

**ACCOUNTING & FINANCIAL SERVICES:
MATERIEL MANAGEMENT – CONTRACTING SERVICES**

**University of California, Davis
Accounting & Financial Services
Avian Influenza Pandemic
Business Continuity Plan**

July 1, 2006

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I. ORGANIZATION CHAIN OF COMMAND, PANDEMIC PLANNING WORKGROUP AND COMMUNICATIONS.

1. A. The *organizational chain of command* for Contracting Services consists of the following:

Name	Position	Work Location	Email	Office	Home	Cellular or other	Text capable?
Steve Frost	Director Mat. Mgt.	Cousteau Place	safrost@ucdavis.edu	530.747.3889			
Ken Woodard	Assoc Director	Cousteau Place	krwoodard@ucdavis.edu	530.747.3886			Yes
Andy Lamb	Business Con. Mgr	Cousteau Place	ajlamb@ucdavis.edu	530.747.3885			No
Janice King	Purchasing Manager	Cousteau Place	janking@ucdavis.edu	530.747.3884			No

2. The *Pandemic Planning Workgroup* appointed for Accounting & Financial Services is, as follows:

Name	Office	Cellular or other
Mike Allred (Department Head)	(private line)	(cell)
Steve Frost	530.747.3889	(home)
Eben Sutton	530.752.5873	(home) (personal cell)
Kathy Hass	530.757.8525	(personal cell)
Andy Lamb	530.747.3885	(personal cell)
Cindy Jones	530.757.8542	(home) (personal cell)
Cyndy Johnson	530.757.8936	(home) (personal cell)
Luci Schmidl	530.757.8516	(home) (personal cell)
Valerie Sjoldal (Workgroup Coordinator)	530.754.9396	(home)

3. . A. The designated communications representatives from A&FS: Materiel Management are, as follows:

Name	Office	Cellular or other
1. Sherrell Richmond	530.747.3887	(home) None
2. Karl Reinking	530.747.3888	(home) (personal cell)
3. Katie Jaramillo	530.757-8707	(home) None

4. A. Communications to employees in Contracting Services are distributed via the following method:

1. E-mail distribution lists
2. Central voice mailbox
3. A&FS internal website
4. Phone trees

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II. OVERVIEW AND ASSUMPTIONS

- Purchasing Cards with high limits issued to Buyers only in an emergency or pandemic situation. This is contingent on an Internal Control review with the option of obtaining a limited number of central cards that have high limits. Cards would be stored in a secure location.
- Increase Purchasing Card Limits for Departments: On an as-needed basis the Purchasing Card program can raise cardholder limits as necessary in an emergency.
- Turn off approval workflow in UCD Buy: In the event of an emergency or pandemic with a high level of absenteeism, approvals could be turned off in UCD Buy to allow for immediate placement of all orders.
- Contracting Services will inventory at Cousteau Place a supply of masks, gloves and hand sanitizer for use by personnel working on-site in a pandemic situation. (Stock these items in Central Storehouse for the campus.)

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III. BUSINESS IMPACT ANALYSIS

a. What is the primary mission of Contracting Services? Contracting Services provides timely, professional procurement and business contracting services enabling our customers to meet their business objectives consistent with the University’s mission of teaching, research, and public service. We provide sound business contracting advice; develop sources of supply, specifications, procurement documents and business agreements using technical and professional expertise. We utilize proven “Best Practices” to fulfill the needs of our customers. Contracting Services facilitates equal opportunity in business contracting for small, woman-owned, disabled veteran, and disadvantaged business enterprises in doing business with the university community. Through our Strategic Sourcing program, we optimize the University’s purchasing power by developing campus and system-wide agreements for goods and services, using e-procurement whenever possible to simplify and facilitate the purchasing process for our customers.

NOTE: In this context, “critical functions and processes” are defined as those acts (1) necessary to preserve lives (human or animal), (2) maintain the physical plant/infrastructure, or (3) continue essential business services until an emergency has abated. This would include (for example), care and feeding for animal facilities, maintaining the Data Center, keeping all utilities functionally and maintaining public safety.

2. What are the critical processes and functions necessary during the four absenteeism scenarios?	3. Who performs these critical processes and functions and who are the backups (2-3 deep) to perform these?	4. And are there alternate methods of delivering these?	5. What other campus units are necessary to this critical process or function? What arrangements have been made with those other units?	6. What are the contract arrangements, essential inventory, resources, and equipment necessary to deliver these?
<p>25% Absenteeism Scenario</p> <p>Consolidate the distribution of requisitions within all available buyers and analysts. Critical requests will be prioritized and identified. Use Strategic Sourcing staff for backup as necessary.</p>	<p>Page 6 of this document references the work processing matrix for Contracting Services. The secondary back-up level will be implemented.</p> <p>Control Desk personnel will be monitored on a daily basis.</p> <p>Controlled substance buyers monitored</p>	<p>Normal requisition distribution continues at this level</p>		<ul style="list-style-type: none"> ○ Normal System Functionality
<p>50% Absenteeism Scenario</p> <p>Consolidate all available Contracting Services staff on-site to identify critical requests and distribute to available personnel on-site or remotely, capable of processing orders. Process emergency requests only.</p>	<p>All back-up team levels will be utilized depending on emergency request.</p> <p>Control Desk personnel to only process critical requests.</p> <p>Controlled substance buyers only processing critical requests</p>	<p>Normal distribution of most critical requisitions continue.</p> <p>Use of emergency PO procedures.</p> <p>Purchasing Cards (if implemented) will be available for critical requests not accepting Purchase Orders</p>		<ul style="list-style-type: none"> ○ Increased scanning required to forward electronic documents to personnel working off-site.
<p>75% Absenteeism Scenario</p> <p>Consolidate all available Contracting Services staff on-site to identify critical requests and distribute to available personnel on-site or remotely, capable of processing orders. Process emergency requests only.</p>	<p>All back-up team levels will be utilized dependent on most critical requests.</p> <p>Control Desk personnel to only process critical requests.</p> <p>Controlled substance buyers only processing critical requests</p>	<p>Normal distribution of most critical requests.</p> <p>Use of emergency PO procedures.</p> <p>Use of Purchasing Cards for critical requests not accepting PO's.</p>		<ul style="list-style-type: none"> ○ Increased scanning required to forward electronic documents to personnel working off-site

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IV. Planning Scenarios

The pandemic event is serious enough that **the decision has been made to close the campus** to all but the most critical functions for an unknown period of time.

1. The functions and processes we must continue to provide regardless of the situation are as follows:

(SEE: Section III. 3. for available staff)

Consolidate all available Contracting Services staff on-site to identify critical requests and distribute to available personnel on-site or remotely, capable of processing orders. Direct critical shipments to campus via FedEx due to UPS not delivering on closed campus. Process critical requests only.

Critical controlled substance orders are required to be ordered.

2. These are the functions and processes that could be delayed for up to one week – but no longer, how long they could be delayed and what resources we would need to maintain them.

Requests for equipment, supplies and/or services of a non-critical nature.

3. These are the functions and processes that could be delayed for up to one month – but no longer, how long they could be delayed and what resources we would need to maintain them.

Requests for equipment, supplies and/or services of a non-critical nature.

4. These are the functions and processes that could be delayed for longer than one month.

Requests for equipment, supplies and/or services of a non-critical nature.

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V. Critical Personnel Contact List

Name	Position	Work Location	Email	Office	Home	Cellular	Text capable?	No Tele-commute	VPN	Remote Desktop
Steve Frost	Director Mat. Mgt.	Cousteau Place	safrost@ucdavis.edu	747.3889			No			X
Ken Woodard	Associate Director	“	krwoodard@ucdavis.edu	747.3886			Yes			X
Andy Lamb	Manager	“	ajlamb@ucdavis.edu	747.3885			No			X
Janice King	Manager	“	janking@ucdavis.edu	747.3884			No	X		

Alex Martin	Buyer TeamLead	“	aamartin@ucdavis.edu	747.3880			No			X
Merrily Whiteside	Buyer TeamLead	“	mawhiteside@ucdavis.edu	747.3881			No	X		
Pam Meyer	Buyer TeamLead	“	pjmeyer@ucdavis.edu	747.3882			No			X
Andrew Wolin	Analyst TeamLead	“	acwolin@ucdavis.edu	747.3879			No	X		
Nicole Lack	Buyer TeamLead	“	nrlack@ucdavis.edu	747.3883			No Yes			X

Cheryl Cameron	Controlled Substance Buyer	“	clcameron@ucdavis.edu	747.3866			No	X		
Monica Mijangos	Controlled Substance Buyer	“	mamijangos@ucdavis.edu	747.3864			No			X
Michelle Valine	Controlled Substance Buyer	“	mvaline@ucdavis.edu	747.3865			No	X		

* = Asterisk denotes that staff member is required to leave the laptop at the office for connectivity purposes.

CONTRACTING SERVICES CRITICAL FUNCTION AREAS

Controlled Substance Buyers

Pam Meyer
Cheryl Cameron
Michelle Valine
Monica Mijangos
Janice King

Contract Services Control Desk (Duties must be performed on-site)

Barbara Hwang (Primary)
Matthew Theodore (Back-up)
Kay Gallinger (Back-up)
Back-up (TBD)

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CONTRACTING SERVICES WORK PROCESSING MATRIX

<u>Team Assignment</u>	<u>Purchasing Business & Tech</u>	<u>Purchasing Ag & Science</u>	<u>Business Contracts Services</u>	<u>Business Contracts Agreements</u>
Primary	Purch B&T	Purch A&S	BC Services	BC Agreements
Secondary	Purch A&S	Purch B&T	BC Agreements	BC Services
Back-up	BC Services	BC Services	Purch A&S	Signature Authority: Steve Frost Ken Woodard Andy Lamb Andrew Wolin
Back-up	SS	SS	Purch B&T	
Back-up			SS	

Business Contracts Agreements Team

Andrew Wolin
Stephen Green
Art Silen
Kelly Gilmore

Business Contracts Services Team

Merrily Whiteside
Mary Fields
Wendy Kay
TBD

Purchasing Business & Technology Team

Alex Martin
Robert de los Reyes
Karen Deal
Jennifer Arcado
Vickie Palec

Purchasing Agricultural & Science Team

Pam Meyer
Cheryl Cameron
Michelle Valine
Monica Mijangos

Strategic Sourcing Team

Nicole Lack
Sherry Mancilla