Office of Business & Financial Services Sponsor Update

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UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Four Overarching Goals

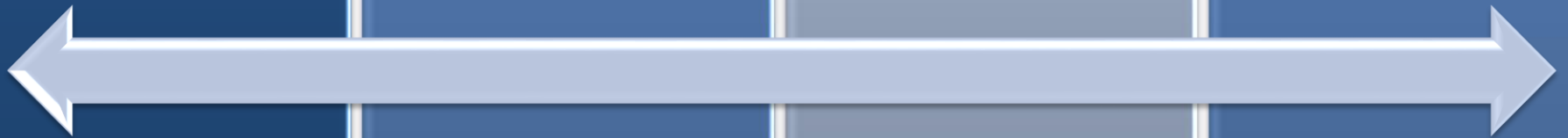Improve Communication, Training and Customer Satisfaction

Improve Purchasing Experience

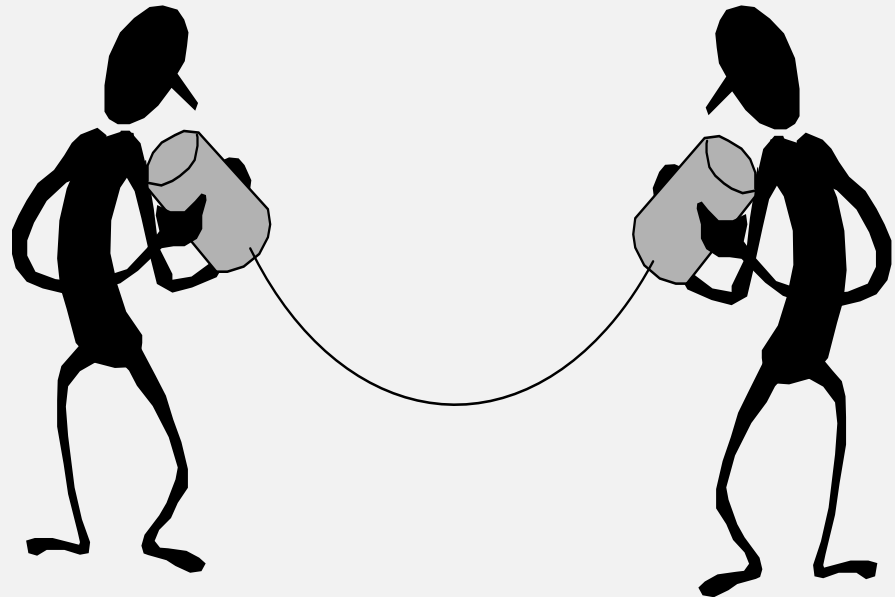Help users achieve more integrated and robust financial and HR reporting tools

Leverage technology to work smarter vs. harder

Communication, Training & Customer Satisfaction

- Create a regularly-scheduled OBFS communications reminder, including policy and deadline reminders and tips and tools

- OBFS eReminders

OBFS Communication Reminders

I am pleased to announce our inaugural edition of the communication reminders entitled eReminder. eReminder is a collection of important reminders from Budget Operations and Financial Analysis, Business Development Services (Revenue Contracts), Grants and Contracts and UIC Purchasing. We hope you find this useful.

Follow the links below to read more.

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eReminder

Grants & Contracts

Measuring Our Performance - Office of Grants and Contracts

To ensure that the Office of Grants and Contracts (GCO) is providing high quality customer service in the post-award administration of grants and contracts, data is collected to measure and monitor our performance. Below are metrics for two key processes: award setup and financial reporting. Click on the link above to read more.

UIC Purchasing Reminders

Board of Trustees Schedule for Approval of Purchases

There are two more opportunities for Purchasing to submit a department's purchase requiring payments of $1 million or more for purchases effective on or before July 1, 2014. Click on the link above to read more.

Procurement Contracts Search – See What Contracts are Available

Now is a good time to view all of the enterprise wide contracts available to the UIC campus in planning for your FY 15 purchases. Click on the link above to read more.

Communication, [Training] & Customer Satisfaction

- Improve OBFS by Invitation orientation for new and transitioning employees and increase attendance

- Create additional Purchasing and Grants and Contracts training opportunities through webinars, video clips and live sessions

- Provide frequent OBFS training opportunities for existing employees

- Coordinate the 2014 BAT Conference

Communication, Training & Customer Satisfaction

- Reengineer the Grants and Contracts close-out process to make it less cumbersome and more timely

Improve Purchasing Experience for All

- Move towards iBuy becoming the single requisitioning system for UIC through partial implementation for FY15

- Create an iBuy help desk to assist in implementation

- Develop an iBuy SharePoint site to provide a single point of reference for the iBuy training calendar, job aids, forms, frequently asked questions, and other training materials

Improve Purchasing Experience for All (cont.)

- Establish an improved Purchasing-department partnership based on a new Scope of Work document
  - Enable departments to provide more complete information to speed up getting bids/RFP's out
  - Purchasing, in turn, will establish benchmarks for getting out bids/RFP's and will be held accountable for meeting these benchmarks
  - iBuy will facilitate that measurement

Improve Purchasing Experience for All (cont.)

- Bid and implement a travel expeditor product such as Expedia or Orbitz over the next 9 months to facilitate travel arrangements and save departments money over current travel agency fees

Better Financial and HR Reporting Solutions

- Revitalize the Reporting Subcommittee of the OBFS Advisory Committee in order to develop more reports "by users for users"

- Implement the Web Intelligence tool designed to improve reporting through the data warehouse

Better Financial and HR Reporting Solutions (cont.)

- Develop a new electronic financial report distribution system that will simplify and ease distribution of the standard monthly accounting reports as well as allow PIs and faculty to easily view their own reports if desired

  - Will also include a dashboard with relevant balance information for each CFOP
  - Scheduled for early 2015

Leverage Technology to Work Smarter vs. Harder

- Utilize more current purchasing technology-iBuy vs. Banner
  - Fewer screens
  - Ability to attach documents
- Improve TEM through recent upgrade, including document attach
- Educate and offer online options and alternatives for departmental deposits, student payments, and payments to students
- Continue to roll-out the Illinois Contracting System (iCS) to departments
- Implement a single "smart" Contract Approval Routing Form (CARF) for Purchasing and OBDS with less restrictive approvals

SMARTER   HARDER

Thank you and enjoy the conference!