

Streamline Procurement Contracts Process Phase 2:

Deployment & Support

December 2022 – February 2023



University of Massachusetts

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Streamline Procurement Contracts Process Phase 2: Project Goals

- Optimize the contract request process efficiency by ensuring UPST review commences immediately after submission
- Adopt a risk adjusted approach for construction (trade work) and entertainment related contracts under \$10k by moving them to purchase orders (PO)
- Enhance compliance requirements gathering for specific stakeholders (CISO & HR) to ensure faster decision making

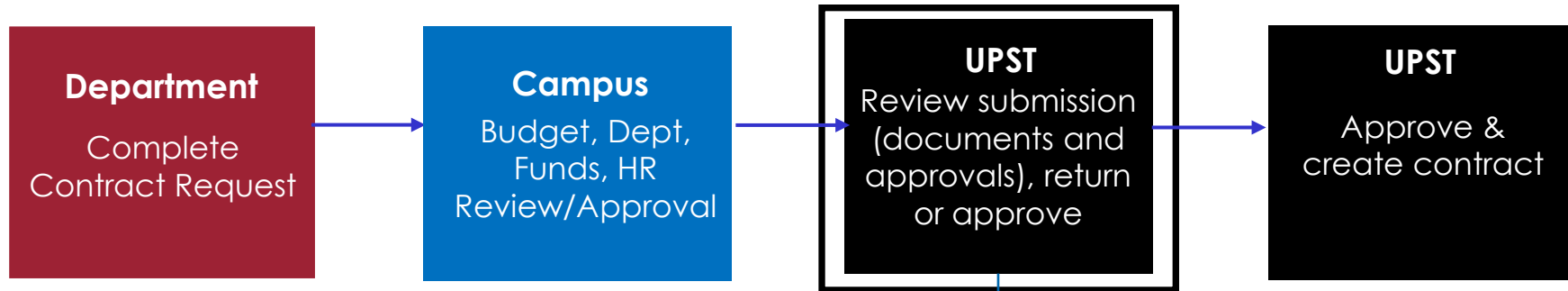
Goal: Increased Efficiency & Compliance

End User Benefits: What's changing?

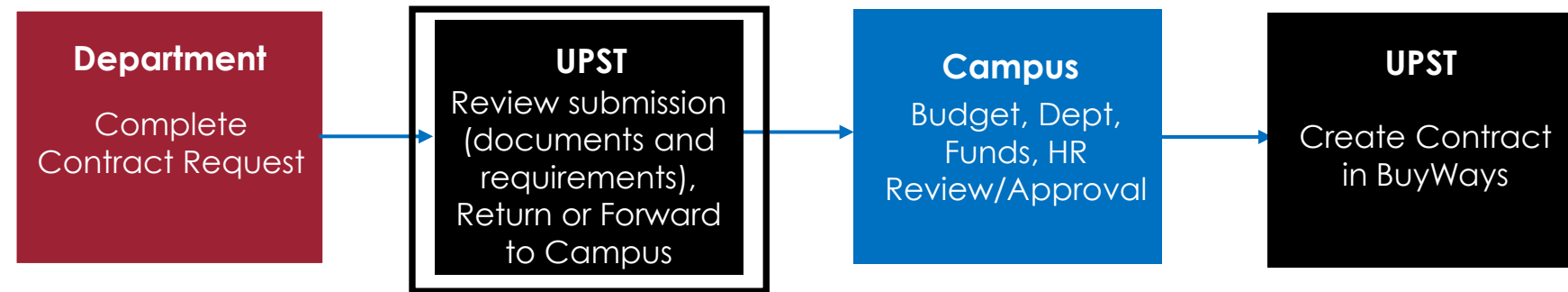
Component	Current State	Future State
Enhanced Information Technology Risk Questions	<ul style="list-style-type: none"> 4 IT risk questions present in the contract request template 	<ul style="list-style-type: none"> Conditional Information Technology risk questions added
Independent Contractor Questions (Boston & Dartmouth Only)	<ul style="list-style-type: none"> Inconsistent process across the UMass system Inconsistently applied to contracts 	<ul style="list-style-type: none"> Questions & workflow built into BuyWays Reduced risk for IRS non-compliance
Entertainment & Trade Contracts (Up to \$10k)	<ul style="list-style-type: none"> All purchases require a contract 	<ul style="list-style-type: none"> Contracts up to \$10k can be put through requisition/purchase order unless the vendor asks UMass to accept their terms
Contract Request Review Process	<ul style="list-style-type: none"> Campus reviews (budget, dept, fund, etc.) performed prior to UPST review causing frequent returns 	<ul style="list-style-type: none"> UPST will be the first reviewer in the contract request process to ensure documents and questions are complete before campus review
General User Experience Updates	<ul style="list-style-type: none"> Lack of prompts for incomplete information 	<ul style="list-style-type: none"> Updated help texts, field and error messaging to assist requester

Contract Request Process

Current State: Frequency in returns for missing documents/information and multiple approval rounds



Future State: Upfront review by UPST



Future State Benefits:

- ✓ Immediate/timely feedback to the requester on what is missing
- ✓ Eliminates re-approval requests to campus stakeholders on returned requests
- ✓ Reduces overall contract request processing cycle time

Determination of Independent Contractor Status

What & Why?

- The Internal Revenue Service (IRS) and the Massachusetts Department of Revenue (DOR) require employers to **withhold federal and state taxes** from employees.
- If an individual is classified as an “independent contractor” rather than “an employee” then the employer does not need to withhold these taxes; nor does the employer need to pay benefits to the independent contractor.
- Employers can only exercise this option if the individual’s employment relationship meets the legally defined characteristics of an independent contractor.
- Determining the nature of the employment relationship between the University and individual is a human resources function. It is not a procurement function.
- The tool that the University uses to determine and document this classification is the “Determination of Independent Contractor Status Form”



EMPLOYEE

OR

INDEPENDENT CONTRACTOR



Working for someone else's business



Running their own business



Paid hourly, salary, or by piece rate



Paid upon completion of project



Uses employer's materials, tools and equipment



Provides own materials, tools and equipment

Typically works for one employer



Works with multiple clients

Continuing relationship with the employer



Temporary relationship until project completed

Employer decides when and how the work will be performed



Decides when and how they will perform the work

Employer assigns the work to be performed



Decides what work they will do

End User Engagement Support

Key Activities & Dates

- **Coffee with UPST (December)** – Friday, December 16, 2022
- **Last Day for Campus Contract Request Approval:** Friday, January 20, 2023, at Noon
- **Blackout Period (No Submission & No Approval):** Monday, January 23 – 27, 2023
- **Information Sessions:** Monday, January 23 – February 3rd, 2023
- **Updated Contract Process Go-Live:** Monday, January 30, 2023

Always visit [project website](#) for the most updated information

Frequently Asked Questions (FAQs)

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- **When is the blackout period?**

- The blackout period will start **Monday, January 23rd**, and end on **Friday, January 27th**.

- **What does a “blackout period” mean?**

- This means that you will not be able to submit any new or incomplete contract requests. UPST's focus during this period is to clear existing contract requests to ensure that this change does not impact them negatively.

- **What is the last day UPST can receive a new contract request?**

- All contract requests should have your campus (department, budget, fund, etc.) approvals by **Friday, January 20th at 12pm**. Any contract request that is incomplete or does not have full campus approval in BuyWays after that time will need to be restarted when the form reopens on Monday, January 30th.

Frequently Asked Questions (FAQs)

- **Can I submit an amendment/renewal/SOW/MSA during go-live blackout?**
 - No.
- **What happens to my requests that are under review by UPST during this transition period?**
 - Contract requests that were fully approved before Friday, January 20th will be reviewed/processed as normal.
- **Are there any additional dates to note?**
 - Information Sessions: Monday, January 23 – Friday, February 3, 2023
 - New Contract Process Go-Live: Monday, January 30, 2023