When Does This Contract Expire?

When looking for information on contract renewals and expirations, the **Contract Portal** is the place to go. To start, find a contract using one of the 6 search options on the homepage. Renewal dates and final expiration dates are listed for every contract.

Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement)

Questions or Comments? Call 757-221-3952 or email procure@wm.edu
Local Lodging

W&M has contracted with local hotels and B&B’s for both business-related lodging and Special Lodging Rates for family, friends, visitors and guests. Do you have a hotel you would like to include on these lists? We welcome all feedback as we prepare for the next open enrollment. Let us know your suggestions by emailing procure@wm.edu.

Recent Contract Activity

In Progress
- Powerwashing
- Fine Arts Storage
- Integrated Pest Management
- Student Summer Storage
- Museum Conservation & Display Services
- IEC HVAC Equipment
- Consulting Services
- Pouring Rights

In Progress (cont’d)
- Piano Loan Program
- Cashiering System
- Bindery Services

Coming Soon
- Photographers, Writers, Videographers
- Hotel Open Enrollment
- Motor/Mechanical Repair

Strategic Print Contract

In September, 2018, with the goal of increasing quality while lowering cost, William & Mary contracted with nine print vendors that offer a variety of printing options. These contracts include a broad array of print and lettershop services including design, layout, typesetting, binding, finishing, addressing, and mailing. What’s most exciting is W&M is now eligible to receive rebates based on our total print quantities by leveraging our collective buying power. Separate from general print services, we have isolated three vendors that will focus on the production of business cards. We encourage you to leverage these vendors as it allows us to further standardize the quality of our printed materials. To learn more, visit our website.

Consulting RFP “Open Enrollment”

William & Mary has initiated the first open enrollment period for several categories of consulting services. If your department has frequent needs for consultants, we encourage you to have them submit a proposal for consideration. The solicitation for this process is now posted in eVA. Questions may be directed to Sherrene Moore.

SPCC Question of the Month

Question: I use my SPCC to purchase office beverages for visitors & guests; am I allowed to use State funds for this?

Answer: No. Coffee, tea, water, or other beverages for office visitors and guests MUST be allocated to Local funds at reconciliation in Works, the supplies expenditure code must be used, and the purchase must be approved by the Dean or VP. For more information, visit the Small Purchase Matrix.

What’s new with ATG?

To date, America To Go orders exceed $725,000 with over 1,900 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently 57 active menus on the portal. See our website for more info.

Welcome, Dean!

We would like to welcome our newest student department assistant, Dean Kim, to the Procurement Services office. We look forward to working with you, Dean!

Upcoming Training Sessions

Please log into Cornerstone to register for the session(s) you are interested in attending.

March 7, 9:00 - 11:00 a.m. - Fundamentals of Procurement
March 12, 9:00 - 11:00 a.m. - SPCC
March 21, 9:00 - 11:00 a.m. - eVA

How do I make a purchase...? Check the P2P Matrix as your first stop: https://procuretopay.wm.edu/