

College/Division Administrator Meeting
Zoom
March 10, 2022 - 9 AM to 11 AM

Minutes

Linelle Clark, Director HUB Operations

- **Senator Royce West Spot Bid Fair**
 - Senator Royce West Annual Spot Bid Fair will be held on May 2-3, 2022. College and Division are requested to provide five HUB eligible opportunities (Commodities not to exceed \$50K or Services not to exceed \$100K).
 - Opportunities can be broken down into single units. Process a requisition per single item.
 - If the lowest submitted bid is over the budgeted amount, the university may award to the vendor with the lowest price of a flat 2% or up to \$250, whichever is lower.
 - Once Invitation to Bid (ITB) is submitted, it may not be pulled.
 - The Spot Bid Fair Solicitation timeline and additional information will be sent via email notifications to the CDA ListServe.
 - If you have any (any size HUB Eligible) purchases, please consider obtaining them at the HUB Spot Bid Fair.
 - Please contact Purchasing and HUB Department early in your procurement planning if you have questions and/or need assistance.
 - See attached presentation material.

Robert Adkins, Director, Purchasing

- **Dell-HiED Personal Computer and Peripherals Procurement**
 - See attached presentation material.

Minhthu Pham, Property Manager

- **Property Management Guidelines**
 - See attached presentation material.

Other items from the group