

Contract Search Concepts

Many of the contracts that the University of California San Francisco (UCSF) and the University of California system campuses create are available for review. The University of California Office of the President (UCOP) has a contract database called CalUSource. UCSF also has some contracts available for review in BearBuy as well. This guide provides instruction on how to access UCOP's CalUSource as well as how to search for contracts in BearBuy.

Obtaining access to CalUSource

1. Contact UCOP support at support@ucprocure.zendesk.com to request access to CalUSource.
2. Once you receive access from UCOP, log into CalUSource at: <https://www.ucop.edu/procurement-services/procurement-systems/calusource.html>
3. Review the UCOP training materials on the website above to learn how to search for contracts in CalUSource.

Searching BearBuy Contracts

Navigating to Contract Search

1. From the side navigation bar, go to **Contracts > Search Contracts**.
2. Contract search boxes display on the page.

Search Contracts Advanced Search ?

Contract

Active for Shopping

By Start/End Date

Created Date

Searching for Contracts

1. Enter criteria for the contract (i.e. contract number, supplier name, keyword, etc.) in the **Contract** field.
2. Ensure that the **Active for Shopping** dropdown menu has **Active** selected.
 - a. This option ensures that your search results only contain contracts that are active for purchases.
3. Ensure that the **By Start/End Date** dropdown menu has **Effective** selected.
 - a. This option ensures that your search results only contain contracts that are not expired.
4. Click the magnifying glass icon to search for contracts.

Contract Search Results & Filtering

1. The search results appear.
 - a. The *left-hand side* shows **Search Terms** and Filters that are used to Refine Search Results.
 - b. The *right-hand side* shows a list of the **Contract Search Results**.

Contract Search Results

1:200 of 204 Results Sort by: Best Match 200 Per Page

Contract Details

UCOP-93 Open Summary
 General Lab Supplies/Fisher Scientific
 Supplier: Fisher Scientific Company LLC Start Date: 5/1/2015 Version Type: Original
 Contract Type: - End Date: 4/30/2021 Renewal No.: 0
 Active for Shopping: Yes

UCOP-62 Open Summary
 Janitorial Supplies & Distribution Services
 Supplier: Waxie Sanitary Supply Start Date: 9/1/2014 Version Type: Original
 Contract Type: - End Date: 8/31/2019 Renewal No.: 0
 Active for Shopping: Yes

UCOP-317 Open Summary
 Pipettors, Tips, and services
 Supplier: Mettler-Toledo Rainin, LLC Start Date: 5/15/2017 Version Type: Original
 Contract Type: - End Date: 5/14/2020 Renewal No.: 0
 Active for Shopping: Yes

UCOP-288 Open Summary
 Residential MRO/HD Supply
 Supplier: HD Supply Facilities Maintenance Start Date: 2/1/2017 Version Type: Original
 Contract Type: UCOP Contract End Date: 1/31/2022 Renewal No.: 0
 Active for Shopping: Yes

Search Terms, Filters, and Refinements.

Search Results: List of contracts meeting the specified criteria.

2. Use the **Refine Search Results** options to filter by criteria such as *Supplier*.

Open and Review Contracts

1. Click on a contract number in the contract search results to open a contract.

[Back to Results](#) 8 of 11 Results < >

C20150358MG
Copy of Copy of Contract Name

Supplier: VWR INTERNATIONAL, INC.
Dates: 11/30/2016 - 6/30/2019
Version: Renewal 0
[Lifetime Spend \(USD\)](#)

Summary

Contract Summary ?

Header		Dates And Renewal	
Contract Name *	Copy of Copy of Contract Name	Start Date	11/30/2016 12:00 AM PDT
Contract Type	-	End Date	6/30/2019 11:59 PM PDT
Supplier Name	VWR INTERNATIONAL, INC.	Contract Managers	
Summary	View Summary	LLOYD WATSON	ucsfcquest@gmail.com +1 415-502-3047

[Additional Details](#)

[Attachments](#)

2. The contract summary page shows basic information about the contract such as the supplier and the contract end dates. Click on the [View Summary](#) link on the right side to view a summary of the contract, if available.
3. Click on the [Attachments](#) heading to review any available supporting documentation such as the fully signed agreement.
 - a. Click on the attachment name next to the icon to open the document.

▼ Attachments		
Display Order	Attachment	Date Uploaded
1	Fully Executed Contract	11/30/2016 10:47:19 AM