manufacturer of the goods / products/ equipment
- vendor as a service provider / consultant / service provider has experience that no one else has in the area they plan on contracting for.

Sole source is not justified on the basis of any of the following;

- cost
- we've dealt with this vendor for years and we like them
- we've dealt with this vendor for years and they understand us / know our systems
- we don't have time to find anyone else

## 6. Contractor information (if known)

- contractor name
- federal ID number (FEIN), or SSAN
- mailing / remittance address
- phone / fax numbers
- email address

**INTERNAL USE ONLY - THIS IS NOT A PURCHASE ORDER**  
**University of Maryland, Baltimore**  
**Requisition**

**Ship To:** University of Maryland, Baltimore  
 725 W. Lombard Street, Rm. S110  
 Baltimore MD 21201

Business Unit: <b>PUR01</b>	
Req ID: 0000024230	Date: 11/29/2010
Requester: [REDACTED]	Page: 1
Requester Signature	
Currency: USD	

Line-Schd	Item Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	Personnel Service Contract for Research Technical Services	2,000.0000	HR	15.00	30,000.00	12/15/2010

Buyer: Rizwan  
 Vendor: Joseph Evans

PROJ: [REDACTED] PCBU: 00135 FUND: 135 PROG: 158 DEPT: [REDACTED] ACCT: 3730 ACT: 00 TXN: [REDACTED]


Line Total: 30,000.00

Total Requisition Amount: 30,000.00

RECEIVED UMB  
 PROCUREMENT SERVICES  
 DEC 9 2 04 PM '10

DEC 06 2010

Worklist



[New Window](#) | [Help](#) | 

## UMB Requisition Comments

Unit: PUR01

Req ID 0000024230

Find | View All

First  1 of 1  Last

Comments

Personnel Contract Services for Lanea George for Research Tehnical Services from December 15, 2010 to  
December 14, 2011  
~~XXXXXXXXXX~~

OK

Cancel



**As a result of the new NIH policy eliminating the post-deadline error correction window (discussed below), UMB institutes the following internal procedures for ALL proposals to external sponsors effective January 3, 2011:**

- All proposals will be submitted to the appropriate Dean's Office at least seven (7) business days prior to the sponsor deadline for review and validation.
- The Dean's Office will forward the proposal to the Sponsored Programs Administration (SPA) office at least five (5) days prior to the sponsor deadline for review and validation.
- Proposals that reach SPA in **FINAL** form at least five (5) business days prior to the sponsor deadline will be submitted by SPA at least three (3) days prior to sponsor deadline to allow sufficient time for sponsor review/validation and (if necessary) submission of a change/corrected proposal.

- "Final form" of a proposal means that the proposal has been completely routed to SPA in Coeus with a complete, final budget and other details and that all narrative documents have been uploaded in final format *AND* marked as "FINAL" in the Coeus Narrative section.
- To the extent possible, proposals will be processed by SPA in the order in which they are received in **FINAL** form.
- If a proposal is completely routed through the Coeus system and the **FINAL** version is received in SPA at least 5 full business days prior to the sponsor deadline, SPA guarantees that any issues will be resolved and that an error-free proposal will be submitted to the sponsor prior to the sponsor deadline.
- If a proposal is completely routed through the Coeus system and a **FINAL** version is received in SPA less than 5 full business days prior to the sponsor deadline, every reasonable effort will be taken by SPA staff to resolve issues and submit the proposal prior to the sponsor deadline. However, SPA cannot guarantee that an error-free proposal will make it to the sponsor prior to the deadline.
- SPA staff commits to diligent review of proposals to capture avoidable errors when a proposal arrives in time to allow for review.
- SPA recommends requesting pre-reviews by SPA and the Dean's Office prior to routing for approvals in Coeus, if time allows. To allow for the above referenced routing to occur, please request pre-reviews at least nine (9) business days prior to sponsor deadline.

***Please note that during the October 5, 2010 deadline, we experienced a delay of almost 24 hours in receiving notification from Grants.gov and the NIH Commons that proposals had been accepted in their systems. The Grants.gov and NIH Commons indicate that it can take up to 48 hours to receive this notification in some cases. Delays in the federal electronic receipt process are most likely to occur when proposals are submitted close to the sponsor deadline due to increased traffic on sponsor sites. SPA has no control over or solution to delays in the processing of proposals in sponsor systems. Therefore, it is critical to build the above processing time into the submission process to avoid rejected proposals.***

***For reference the NIH NOT-OD-10-123 is summarized below and full text can be found at the following website:***

<http://grants.nih.gov/grants/guide/notice-files/not-od-10-123.html>

Beginning with due dates on or after January 25, 2011, NIH, AHRQ and NIOSH are eliminating the post-deadline error correction window from the application submission process. The post-deadline error correction window was implemented by those agencies as a temporary measure to facilitate the transition from paper to electronic submission of grant applications. The window allowed applicants an opportunity after the deadline to correct missing or incorrect aspects of their applications, identified by NIH system-generated errors and warnings displayed to the applicant after submission. *Please note that NIH, AHRQ, and NIOSH were the only sponsors to allow this post-deadline error correction window.* **Beginning on January 25, 2011, all applications submitted after 5 p.m. local time of the applicant organization on the due date will be subject to the NIH late policy and may not be accepted for review.**

The elimination of the error correction window *does not* affect the two-business-day application-viewing window (i.e. the time an applicant has to view the electronic application image in the NIH eRA Commons upon NIH's receipt of an error-free application). Applicants still will be able to view their application and reject and submit a corrected application prior to the submission deadline. NIH, AHRQ and NIOSH encourage applicants to submit in advance of the due date to take advantage of the opportunity to correct errors and warnings and to review the application in the NIH eRA Commons before the deadline.

***Additionally for reference, please see the NIH NOT-OD-11-021 and NOT-OD-10-091 regarding acceptable post-submission application materials:***

In the past PI's have been able to contact their Scientific Review Administrators to request that incorrect information from the application be replaced with corrected documents. NIH has revised its policy on post-submission application materials. The NIH restricts acceptable post-submission materials to those resulting from unforeseen administrative issues (with exceptions specified for institutional training mechanisms and certain RFAs). **Corrections of oversights/errors discovered after submission of the application will not be allowed.**

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-021.html>

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-091.html>

*If you should have any questions, please contact the Manager of your assigned SPA team.*

**Examples of possible scenarios:**

1. PI requests pre-review 9 days prior to sponsor deadline. SPA and Dean's Office suggest changes and those changes are incorporated into the proposal. PI routes for approvals 7 days prior to sponsor deadline. It takes 2 days for proposal review in the department and school. Final version of proposal arrives in SPA 5 days prior to sponsor deadline. SPA conducts final review and proposal is submitted 3 days prior to sponsor deadline. Proposal is received and available for review in the NIH Commons about 30 minutes after submission by SPA. PI reviews proposal in the Commons and no issues are found. No further action is needed. Proposal moves to the referral stage in 2 business days.
2. Same scenario as above until submission. SPA submits proposal 3 business days prior to sponsor deadline. Upon review in the Commons, the PI notes an error that must be corrected. Proposal is copied in Coeus and PI/Department makes necessary corrections. SPA submits change/corrected proposal 2 days prior to sponsor deadline. PI is able to review corrected proposal to find no additional issues.
3. Proposal is routed to SPA on the morning of the deadline day. SPA conducts as much of a review as time permits and requests some changes to facilitate electronic submission and to avoid eSubmission errors. Error-free proposal is submitted in the afternoon prior to 5 pm deadline. Upon review in the Commons after 5 pm that evening, the PI notes that one of the narratives was not in final format (or an incorrect narrative was uploaded). It is too late for a change/corrected proposal to be submitted. PI will need to decide whether to allow proposal to move forward or whether s/he will wait for the next deadline.
4. Proposal is received by SPA in final version late in the afternoon on the deadline day. SPA reviews as much as possible in the limited time. Proposal is submitted after 4 pm on the deadline day. We receive notification of an eSubmission error after the 5 pm deadline. The proposal will not move forward, and it is too late for a corrected application to be submitted. PI will need to wait for the next deadline to submit.
5. Proposal is received by SPA one business day prior to sponsor deadline day. SPA reviews and submits the proposal the same day (one day before sponsor deadline). Delays with the sponsor computer systems result in SPA and the PI not receiving the confirmation email from the NIH Commons until 5:00 pm on the deadline day. There is an eSubmission error associated with the proposal. The proposal does not move forward, and we are not able to submit a change/corrected proposal since the 5:00 pm deadline has passed. The PI must wait until the next deadline cycle to submit.



**UNIVERSITY OF MARYLAND**  
**Administration & Finance**

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**MEMORANDUM**

**TO:** Departmental Administrators

**FROM:** Kathleen M. Byington  
Vice President

**DATE:** December 6, 2010

**SUBJECT:** Equipment Inventory Training

As we focus on the new fiscal and compliance standards, which resulted from last year's internal and external audits, there are a number of outstanding issues the campus needs to address. In about one year, the State's legislative auditors will be back on campus, and they will review not just our financial operations, but also our compliance with university, state, and federal regulations.

One of the issues that the University System internal auditors have brought to our attention is our lack of good equipment inventory management. We simply need to do a better job of recording and tracking both capital and non-capital equipment. All issues, including this one, that were raised by the internal auditors will be reviewed and followed-up by the legislative auditors when they arrive on campus.

On January 6 and January 11, 2011, the Department of Financial Services along with Management Advisory Services will conduct training that I am requiring all schools and departments to attend. This training, along with a subsequent review of department internal controls related to the equipment inventory process, will ensure that the campus is in compliance with all university, state and federal requirements.

I fully support this effort, and I am asking the campus to do the same.

To register for one of the training sessions, go to:  
[http://cf.umaryland.edu/cits\\_training/show\\_schedule.cfm?cid=80](http://cf.umaryland.edu/cits_training/show_schedule.cfm?cid=80)

If you have any questions, please contact Marc Wasserman on extension 6-6848 or Michele Evans on extension 6-5584.

Copy: Deans, Vice Presidents, and Department Chairs