This message is being sent to Provosts, CBOs, SSAOs, CDOs, Shared Governance Groups, CIOs, and Identified Campus Representatives.

UW SYSTEM ADMINISTRATIVE POLICIES

Procurement Policy Approved

On October 26, Interim President Thompson approved revisions to the policy SYS 540, Non-Competitive Procurements. This policy was initially issued in October 2019 and was subsequently withdrawn on November 1, 2019. It has been revised and approved for reissuance.

For more details on the policy revision, please see below:

SYS 540, Non-Competitive Procurement Contracts

This policy will be effective December 1, 2020.

Summary of Policy and Policy Revisions

- SYS 540, Non-Competitive Procurement Contracts defines when a non-competitive negotiation can be used to award a contract. It also identifies the dollar thresholds at which an additional level of approval must be sought.
- Purchasing Directors may sign non-competitive contract up to $149,999.
- The Vice Chancellor must approve non-competitive contracts over $150,000. At UW-Madison and UW-Milwaukee the Associate/Assistant Vice chancellor can approve contracts over $150,000.
- Non-competitive contracts, with private, profit-making organizations, valued over $1,000,000 must be approved by UW System institution’s Vice Chancellor, the UW System Office of Procurement, reviewed by the UW System Office of General Counsel, and approved by the Board of Regents prior to execution.
If federal dollars are used a Cost Analysis must also be performed, per federal regulations.

Affected Areas on Campuses

- Purchasing staff on campus would be the primary user of these policies. It would give purchasing staff another tool set when buying goods and services.
- Contracting Officers who work with BOR procurement contracts.
- May require a broader delegation from the Chancellor to Purchasing Director.

Expectation of Campuses on UWSA policy reporting

- An institution cannot tailor these procedures to their institution.

Additional Communication

- Purchasing Directors have received two trainings on these policies. Controllers have received a high-level review.
- The Office of General Counsel has been trained.
- UW System Administration will be offering 2 additional trainings to CBO, Controllers and delegated Contracting Officers.
- UW Shared Services will build this into their future training schedule.

Information Security Policy and Procedure Approved

On October 28, Interim President Thompson approved the new policy SYS 1040, Information Security: Privacy Policy.


Please see a detailed description of the new policies and procedures below.


This policy and procedure will go into effect on November 1, 2021.

Summary of Policy and Procedure

This policy and procedure have been developed to establish expectations for the handling and protection of UW System community member’s personal data, set the tone and foundation for a systemwide Privacy Program, and address core privacy ideologies and expectations of our students and staff. This policy has also been developed to ensure UW’s compliance with current and future privacy legislation. Core components of this policy and procedure include:

- Limiting the collection, use, sharing and storage of personal data to that which reasonably serves the institution’s academic, research, administrative functions, or other required purposes.
If data is collected that does not fall within these limits, institutions are required to provide opt-
in capabilities for data subjects to control their processing preferences;

- Requirement to notify data subjects, prior to collection, what personal data is being collected, how it is being processed, and who it will be shared with;

- Requirement to allow data subjects to review their own personal data and request corrections when inaccuracies are found;

- Requirement for institutions to identify a Privacy Officer, who will act as the primary point of contact for privacy related matters;

- Requirement for UW System to appoint a Chief Privacy Officer to develop and lead a systemwide Privacy Program;

- Outlines a reasonable expectation of privacy, consistent with RPD 25-3, Acceptable Use of Information Technology Resources;

- Reporting requirements for suspected violations or breaches of privacy; and

- Requirement for the publication of a Website Privacy Statement for each institution’s website.

Affected Areas on Campuses

- This policy affects all areas and departments on campus that collect Personal Data, in any format, from members of the UW System community. This includes UW System employees, including academic staff, faculty, student employees, and researchers, as well as third-parties, such as authorized contractors and vendors, who have access to Personal Data through relationships with UW System.

- A requirement of this policy is for each institution to identify or designate a Privacy Officer, whom will be responsible for communications regarding this policy and future privacy initiatives.

Expectation of Campuses on UWSA Policy Reporting

- It is expected that the identified institution Privacy Officer will report to UWSA on the implementation status of this policy.

Additional Communication

- Further reminder communications will be sent prior to the effective date.

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