Upcoming UPST Projects

November 2023
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1. Executive Recruitment Firm Program
2. Project Met 3.0
3. Commodity Code Harmonization
Executive Recruitment Firm Program
The Executive Recruitment Firm page give users an overview of the project and the benefits to them to use one of the contracted firms.

The Information Hub page, housed behind a firewall, features valuable information relating to the Executive Recruitment Firm program including:

- Firm Info Sheets
- Firm Rate Sheets
- Customized Statement of Work (SOW) Template and more
The Executive Recruitment Firm program is a result of a collaborative effort between Campus HR leaders, UMPO HR, and UPST. It empowers departments with a rich selection of firms to tap into when seeking exceptional talent for executive and leadership roles.

Benefits of the program include:

- **Enhanced Financial Efficiency**: Streamlined fee structures, reduced indirect costs, and competitive quoting and proposal procedures.
- **Swift Contracting & Support**: Execute contracts in under 2 weeks, including the quotes and proposals process, while working with dedicated account representatives.
- **Elevated Agreements and Services**: Benefit from improved contract terms, expanded services, UMass-friendly payment terms, performance guarantees, all within a diverse pool of firms.
Available Firms

The roster of firms includes local, national, and Forbes Top 20 firms that specialize in Executive, C-Suite, Senior Management, Mid-Level, and Niche recruitment.
1. Can non-HR departments use this program?
   • Yes! The Executive Recruitment Firm program is open to all departments searching for executive, senior, and hard to fill positions. Please consult with your Campus HR department.

2. How does the program work?
   • How you use the program and costs depend on the first-year compensation for the candidate(s). Please follow the steps listed in pages 6 – 8 of the User Guide depending on the compensation.

3. The firm I want to use is not on this list, can I still use them?
   • No, the University Procurement Policy requires competitive procurement for any service over $50K. Compliance with this policy is required.

4. Who can I contact for more information?
   • We always encourage departments to work with their campus HR departments directly.
   • For questions on a specific contract, please reach out to UPST at upst@umassp.edu.
Project Met 3.0
(Contract Process Updates)
Background & Objectives

UPST continues to improve the Contracts process, templates, and technology in BuyWays using feedback from campus users like you.

This year Project Met 3.0 targets:

- Automate the contract amendment process
- Integrate harmonized commodity & account codes
- Update language in contract request form questions

Over the next few months, we will be working with select participants from each campus to help bring this to life. Be on the lookout for more information!
Timeline of Activities

November
• Socialize project objectives with campuses
• Campus Focus Group sessions begin

December
• Validate and incorporate Campus Focus Group feedback
• Socialization with campus end-users on process and deployment strategy
• Finalize system configuration, job aids, and other resources

January
• Update UPST Contracts webpage
• Training begins
• Contracts Blackout Period (1 week)
• New Contract Request Form Launch (mid-late January)
Commodity Code
Harmonization
Each campus utilizes commodity codes in various ways that have University-wide impacts. These impacts include:

- Duplicate commodity codes.
- Manual selection of commodity codes, including punchout catalog purchases.
- Mismatches between purchased goods & services and their commodity codes or account codes.
- Inconsistent data for reporting on each campus and University-wide.
On Friday, December 1st the following measures will be implemented to ensure UMass continues to improve:

- University-wide commodity codes that are based on international standards.
- **Punchout Catalog Purchases**: Automatic linking of commodity codes.
- **Non-Catalog Purchases**: Folder structure implemented to guide users to appropriate commodity (pictured left).
- Appropriate account code options linked to the commodity codes

Overall, this gives Campus and UMPO Leaders quality spend data to drive better decision making.
Demo
### Available Training Sessions

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<tr>
<th>Monday, November 13&lt;sup&gt;th&lt;/sup&gt; at 11am</th>
<th>Tuesday, November 14&lt;sup&gt;th&lt;/sup&gt; at 12pm</th>
<th>Thursday, November 16&lt;sup&gt;th&lt;/sup&gt; at 11am</th>
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<td>Friday, November 17&lt;sup&gt;th&lt;/sup&gt; at 10am</td>
<td>Monday, November 20&lt;sup&gt;th&lt;/sup&gt; at 12pm</td>
<td>Monday, November 27&lt;sup&gt;th&lt;/sup&gt; at 2pm</td>
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<td>Thursday, December 7&lt;sup&gt;th&lt;/sup&gt; at 10am</td>
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<td>Thursday, December 14&lt;sup&gt;th&lt;/sup&gt; at 11am</td>
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Register for one or more of the sessions
For Questions & Support:

- Access the Commodity Code Harmonization Webpage
- Join our weekly office hour every Tuesday at 11am
  Register for Office Hours here
- Call UPST at (774) 545-8778 from 9am – 4pm
- Email UPST at upst@umassp.edu with the subject “Commodity Code Harmonization”