

Upcoming UPST Projects

November 2023



University of Massachusetts

Amherst • Boston • Dartmouth • Lowell • Medical • Law

Upcoming UPST Projects

1. Executive Recruitment Firm Program
2. Project Met 3.0
3. Commodity Code Harmonization



Executive Recruitment Firm Program



Resources

User Guide



Website & Information Hub

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

Background & Benefits

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.



ISAACSON, MILLER

RVO Search

Alta
ASSOCIATES
EXECUTIVE SEARCH

another
source

 LINDAUER

 spelman
johnson Leadership Search for
Education and Social Impact

KOYA
PARTNERS
DIVERSIFIEDSEARCHGROUP

 **Caldwell**

MINUTEMAN GROUP

WittKieffer

GrantCooper
DIVERSIFIEDSEARCHGROUP

 **HIELBLING**
& ASSOCIATES, INC.

 new directions
STAFFING SERVICES

 **DIVERSIFIED**
SEARCHGROUP

BioQuest
A Diversified Search Company

Key Frequently Asked Questions (FAQs)

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

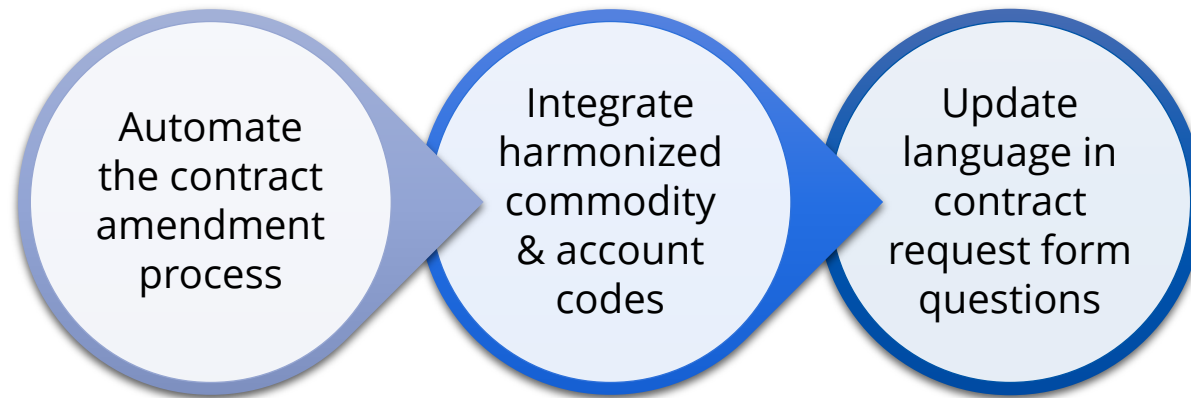
(Contract Process Updates)



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:



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



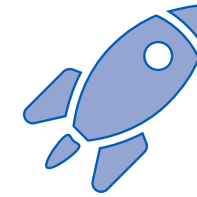
November

- 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)

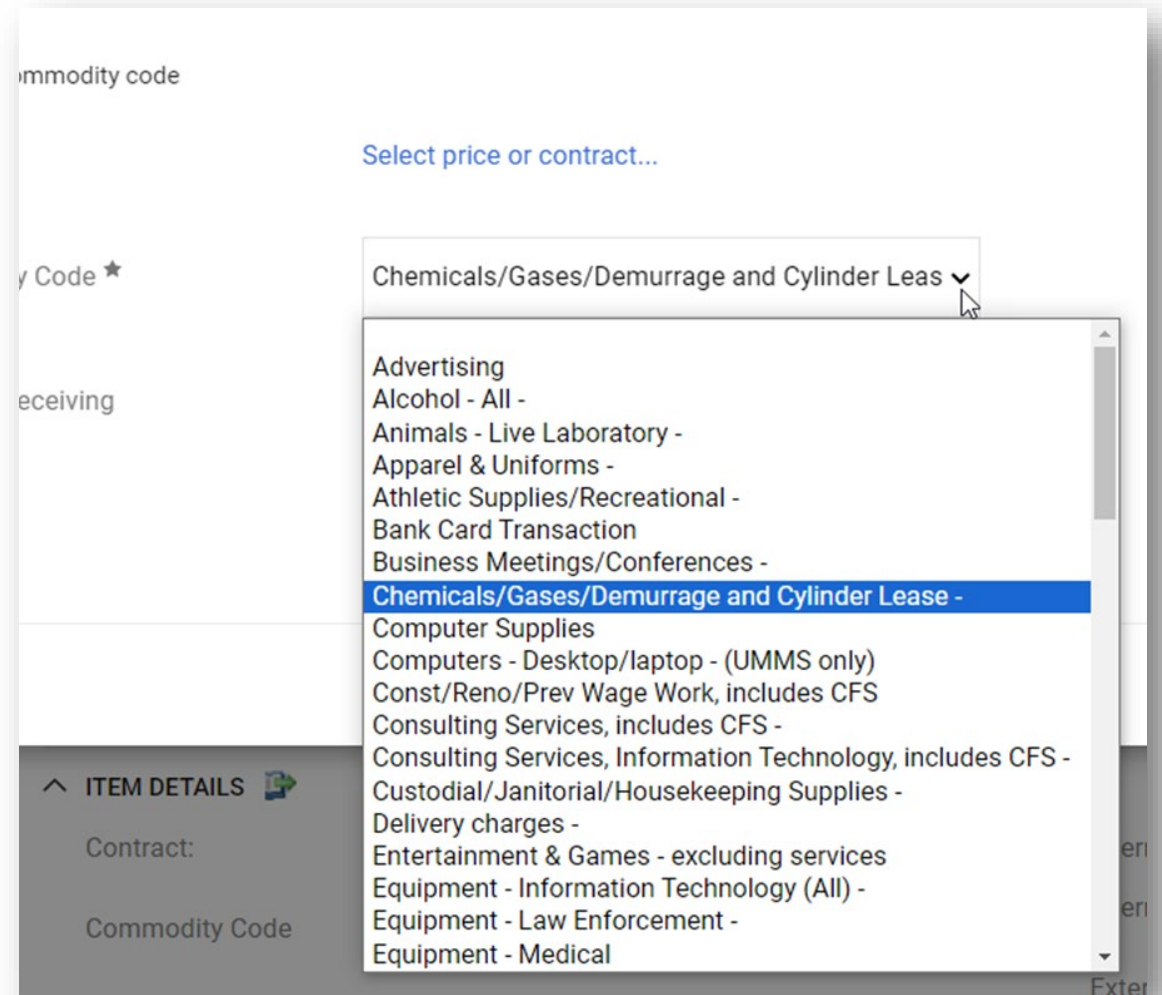
Commodity Code Harmonization



Current State

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.

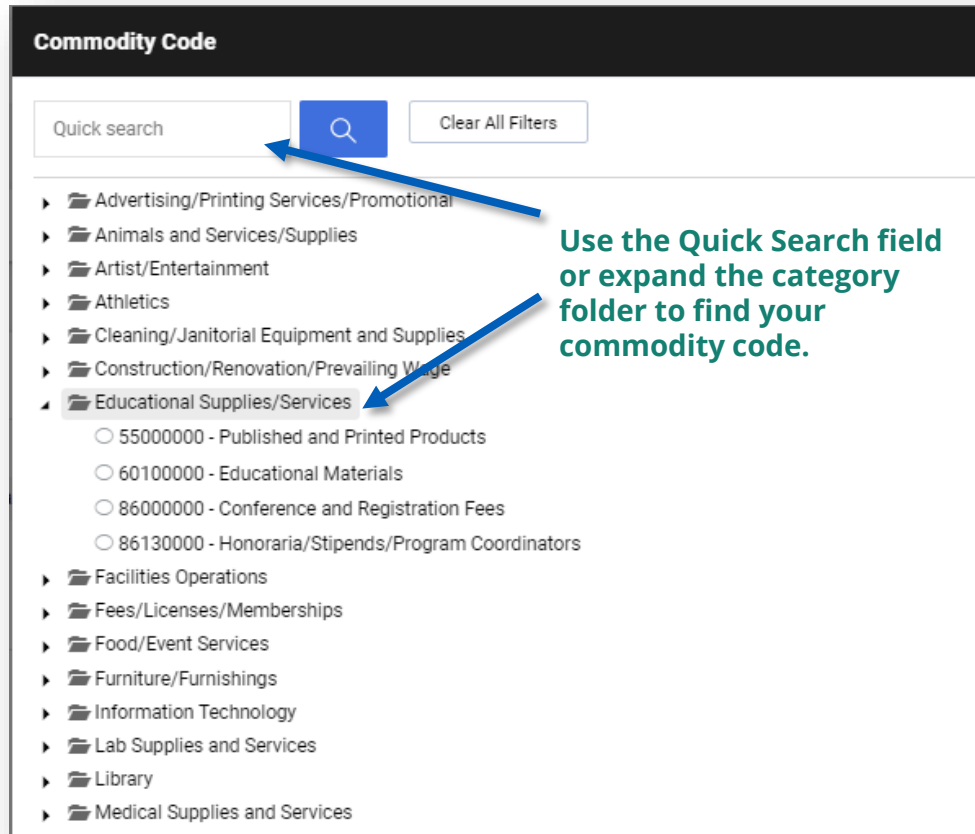


Future State

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

Monday, November 13 th at 11am	Tuesday, November 14 th at 12pm	Thursday, November 16 th at 11am
Friday, November 17 th at 10am	Monday, November 20 th at 12pm	Monday, November 27 th at 2pm
Tuesday, November 28 th at 1:30pm	Thursday, November 30 th at 11am	Thursday, December 7 th at 10am
Monday, December 11 th at 2pm	Tuesday, December 12 th at 10am	Thursday, December 14 th at 11am

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”