

PS31127-R-002-T  
RUN DATE: 08/31/11  
RUN TIME: 14:57

PURCHASING/ACCOUNTS PAYABLE SYSTEM  
REQUISITION AND ADDON LISTING  
\* \* \* CONFIRMING \* \* \*

PAGE: 1

T723541

PURCHASE REQUISITION      DATE ENTERED: 08/03/11      \*\*\* FOR 11-13 BIENN \*\*\*

BUDGET	BUDGET#	DEPT CONTACT	PHONE	* INVOICE *
TITLE: A&S COMPUTER SUBSIDY	74-0404	Ann DePasquale	( ) -	* BOX NUMBER *
DEPT: DEAN A & S	DEL NO LATER THAN	TECH CONTACT	PHONE	* 353765 *
	00/00/00	Ann DePasquale	2066854825	*****
DELIVER TO:				
College of Arts & Sciences	NO EARLIER THAN	SERVICE BEGIN	SERVICE END	READY *****
50 Communications Bldg	00/00/00	00/00/00	00/00/00	TO * X *
Seattle	WA 98195-0000			FILE * X *
	BOX: 353765	ATTACHMENTS		*****
ATTN:		ASSIGNED TO DENISE GRIZZELL		

PURCHASE ORDER

SIGNED BY:      \* ERI   GA   NSF : 39.29 : 28B.20 : 43:105 : OTHER \*      \* GRAND      \*  
\* TOTAL \$      21,376.44      \*      FOR      1 ITEM

REQUISITION-HISTORY

STATUS	PERFORMED	BY	ACTION
090: PERFORM ENCUMBRANCE	08/03/11 9:13	ANN DEPASQUALE	ENCUMBERED
300: OBTAIN EQUIPMENT INVENTORY APP	08/03/11 9:23	MARTIN CRABB	APPROVED
110: AWAITING ATTACHMENTS AT PURCHA	08/31/11 14:39	NORMA CHUA	COLLECTED
400: BUYER TO BE ASSIGNED	08/31/11 14:46	NORMA CHUA	ASSIGNED TO DP
500: RELEASED TO BUYER	08/31/11 14:46	NORMA CHUA	RELEASED TO DP

T723541

2

PAGE:

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\*\*\* FOR 11-13 BIENN \*\*\*

VENDOR VENDOR-NUMBER

WRITTEN ORDER

DELIVERY

PHONE ORDER

F.O.B.

CONFIRMING P.O.

SHIP VIA

DATE

TERMS

PLACED BY

VENDOR CONTACT

ATTN:

ITEM G/C COM-CODE DESCRIPTION: QUANTITY UNIT UNIT PRICE ITEM PRICE OB-SB-SS

\* \* \* \* \* CONFIRMING \* \* \*

001 - Annual WIPHE ESRI state-wide lience renewal (admin 1.00 ea 19,521.860 21,376.44 05 45 00  
istered by WWU)

ADDON DATA FOR BUDGETS:

74-0404 A&S COMPUTER SUBSIDY

START: 01/01/85

END: 00/00/00

SHARE-% 100

SHARE-\$

0.00

PHONE:

TASK OPTION PROJECT:

FUNDING SOURCE  
CLASSIFICATION  
CONTRACT

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**Denise Grizzell**

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**From:** ANN DEPASQUALE [amd@u.washington.edu]  
**Sent:** Thursday, September 08, 2011 10:24 AM  
**To:** 'grizzell@uw.edu'  
**Subject:** Req # 723541

This is the annual renewal of our ERSI site license that is administered thru WWU. The UW req # from the previous year is 706123. Please let me know if this information is sufficient.

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ANN DEPASQUALE ■ College of Arts & Sciences ■ Box 353765 ■ Seattle 98195 ■ P: 206.685.4825 ■ F: 206.543.5462 ■

**W** UNIVERSITY *of* WASHINGTON



Please consider the environment before printing this email

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**UW Purchasing Department: Purchase Documentation/Checklist**

**Contract/Solicitation Number/Req#**

**723541**

☐ **Modify / Amend**

**I. Purchasing Authority**

- ☐ 43.19 (GA/ERI) ☒ 39.29 OFM Authority ☒ 43.105 DIS Authority  
☐ 43.78 Public Printer ☐ Non-State Funds-Discretionary ☐ Other

**II. Pre-Approvals**

- ☐ Regents Item or other delegation  
☐ EHS Approval/notification required  
☐ Animal Care Committee approval  
☐ I-TAC approval ☐ DIS/ISB approval  
☐ Police Dept Firearm approval  
☐ Other:

**IV. Basis for Vendor Selection**

☒ **Sole Source**

- ☐ Medical Surgical Decision/Prescription  
☐ Sole Source Justification via:  
☐ Note on Requisition  
☐ Statement attached, dated \_\_\_\_\_  
☐ Replacement/repairs parts  
☐ Compatible with current Equipment  
☒ Continuity of Research/Service- see previous  
 PO# **704123**  
☐ Original Equipment Manufacturer (OEM)  
☐ Extension: Existing Contract # \_\_\_\_\_  
☐ Only Single offer received after Competitive Solicitation  
☐ Emergency Purchase  
☐ Government Agency  
☐ Other: \_\_\_\_\_

**III. Competitive Solicitation**

- ☐ ITB ☐ RFQ ☐ RFP ☐ RFQQ  
☐ Vendor List attached  
☐ Solicitation and terms attached  
☐ Vendor Responses attached  
☐ Recap of Vendor Responses  
☐ Awarded to responsive/responsible Bidder(s)- see Recap  
☐ Contract attached  
☐ Master Contract/Price Agreement  
☐ Referenced on PO  
 Title: \_\_\_\_\_  
 No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
☐ Biz Trak (MWBE) notification (attached)  
☐ Extension of existing competitive contract  
 Exp. Date: \_\_\_\_\_

**V. Price Considered Fair/ Reasonable based on:**

- ☐ Adequate Competition  
☐ Pricing Documentation filed with Master Contract  
☒ Pricing Agreement  
☒ Buyer knowledge of market AND:  
☐ T&C 39B (order to \$10K)  
☐ Published Price List for Commercial Items (unit price <\$25K and total order <\$250K)  
 Dated: \_\_\_\_\_  
 Titled: \_\_\_\_\_  
☐ Included in quote (Include Var.1304 in PO)  
☐ Price List on file in Buyer's office  
☐ Price Warranty Checklist Attached (unit price <\$25K and total order <\$250K)  
☐ Price Analysis (sole source commercial item > \$25K unit price or > \$250K total contract amount)  
☒ Cost Analysis (custom/non-commercial item)

**VI. Other Purchase Considerations**

- ☐ UWMC HIPPA BA Agreement required/attached  
☐ Foreign order: Foreign Terrorist website checked  
☐ Medical orders: OIG database checked  
☐ Exclusion logging completed

**FAXed(date):** mailed 9/8/11

☐ PO ☐ 7.1.3a ☐ 7.1.3b ☐ Quote

**VII. Review Checklist/Signatures**

Prior Amount \$ \_\_\_\_\_ M&A Amount \$ \_\_\_\_\_ **Total Order Amount \$ 19,522**

**Reviews/Signature Authority**

- ☐ Within Buyer/SCM Authority Initials \_\_\_\_\_ Date: 9/8/11  
☐ Within Manager Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Associate Director Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Within Director Authority Initials \_\_\_\_\_ Date: \_\_\_\_\_  
☐ Greater than \$1M (Senior Director) Initials \_\_\_\_\_ Date: \_\_\_\_\_

**Buyer 1:** \$10k **Buyer 2:** \$25k or Bid Limit **Buyer 3:** \$50k or \$125K **SCM:** \$150 or \$250K **Manager:** \$500K  
**Associate Director:** \$750K **Director:** \$1M

Docsheet Rev: 02.10.09

**2010-2011 year \$19,000**

**2011-2012 year 19,522**

**\*fair & reasonable increase of 9**

## UW Purchasing Department: Purchase Documentation/Checklist

IF THIS ACQUISITION IS FEDERALLY FUNDED PLEASE REFER TO THE FOLLOWING:

THIS SECTION TO BE USED ONLY FOR FEDERALLY FUNDED (CONTRACTS AND GRANTS) PURCHASES:

- ☐ Federally Funded purchase:
- ☐ **Grant funded purchase:** attach 7.1.3b grant flowdowns. (If both Grant and Contract funded purchase, attach 7.1.3a contract flowdowns).
- ☐ **Contract funded purchase,** attach 7.1.3a contract flowdowns.
- ☐ Commercial item (must meet one of the following 8 definitions):
- ☐ 1. Any item(s) available for acquisitions to general public
  - ☐ 2. Any item(s) evolved from previously available to general public item(s) that is not available in the market place, but will be available in time to meet Government solicitation requirements
  - ☐ 3. Item(s) that is offered to public with customization options or need minor customization not generally available to public
  - ☐ 4. Any mix or combination of items mentioned (1,2,3,5) that are customarily sold in combination to public
  - ☐ 5. Services (installation, maintenance, repair, training, other) in support of an item acquired or available to general public
  - ☐ 6. Services that are offered in the marketplace in substantial quantities at pre-established catalogue or market pricing
  - ☐ 7. Any item/service or combination of items/services above (1-6) that are notwithstanding the fact that an item(s)/service(s) is transferred between separate divisions, subsidiaries, or affiliates of a contractor
  - ☐ 8. A non-developmental item developed and offered to multiple governmental entities by private entity

Note: For more details for above definitions please refer to FAR 2.101

- ☐ Non-Commercial R&D items
- ☐ Assoc. Director's approval required if order total exceeds "direct buy" limit
- ☐ Certs & Reps: >\$25K Federal grant –or- contract
- ☐ Dynamic Small Business Search printout attached: >\$100K Fed contract, for competitive and non-competitive purchases
- ☐ Small Business Subcontracting Plan: >\$550K Federal contract
- ☐ Certified Cost or Pricing data: sole source, non-commercial item >\$550K Federal contract



# UNIVERSITY OF WASHINGTON

## CONFIRMING ORDER

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DELIVERY  
RESTRICTIONS:  
See #15 OF GENERAL  
TERMS AND  
CONDITIONS

TO: WESTERN WASHINGTON UNIV (BELLINGHAM)  
CASHIERS OFFICE MS9004  
516 HIGH ST  
BELLINGHAM WA 98225-9004

Date		Purchase Order Number
09/08/11	***	723541

Ship To:  
A&S COMPUTER SUBSIDY 353765  
College of Arts & Sciences  
50 Communications Bldg  
Seattle WA 98195

Terms: NET 30 DAYS  
FOB:  
Via:  
Delivery Date: (Except as noted below\*)

THIS ORDER IS SUBJECT TO UNIVERSITY OF WASHINGTON  
GENERAL TERMS AND CONDITIONS AVAILABLE AT:  
<http://f2.washington.edu/fm/ps/info-for-suppliers/terms-and-conditions>

Item No.	Description	Quantity	Unit	Unit Price	Del. Date*
001	This is a Confirming Order. Do not duplicate.  ATTN: SUSAN BROWN  In filling this order, special attention is called to General Term and Condition #40B.  REFERENCE INVOICE# RA6069  Annual WIPHE ESRI state-wide lience renewal (admin- istered by WWU)  UW DEPT CONTACT: ANN DEPASQUALE @ 206-685-4825	1	ea	NOT TO EXCEED 19,521.86	

**BILLING INSTRUCTIONS:** Mail two (2) copies of invoice(s) to:  
ACCOUNTS PAYABLE at 206-543-4500  
3917 UNIVERSITY WAY N.E. FAX 206-685-8018  
UNIVERSITY OF WASHINGTON Email: [aphelp@u.washington.edu](mailto:aphelp@u.washington.edu)  
SEATTLE, WA 98105-6692

**PAYMENT QUESTIONS:** Call ACCOUNTS PAYABLE  
at 206-543-4500  
FAX 206-685-8018  
Email: [aphelp@u.washington.edu](mailto:aphelp@u.washington.edu)

All other correspondence to:

PURCHASING DEPARTMENT  
UNIVERSITY OF WASHINGTON  
BOX 351110  
SEATTLE, WA 98195-1110

116201-11

NOTE: Refer to our Purchase Order Number 723541  
Purchasing Agent

723541

on All correspondence.

DENISE GRIZZELL (206) 543-2752