

**6th Annual  
End of Year  
Conference  
February 29,  
2024**

**Hosted by Strategic Sourcing & Contracts**

**We're in  
this  
Together**

2

## Presenters

- **Linda Hippe** – *Director, Purchasing and Contracts*
- **Julio Gomez** - *Contracts Administration Supervisor*
- **Lilia Smith** - *Contracts Administration Supervisor*
- **Sherrie Shumaker** - *Accounts Payable Manager*
- **Kate Piscopo** – *TOC Contract Specialist*
- **CT Klock** – *Buyer*
- **Robin Hoffpauir** - *Buyer*



# Today's Agenda

3

- **Due Dates and Supply Chain Updates**
- **Accounts Payable**
- **Requisitions**
- **Purchase Order Sourcing**
- **Amazon Business**
- **Inventory Best Practices**
- **Contracting Best Practices**
- **ICA Contracting**
- **Contracting Resources**
- **Q&A**



# Due Dates and Deadlines

4

*Presented by Linda Hippe*

- ▶ **April 8** – Using Manage Reqs, START identifying which Reqs and POs need to be closed out. Email your list of identified requisition numbers and purchase order numbers to Robin Hoffpauir at [rhoffpauir@sandi.net](mailto:rhoffpauir@sandi.net)
- ▶ **April 15** – Last day to submit a special request requisition ( i.e., Services and Non-Direct Connect Suppliers). Deadline for stock item requests, **including copy paper** has been extended out.
- ▶ **April 15** – DEADLINE and LAST DAY for ALL departments and school sites to enter and save **placeholder requisitions** in PeopleSoft to pre-encumber an invoice amount that is unknown. This is not necessary for stock/inventory items.
- ▶ **May 10** – Last Day to submit a Direct Connect Requisition.
- ▶ **May 17** – DEADLINE and LAST DAY to notify Finance Analyst to: Close out your purchase orders and begin to reconcile your budget and ensure budget transfers.
- ▶ **May 31** – DEADLINE and LAST DAY to order Stock/Inventory items, including paper.
- ▶ **May 31** – DEADLINE and LAST DAY to clear-out/cancel all unused placeholder requisitions.
- ▶ **June 11** – DEADLINE and LAST DAY to deliver invoices to Accounts Payable to be charged to the 2023-24 budget.
- ▶ **June 12** – Ensure everything has been received, return requests completed, POs closed.

# Accounts Payable Updates

Presented by Sherrie Shumaker

5

## See Administrative Circular #43

- Final Invoices to A/P by June 11th, emailed to [apinvoices@sandi.net](mailto:apinvoices@sandi.net). Make sure you first list the vendor name in the email subject line, and request Receipt.
- Receivers/Receipts should be emailed to [supctrec@sandi.net](mailto:supctrec@sandi.net) before invoices can be paid.
- Travel Authorizations and Expense Reports must be entered by June 7<sup>th</sup> and fully approved by June 17<sup>th</sup>.
- No Accruals allowed for Travel. All travel occurring after June 7, 2024 (except virtual conferences with NO TA) will be charged to the 2024-25 budget.
- P-Card charges must post (not charged) to the Payment Net website by June 10<sup>th</sup> to be charged to the 2023-24 budget. Allow time for your purchases to post!
- **Watch for the Accrual Circular and Memo (email) going out at the end of April!**
- Please email specific year-end fiscal close questions to [sshumaker@sandi.net](mailto:sshumaker@sandi.net).

# New Supplier and Purchasing Information

Presented by Kate Piscopo

6

Staff Portal / Departments / Strategic Sourcing and Contracts (Purchasing & Contracts) / District Purchasing

## DISTRICT PURCHASING

### [NEW Supplier or Supplier Update Request Form](#)

In an effort to expedite the purchasing with a new supplier, please complete the new supplier form and complete the W9 to the form. School Sites and departments may also be a new supplier to complete

[W-9](#)

[CA-590 \(required for out of state vendors\)](#)

### [Amazon "How to" Presentation](#)

### [Amazon Training for P-Card Holders](#)

### [Items not allowed via Amazon Business Website:](#)

Toners, Inks, Office Supplies (Use Staples or Office Solutions Contracts), Janitorial Supplies (Use Waxie available via School Specialty Contract, Items available via Grainger Contract, No Food Items (Unless purchased from District Food and Nutrition Services Department), No Chemicals (Unless they are for a Biology or Chemistry available via Lakeshore Contract.

### [2023/2024 End-of-Year Processing Deadlines \(Circular\)](#)



When you are working with a new supplier or have an update to an existing supplier, enter the information using the [New Supplier/Supplier Update Request Form](#). SS&C will process the update in PeopleSoft.

# Entering E-Pro Requisitions

Presented by Robin Hoffpauir

7

The screenshot shows the E-Pro Requisition entry interface. At the top, there is a navigation bar with links for Home, My Preferences, Requisition Settings (highlighted with a red arrow), 0 Lines, and Checkout. Below this is a search bar with a dropdown menu set to 'All' and buttons for Search and Advanced Search. The main section is titled 'Special Requests' and includes a help icon. A sub-section 'Item Details' contains fields for \*Item Description (with a red arrow pointing to it), \*Price, \*Quantity, \*Category, \*Currency (set to USD), \*Unit of Measure, and Due Date. The 'Supplier' section has fields for \*Supplier ID (with a red arrow pointing to it) and Supplier Name, along with a 'Suggest New Supplier' link. Below this is the 'Manufacturer' section. The 'Additional Information' section features a large text area and three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. At the bottom, the 'Request New Item' section has a checkbox for 'Request New Item' with a note: 'A notification will be sent to a buyer regarding this new item request.' An 'Add to Cart' button is located at the very bottom.

**Requisition Setting:** Click on this symbol before going to special request when doing multi-line requisitions.

1. If you have a new supplier you would like to work with, send the New Supplier link to that supplier to complete.
2. The purchasing process moves quicker when the supplier is already in the system.
3. The more information you can add, the easier it is for the department to source your order.
4. Always attach a quote from the supplier you are working with to obtain the goods.

# What Could Go Wrong with a Bad Requisition?

8

Presented by Robin Hoffpauir

## Examples:

- Finance rejects the requisition (req) back to the submitter.
- Purchasing holds the req until it can be fixed... *this may take a while.*
- The req budget errors out because you selected the wrong category.
- The supplier ships the wrong items.
- Accounts Payable cannot pay the invoice.





# Sourcing Best Practices

*Presented by William Raynor*

9

- Make sure the Supplier is in PeopleSoft
  - New Suppliers need W9 and 590 Form
  - New Supplier Request
- Find 1 quote for expenses under \$10,000
- Find 2 quotes for expenses over \$10,000
- Submit your Requisition
  - Make sure it is approved
- Request an invoice from your supplier
- Email SUPCTREC@sandi.net to receive your goods or services
- If your PO has additional funds, make sure to close it out by contacting your Contract Specialist or Buyer



# E-Pro Requisition Sourcing

Presented by Lilia Smith

10

**7-14 Business Days** - The time it takes to Approve a REQ and Source to a Purchase Order

Why does it take longer than 7 Business Days?

- You never submitted the Requisition
- The department approver has not approved the REQ
- It failed budget check
- There was no quote attached and the REQ and the description was too vague
- The REQ is for a service and a contract is needed
- The items requested are back ordered or discontinued

**3 - 10 Business Days** – The time it takes to Dispatch a Purchase Order

Why does it take longer than 3 Business days?

- Pending Board Approval
- Pending Final Signatures
- Information is missing – quotes, W-9 and 590 forms
- Processing of work is typically on First In- First Out

# Office Supplies

Presented by Lilia Smith

11

- ❖ District is reviewing all Staples, Amazon and Office Solution orders. We are finding that our preferred supplier or suppliers that are the primary contract holders are not being utilized properly and in accordance with the law.
- ❖ Per best practices, purchasers are to compare Office Solutions and Staples pricing prior to submitting the req. This process has been on our website since the district switched suppliers; however, it is in red now, so it is more easily viewable.
- ❖ District has saved thousands of dollars by reviewing all orders and each line. Please take that into consideration as there may be a delay in your order. Money saved goes to the schools for use to spend on other items.

Staff Portal / Departments / Strategic Sourcing and Contracts (Purchasing & Contracts) / Services / Office Supplies

## OFFICE SUPPLIES

In an ongoing effort to minimize the cost of office supplies, the Strategic Sourcing and Contracts team is utilizing multiple sources to purchase office supplies:

- Office Solutions via Independent Stationers (District's preferred supplier PRIMARIS) using the Direct Connect website for online ordering.
- Staples Business Advantage (District's secondary supplier), using the PeopleSoft eProcurement system for online ordering and P Card Purchasing.
- *Please research which Vendor has the lowest price before submitting a requisition.*

Computer Related Products: PRICE CHECK against GovConnection - Contact Jennifer Dew at [jennifer.dew@dc.gov](#) for a quote.

LAMINATION SUPPLIES should be purchased through New Precision Technology, S

- Lamination Supplies have a price guarantee until October 17, 2024
- **NOTE: Must be purchased in quantities of 2.**
- 7669 LAM FILM (1.5 Mil 25" x 500' x 1" CORE) \$26.00 each
- 7670 LAM FILM (1.5 Mil 25" x 500' x 2 1/4" CORE) \$26.00 each
- 7671 LAM FILM (1.5 Mil 27" x 500' x 1" CORE) \$27.00 each
- Discount of 7.5% on any other item.

FLAGS should be purchased through Liberty Flags (800-322-3524). See attached quote. Valid

For more information, contact Lilia Smith at 858-522-5809, [lsmith7@sandi.net](mailto:lsmith7@sandi.net).

# Manage Requisitions

Presented by Robin Hoffpauir

12

## STEPS TO RECONCILE YOUR REQUISITIONS (REQS)

1. Remove the date in the Date From field.
2. Click on Search.
3. Review the list that shows all of your requisitions that are in various stages of the procurement cycle. These are the requisitions that are not complete yet.

## CLEANING UP AND CLOSING OUT YOUR REQ'S

Remove the date

**Manage Requisitions**

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SDUSD  
Requisition ID: [Search]  
Date From: [Search] [B] [C]  
Requester: [Search]

Requisition Name: [Search]  
Request State: All but Complete  
Date To: 02/13/2024 [B] [C]  
Budget Status: [Search]  
Entered By: [Search]  
PO ID: [Search]

Search Clear Show Advanced Search

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶ REQ530710	REQ530710	SDUSD	11/17/2023	Open	Error	1,000.00 USD	[Select Action]	Go
▶ REQ530709	REQ530709	SDUSD	11/17/2023	Open	Not Chk'd	2,900.00 USD	[Select Action]	Go
▶ REQ530705	REQ530705	SDUSD	11/17/2023	Open	Valid	5,000.00 USD	[Select Action]	Go
▶ REQ530704	REQ530704	SDUSD	11/17/2023	Denied	Valid	4,000.00 USD	[Select Action]	Go
▶ REQ530029	REQ530029/Planetb ids	SDUSD	11/09/2023	PO(s) Dispatched	Valid	52,625.00 USD	[Select Action]	Go
▶ REQ527053	REQ527053/Julio's toner	SDUSD	10/03/2023	Received	Valid	97.56 USD	[Select Action]	Go
▶ REQ524892	REQ524892	SDUSD	09/08/2023	PO(s) Dispatched	Valid	630.00 USD	[Select Action]	Go
▶ REQ522798	REQ522798	SDUSD	08/17/2023	PO(s) Dispatched	Valid	325.00 USD	[Select Action]	Go
▶ REQ521173	REQ521173/BSN/CANYONHILL	SDUSD	07/24/2023	Partially Received	Valid	64,965.00 USD	[Select Action]	Go
▶ REQ520577	REQ520577/Kathleen gall...	SDUSD	07/13/2023	Partially Received	Valid	40,100.00 USD	[Select Action]	Go

Create New Requisition Review Change Tracking Manage Receipts Requisition Report

Use the Select Action drop down menu to choose the action and click on Go.

This search will return all the requisitions that are still open. Review the column "Request State." For more information, click the arrow to the left of the Req Id. This will show the lifecycle of the requisition.

# Manage Requisitions (continued)

### Manage Requisitions

Remove the date

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	<input type="text" value="SDUSD"/>	Requisition Name	<input type="text"/>
Requisition ID	<input type="text"/>	Request State	<input type="text" value="All but Complete"/>
Date From	<input type="text"/>	Date To	<input type="text" value="02/13/2024"/>
Requester	<input type="text"/>	Entered By	<input type="text"/>
		Budget Status	<input type="text"/>
		PO ID	<input type="text"/>

[Show Advanced Search](#)

### Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ REQ530710	REQ530710	SDUSD	11/17/2023	Open	Error	1,000.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ530709	REQ530709	SDUSD	11/17/2023	Open	Not Chk'd	2,900.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ530705	REQ530705	SDUSD	11/17/2023	Open	Valid	5,000.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ530704	REQ530704	SDUSD	11/17/2023	Denied	Valid	4,000.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ530029	REQ530029/Planetb ids	SDUSD	11/09/2023	PO(s) Dispatched	Valid	52,625.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ527053	REQ527053/Julio's toner	SDUSD	10/03/2023	Received	Valid	97.56 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ524892	REQ524892	SDUSD	09/08/2023	PO(s) Dispatched	Valid	630.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ522798	REQ522798	SDUSD	08/17/2023	PO(s) Dispatched	Valid	325.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ521173	REQ521173/BSN/CANYONHILL	SDUSD	07/24/2023	Partially Received	Valid	64,965.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>
▶ REQ520577	REQ520577/Kathleen gall...	SDUSD	07/13/2023	Partially Received	Valid	40,100.00 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>





Use the Select Action drop down menu to choose the action and click on Go.

# Manage Requisitions (continued)

14

## ▶ Actions to Take

1. If there are any requisitions in your list where the Request State is Open and the Budget is Valid, determine what you need to do.
  - a. If you need the requisition, submit it for approval.
  - b. If you no longer need the requisition, cancel it and run the budget check. The funds will return to your budget.
2. If there are any requisitions on your list where the Request State is Open and the Budget is Error, determine what you need to do.
  - a. If you need the requisition, contact your budget analyst to help resolve the budget error.
  - b. If there is no more money left in the budget being used, cancel and budget check the requisition.
  - c. If there is some money left and the requisition item(s) can be reduced to lower the total amount, or if you need to use a different budget string, then cancel/budget check/undo cancel and edit the requisition to make the necessary adjustment. Save and Submit after successful budget check.

PO Status	Dispatched		
Budget Status	Valid		
<input type="checkbox"/> Hold From Further Processing			
PO Status	Compl		
Budget Status	Valid		

# Manage Requisitions (continued)

15

- ▶ After reconciling Open/Valid and Open/Error requisitions, focus on the other statuses. Use the left arrow to view the Request Lifespan to find out the stage of the requisition.

REQ527053 REQ527053/Julio's toner SDUSD 10/03/2023 Received Valid 97.56 USD [Select Action] Go

Requester Robin Hoffpaur Entered By Robin Hoffpaur Priority Medium  
Pre-Encumbrance Balance 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

**Request Lifespan:**

Line Information Personalize | Find | First 1-4 of 4 Last

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	HP 962XL, (3JA03AN) High-Yie...	Received	26.7300	USD	1.0000	EA	CVR Computer Supplies
2	HP 962XL, (3JA02AN) High-Yie...	Received	23.6100	USD	1.0000	EA	CVR Computer Supplies
3	HP 962XL, (3JA00AN) High-Yie...	Received	23.6100	USD	1.0000	EA	CVR Computer Supplies
4	HP 962XL, (3JA01AN) High-Yie...	Received	23.6100	USD	1.0000	EA	CVR Computer Supplies

# Manage Requisitions (continued)

16

- DENIED

- ▶ Actions to Take

1. If there are any requisitions in your list that have Denied Request State determine what you need to do.
  - a. If the requisition is not needed, cancel and budget check so the money is returned to the budget.
  - b. If the requisition was denied because it needs to be changed, then cancel/budget check/undo cancel/edit. Make the necessary changes, budget check, Save and Submit.

- RECEIVED

- ▶ Actions to Take

1. Use the arrow on the right to expand the Lifespan.
    - a. Review the active links. When a step is complete the link associated to it will become active.
    - b. If the payment link is active, that means the payment has been processed and the PO and Requisition can be closed.
    - c. If the PO link is active, then the PO has been created.
- ▶ If the Receipt link is active, then a receipt has been created. Some types of POs do not require a receipt. They are Office Solutions, Staples and Waxie. All other suppliers do require receipt(s). If the PO does not have a receipt and it has been more than 30 days, please follow up by contacting Strategic Sourcing and Contracts.



# AMAZON BUSINESS

## ANALYTICS TOOL & RECONCILIATION TIPS

Presented by Julio Gomez

- ▶ Register your Amazon account with Clever in Power School.
- ▶ Business Analytics Tool is accessible under your login account.
- ▶ Click on "Reconciliation." Use filter functionality to search your order history or customize reports.

Submit

- Transaction Info
  - Transaction Date
  - Payment Reference ID
  - Transaction Type
  - Payment Amount
  - Account Group
  - Payment Instrument Type
  - Payment Identifier
- Customer Info
- Order Info
  - Order Date
  - Order ID
  - PO Number
  - Order Status
  - Approver

Reconciliation

Time period: Past 12 months

Get detailed shipping, product, and seller info on an order. Can't find what you need? See our help page.

<input checked="" type="checkbox"/>	Transaction Date	Payment Reference ID	Transaction Type	Payment Amount	Account Group	Payment Instrument Type
<input checked="" type="checkbox"/>	10/25/2019	SBA35WV3ERLUS	Charge	\$18.99	Bridge Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/25/2019	4MUJYNDP2W72	Charge	\$46.22	Creekmoor Elementary	Visa
<input checked="" type="checkbox"/>	10/25/2019	3N55ONGjll-HssSVWRAUJ	Charge	\$165.05	Eagle Glen Elementary	Visa
<input checked="" type="checkbox"/>	10/25/2019	EAKVN3wKYDf4s3rJhY4	Charge	\$8.99	Child Nutrition	Visa
<input checked="" type="checkbox"/>	10/25/2019	7A8Q1KACLCG5	Charge	\$197.98	Creekmoor Elementary	Visa
<input checked="" type="checkbox"/>	10/25/2019	6WPML1CA1AMU	Charge	\$113.46	Bridge Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/25/2019	4LNOPT411J	Charge	\$11.07	Shull Early Learning Center	Visa
<input checked="" type="checkbox"/>	10/25/2019	4U08705D1HP	Charge	\$15.97	Bridge Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/25/2019	24FDV17H1AK	Charge	\$55.98	Bridge Ridge Elementary	Visa
<input checked="" type="checkbox"/>	10/22/2019	49814HY7NGU	Charge	\$44.89	Child Nutrition	Visa
<input checked="" type="checkbox"/>	10/22/2019	1FGCCK45EF9	Charge	\$152.94	Peculiar Elementary	Visa
<input checked="" type="checkbox"/>	10/22/2019	545LW20QMTc	Charge	\$42.70	East Middle School	Visa
<input checked="" type="checkbox"/>	10/22/2019	6RY6522X055	Charge	\$12.49	Raymore-Peculiar High School	Visa

Get order documents

If you require Printable Order Summaries for matching purposes, click [Get Order Documents](#). Check the box beside the orders you need documentation for OR select all at the top. This will cause a zip folder with these documents to download to your computer.

Filter

Adjust columns

Get order documents

Transaction type: equals

Charge

Transaction Date: between

10/01/2019 10/31/2019



You must not use a personal credit card or Amazon account for supplies shipped to a home.

A P-card is not charged until item has shipped.

### Amazon Business Approver Guide

# CONTRACTING PROCESS

Presented by Julio Gomez

18

## You Need a Contract When:

- Signatures are required.
  - Terms and Conditions are presented to you.
  - Services are for or with children on school campuses.
- ❖ To ease the contracting process, various [contract intake forms](#) have been created to streamline the information collected from users.

GSA's

ICA's

PSA's

M&O's



Venues

Vendors

ITBs

RFPs

- ❖ It is best practice to consider the following potential issues and talking them through with the designated department before submitting an Intake Form.

# CONTRACTING PROCESS (continued)

19

*Presented by Julio Gomez*

**Finance** - Audit or budget challenges may exist or there are issues with the timing of receiving money not aligned with the fiscal year.

**Information Technology**- The services or goods include the transmission of student and/or staff data. The goods or services include the procurement of software that will connect with existing district systems. The goods may exceed the public bidding threshold.

**Labor** - Union or labor issues that would require Labor guidance. Potential issues to look for in the Scope of Work could be that the Contractor/Consultant/Supplier is providing services that a District employee could potentially provide, certificated teaching staff is not present during the delivery of the services, and/or the Contractor/Consultant is paying or providing a stipend to a District employee.

**Office of General Counsel** - The Contractor/Consultant/Supplier is seeking a change to the indemnification clause. The Contractor/Consultant/Supplier's legal location is not in California.

**Plant Operations and Facilities** - The services include the purchase of goods or products being installed at a site or the services affect instruction on a site.

**Risk Management** - The Contractor/Consultant/Supplier is seeking a reduction in minimum insurance and/or the exception of liability requirements outlined in the Agreement.

# ICA Contracting

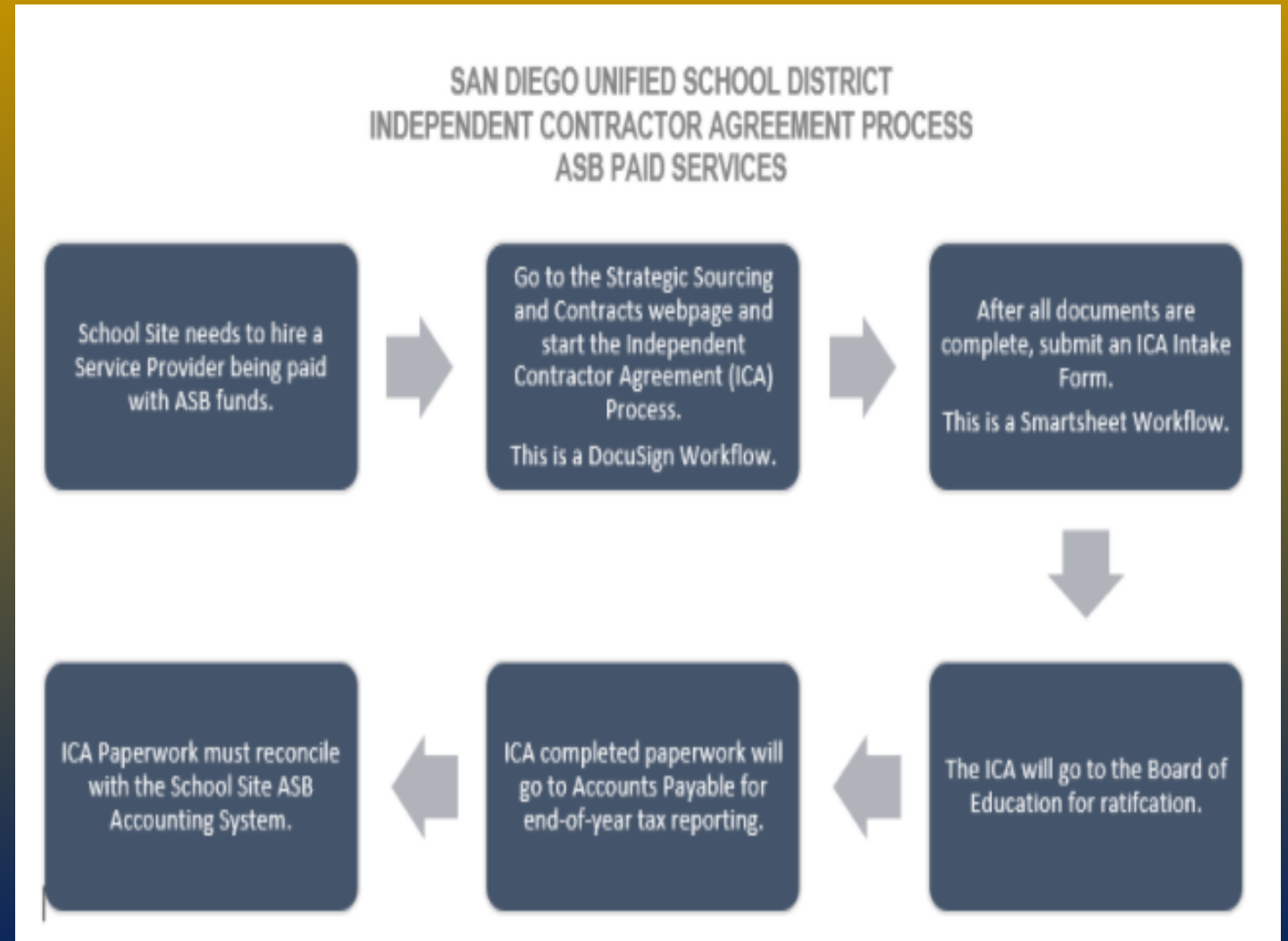
Presented by Kate Piscopo

20

The ICA is used to help school sites and programs to contract with Resource Persons or Student Service Providers *ONLY*.

## ▶ ICA's ARE:

- ✓ A one-page form agreement
- ✓ Board-approved; work should not start until after approval
- ✓ To be properly signed and submitted 4 to 6 weeks before the requested Board of Education meeting date



# ICA Contracting

Presented by Kate Piscopo

21

- ▶ ICA's are NOT used for the following types of services:
  - ▶ Professional Services - Services by a professional consultant
  - ▶ Vendor services - Services by a vendor; vendor agreements include a comprehensive Statement of Work (SOW) and should accompany the Intake Form
  - ▶ Services used to procure goods, software licenses, settlement agreements, name changes/novation agreements, etc.

## 1. ASB Funds Only- Independent Contractor Agreement Form

- PLEASE DO NOT USE FOR VENUE AGREEMENTS (Utilize GSA Intake Form)
- Complete the DocuSign [ICA PowerForm](#) first
- To complete the approval process, download the completed PowerForm and submit it with an [Intake Form](#)
- School Sites must follow ASB procedures and policies
- Need more information on this process? [Click Here](#)

# CONTRACTING RESOURCES

22

- ❖ Contracting and Procurement can be quite the process to navigate. To help navigate these processes, you are highly recommended to first review the [SDUSD Contracting and Procurement Manual](#) to understand the "WHY" of contracting.
  
- ❖ If you have a question about Contracting or Purchasing, you are invited to use the following resources to learn the answer and seek assistance:
  - Check the [Strategic Sourcing and Contracts \(SS&C\) website](#).
  - Reach out to an SS&C employee via email for assistance.
  - The [SS&C Point of Contact list](#) is found on the SS&C website.
  - Visit *Coffee Talks with SS&C Supervisors* every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Meetings are held from 9:30 a.m. – 10:30 a.m. **and** from 1:00 p.m. – 2:00 p.m.  
*Coffee Talk Zoom Link:* <https://sandiegounified.zoom.us/j/84955724518>

# Q & A



**Thank You**

**Strategic Sourcing & Contracts**

