

## **Clarification of Roles & Responsibilities**

### **Procurement Department / Materials & Logistics Management**

#### **Procurement Department**

Managed by: Lori Acomb, 860-679-1775, [acomb@uchc.edu](mailto:acomb@uchc.edu)

Website: <http://procurement.uchc.edu>

#### **Responsibilities:**

- Manage bid and procurement activities for goods and services for all commodities, leased space and construction
- Consult with and educate departments about sourcing strategies, supplier outreach and internal procurement processes/requirements
- Develop and support strategic sourcing initiatives
- Partner with clinical leadership and Materials and Supply Chain Management to facilitate our Value Analysis Programs
- Manage and develop our e-procurement system, HuskyBuy (SciQuest)
- Ensure that the Health Center's purchases and bids comply with relevant laws, regulations and policies
- Oversee vendor management program to ensure that our suppliers/contractors are complying with quality, insurance, facility access/badging and other Health Center requirements
- Implement policies and procedures to support and improve our procurement process

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### **Procurement Department / Materials & Logistics Management**

#### **Office of Materials and Logistics Management**

Managed by: Jack Ferraro, 860-679-1927, [ferraro@adp.uchc.edu](mailto:ferraro@adp.uchc.edu)

Website: <http://opa.uchc.edu>

#### **Responsibilities:**

- **Clinical Inventory/Supply Chain** - Manage inventory and PAR levels for the clinical enterprise, and partner with clinical leadership and the Procurement Department to facilitate our Value Analysis Programs
- **Logistics** - Handle all shipping, receiving and distribution services (mail and courier)
- **Patient Transportation** - Provide safe and timely transport for in-patients who are receiving care at John Dempsey Hospital
- **Property Administration** - Tag and track capital and controllable assets institution-wide, handle moving and storage needs for all departments, ensure compliance with records retention and destruction requirements, oversee the electronic waste and degaussing program, manage surplus property, and maintain the Health Center's fleet vehicle pool and daily vehicle rental program
- **Health Care Industry Representative Registration** - Work with Procurement, Public Safety, Compliance and clinical staff to ensure that only authorized vendor representatives are allowed into patient care areas

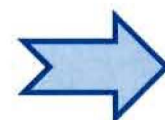


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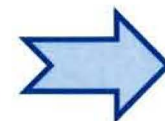
This committee's initiatives will almost certainly require the support & involvement of Procurement and/or MLM.

- Sourcing – How do we get the product? Should we bid or use GPO? Is purchase a valid sole source?
- Cost analysis – How does our current cost compare to alternatives?
- Price negotiation with suppliers (including GPOs)
- Change or consolidate existing products/suppliers
- New products/suppliers



**Procurement**

- Facilitation of clinical trials
- Inventory management – Prevent over- or under-stocking of supplies (PAR adjustments & organization of supply rooms)
- Utilization analysis – How are supplies being used? Identify & help prevent improper/wasteful use of clinical supplies



**Materials &  
Logistics  
Management**