



WILLIAM & MARY

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OFFICE OF PROCUREMENT

June 2016

Welcome to Issue No. 3 of William & Mary's Office of Procurement quarterly newsletter! We'll be using this publication to keep you up to date on important changes to policies or procedures, new vendors on contract, tips, reminders and general items of interest. We have important things to share but, we want to hear from you! If you have questions about procurement or suggestions for future newsletter topics, you can submit them through the following link: <https://forms.wm.edu/23116>
So, enjoy reading and let us hear from you!

PROGRAM ANNOUNCEMENTS

Strategic Sourcing at Work!

In our last newsletter Procurement announced that beginning February 1, 2016, the university's TSRC accounts would be tied to a new Virginia Association of State Colleges and Universities Procurement Professionals (VASCUPP) cooperative contract.

This cooperative contract contains our selection of "best value" items for even deeper discounts on W&M's high volume purchases. As a result of this change, the university has realized a cost savings of just over \$10,000 per month in February, March and April. Please remember to take advantage of TSRC's volume discounts by contacting John Hornback with the Office of Procurement at jhornback@wm.edu for any anticipated large quantity purchases.



SPCC Program Administrator Change

Please congratulate Dave Zoll on his new role as Procurement's Sourcing Analyst! Dave will continue working as the primary SPCC Program Administrator until a new administrator is hired. Please continue to contact Dave, Marra Austin, or Nina Earl with SPCC questions and requests.

SWAM VENDOR HIGHLIGHT

Dunmar Moving Systems (Small Business) VASCUPP Contract # UCP-TS-016-12



Moving and Relocation processes for incoming faculty and staff can be difficult for new hires to navigate. One of the best ways to streamline the processes and feel confident that there are contract terms that cover the new hires and the university is by using a contracted vendor for moving and relocation services! Some of the benefits of using a contracted vendor:

1. Only one quote is required when using a contracted vendor for M&R (otherwise 3 quotes are needed)
2. Contract terms will govern the services – many standard M&R contract templates from non-contracted vendors are not as favorable
3. Contracted pricing – pricing for moves have already been negotiated and we realize significant discounted savings from a reputable supplier like Dunmar

Dunmar is a certified small business able to handle both domestic and international moves partnering with Allied Moving to provide a comprehensive source for your department's moving and relocations needs. Dunmar has worked with departments across campus and will be moving the classroom and laboratories for the new Integrated Science Center building. Dunmar contact information: moveVASCUPP@dunmar.com 804-714-2531. Please remember that moving and relocation expenses may not be placed on the SPCC.

STAFF HIGHLIGHT

Bill Vega, Senior Procurement Officer

Bill has been with William and Mary for the past 3 years. Before joining the Office of Procurement, Bill worked as Fiscal Coordinator for the Anthropology Department. Prior to joining the university, Bill worked in the aerospace industry at a subcontracting company as a Purchasing Manager and Marketing Manager. He is originally from Long Island, NY and moved to Williamsburg in 1997 with his wife Linda. Meet the whole Procurement team by viewing our [Staff Directory](#) page!



QUICK TIPS

Electronic SPCC PIN Recovery

Please remember that you must now enter your PIN number when using an active chip-enabled terminal at a merchant's location. There is no change to the online or phone ordering process. Cardholders who forget their PIN can electronically retrieve it by accessing www.bofam.com/globalcardaccess. This site does not use the same login credentials as the Bank of America Works application. Instructions for completing registration on the PIN retrieval site are available by [clicking here](#). Please contact Dave Zoll (djzoll@wm.edu) with additional questions or for assistance on retrieving your PIN.

SURPLUS ON HAND

William & Mary's Fixed Assets Management group oversees the university's surplus property inventory. This property is available for use by university departments. As of May 2016, there is a large amount of the following items in surplus inventory.

- Royal Blue stackable chairs
- Wooden Bookcases
- Various sized tables and desks
- A large lot of plastic, stackable file holders, magazine holders, pen holders & other office supplies.

If you are in need of surplus, **a large amount of furniture will be available from Millington and Morton Halls**. Please contact Debbie Acheson (djache@wm.edu) for more information on any of the items listed or to request a specific item from surplus. Debbie also maintains a furniture "wish list" which she will add you to if the item you request is not available.

UPCOMING DEADLINES

Procurement has established the following deadlines for Fiscal 2016 Year-End. Additional information on these deadlines will be announced in the Digest and posted on the Procurement website.

- Mar 18th Deadline for receipt of requisitions for furniture (non-custom) exceeding \$50,000
- April 1st Deadline for receipt of requisitions for furniture up to \$50,000
- April 1st Deadline for receipt of requisitions for purchases other than furniture exceeding \$50,000
- April 29th Deadline for receipt of requisitions for purchases other than furniture up to \$50,000
- June 10th BOA VISA Small Purchase Charge Card purchases should be processed.

Please contact Staci Longest (smlongest@wm.edu) if you have any questions about fiscal year-end deadlines.

UPCOMING TRAINING SESSIONS

The Office of Procurement and Fixed Assets provides monthly training for employees. All training sessions will be held in the Procurement conference room unless otherwise noted. Please contact the Procurement representative listed to register for training. This quarter's sessions are listed below.

June 2016

- June 2, 9:00am-11:00am - Procurement Process Training (Marra Austin maaustin@wm.edu)
- June 14, 10:00am – 12:00pm – SPCC Training (Dave Zoll djzoll@wm.edu)
- June 16, 1:30pm – 3:30pm - eVA Training (Lynnette Jenkins lhjenk@wm.edu)

July 2016

- July 7, 9:00am-11:00am - Procurement Process Training (Marra Austin maustin@wm.edu)
- July 12, 10:00am – 12:00pm – SPCC Training (Dave Zoll djzoll@wm.edu)
- July 21, 1:30pm – 3:30pm - eVA Training (Lynnette Jenkins lhjenk@wm.edu)

VIMS SCHEDULE

A representative from Procurement is available in the Sowers House on the VIMS campus every Tuesday. Below is the most current schedule of the representatives on rotation. This schedule is subject to change. Those interested in meeting with a Procurement representative are encouraged to schedule the meeting in advance or call the Sowers House at (804) 684-7868.

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|-----------------|------------------|
| • June 7, 2016 | Lynnette Jenkins |
| • June 14, 2016 | Sherrene Moore |
| • June 21, 2016 | Bill Vega |
| • June 28, 2016 | Kathy Mabe |
| • July 5, 2016 | John Hornback |
| • July 12, 2016 | Dave Zoll |

