

Process Improvement for Low-Risk Activities/Procurements

To expedite the processing of “low-risk” services and as part of A&BS’s broad efforts to improve speed of such review, effective October 1, 2017, the Procurement Services’ Contracts team will approve “low-risk” activities/procurements subject to the prevailing UC Terms and Conditions of Purchase in lieu of requiring a service agreement.

To be considered a “low-risk” activity, the work must not include 1) Protected Health Information (PHI as defined under HIPAA), 2) Personally Identifiable Information (PII may include names, addresses, phone numbers, SSN, ID numbers, etc.), 3) Student Records, and 4) access to University networks.

Subject to the above, “low-risk” activities/procurements include, but are not limited to, the following:

1. Editing;
2. Translating;
3. Indexing;
4. Transcribing;
5. Videography;
6. Photography;
7. Graphic design; and
8. Publishing/Editing

The KFS Requisition/Purchase Order approval process to obtain services would still apply, however the department would no longer need to complete and submit a draft agreement to the Procurement Services’ Contracts team. The details of the scope of work should be added to the appropriate line item of the KFS requisition. For more details regarding the standard KFS approval process see the links from our Zot Portal Page here: [How to Acquire Services](#), [How to Process a Service Agreement](#), [How to Process an Independent Consultant Agreement](#), [Requisition Business Contracts/Agreements](#).

Please note, the Procurement Services’ Contracts team may still require an agreement for such services if significant facts or circumstances are discovered during the review of the KFS PO which would make it a “high-risk” activity.

Please contact the Procurement Services’ Contracts team at contacts@uci.edu if you question regarding this process improvement.