



PROCUREMENT SERVICES

Newsletter

February, 2018

Procure-to-Pay Open Forum

Join us for the next Procure-to-Pay Forum on **Tuesday, February 27, 2018, from 9:00 a.m. - 11:00 a.m.** at the Sadler Center Commonwealth Auditorium. Topics will include up-to-the-minute news in Procurement, Payables, OSP, and Auxiliary Services. All SPCC cardholders, eVA users, frequent travelers, those who work with grant funds, and any other interested parties are invited to attend. To register, visit <https://cornerstone.wm.edu> and keyword search "Procure to Pay".



eVA/W&M Supplier Training

Monday, March 12, 2018 ~ 9:00am-noon with Kimberly Madison ~ Noon-12:30pm with W&M

This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. Attendees will learn the tools and tricks of using eVA, like creating a product catalog and using eVA free reporting tools (who is buying what you sell, at what price, etc.). Please encourage your local small vendors to attend! For more info, visit <http://www.wm.edu/offices/procurement/announcements/evawm-supplier-training.php>



W&M Supplier Diversity Fair Coming April 12, 2018

The 5th annual W&M Supplier Diversity Fair will take place on Thursday, April 12, 2018, from 1:00 - 4:00 p.m. in Trinkle Hall.

This event allows for small, women, and minority-owned (SWaM) businesses to network with departments across campus to learn more about the university and purchasing needs. For questions about this event contact Marra Austin at 757-221-7636 or maustin@wm.edu.

Visit us at www.wm.edu/offices/procurement
Questions or Comments? Call 757-221-3952 or email procur@wm.edu



TSRC Office Supply Contract

TSRC is the official, exclusive office supply provider for William & Mary. Within the first contract year, TSRC delivered an overall 15% discount and provided an annual rebate back to the university. TSRC is a SWaM certified woman-owned small business that has provided consistent goods and services to W&M. TSRC is approved for desktop delivery to campus departments.

In addition to office supplies, departments may place furniture orders less than \$5,000 through the **TSRC quick ship program**.

To create a TSRC account, contact Regina Shackelford, rshackelfor@thesupplyroom.com and provide your information.

Recent Contract Activity

In Progress

- Student Health Insurance
- Vessel Chartering Service, VIMS
- Remote Document Storage
- Special Event A/V Services
- Athletic Recruitment Software
- Preferred Local Lodging
- Paving Services
- Strategic Print
- Wren Building Painting
- Career Services/Student Conduct RFP
- Transportation (VASCUPP) Charter Bus and more

Recently Awarded Contracts

- Campus Consulting
- Confocal Microscope

Coming Soon

- Recycling Services
- Catering Solution
- Health & Wellness Services

Questions or comments?

Call 757-221-3952 or email procur@wm.edu

Strategic Sourcing Update

Procurement Services has embraced the opportunity to partner with campus departments to establish contracts that realize cost savings, generate revenue in support of the university's general fund and improve William & Mary's business processes. Since the beginning of FY 2016, Procurement Services has identified over \$2.4 million in revenue and cost savings from strategic sourcing, procurement, and fixed assets operations. Thank you to everyone utilizing strategic sources to help ensure that William & Mary remains a financially healthy, well run institution for years to come. As a reminder, the university's preferred and mandatory suppliers may be found on the Procurement Services [Buying@W&M](#) web page. Please contact Dave Zoll at 757-221-3953 or by email at djzoll@wm.edu with any sourcing questions.

SPCC Updates

As we move into the home stretch of fiscal year 2018, we would like to update you of a few changes surrounding the Small Purchase Credit Card Program “SPCC”.

1. **New and Improved SPCC Business Meal Form.** Hats off to W&M Athletics for the suggestion of a more dynamic SPCC business meal form that will provide a great benefit for cardholders! The SPCC business meal form has been revamped to include the new business meal policy updates as well as to calculate the cost per person automatically. As of July 1, 2017 all business meal purchases were required to have the SPCC business meal form attached to the transaction in Works to ensure that the transaction contains all of the required documentation. ALL food purchases, even catered events and those made in grocery stores, must have this form attached. Thank you to those who have been completing and attaching this form to business meal transactions in Works.
2. **Published SPCC Sanctions for Misuse/Non-Compliance.** The 2017 financial audit performed by the State Auditor of Public Accounts “APA”, charged the University with improving the tracking, monitoring, and compliance of our \$22 million dollar SPCC program at W&M and VIMS. A specific audit finding included the late (or lack of) sign-off by cardholders and approvers on transactions. APA asserted that delayed reconciliation of transactions increases the risk that cardholders may not detect fraudulent activity by external parties in a reasonable timeframe. APA also noted that while our policy allows for suspension for certain infractions, W&M rarely enforced the suspension. It was recommended that W&M institute and publish sanctions for findings of misuse or non-compliance.

In order to meet the obligation of compliance with internal policies, mitigate risk, and ensure continued success of our SPCC program, the W&M SPCC Policies and Procedures Manual has been updated to include a Sanctions for Misuse section. This policy is in effect immediately moving forward.

Procurement Services will continue to work with campus departments with a focus on adding value, delivering service, and improving quality. Concurrently, compliance with policies and procedures will be monitored in an effort to reduce risk to the University.

Recent process improvements include updated Buying @ W&M small purchase procedures, a procure-to-pay matrix, electronic forms, post-solicitation surveys, online training, P2P Open Forum updates, Digest advertisements of new contracts. In Spring 2018, a new contract portal will be introduced to provide access and transparency into W&M contracts. We welcome your suggestions for additional ways that we may support your departments.

Thank you all for your role in managing procurement within delegated authority, and help in remaining compliant with Procurement Policies and Procedures. Please visit the [Procurement website](#) to view the updated business meal form and the complete SPCC Policies and Procedures manual.



We're On Twitter!

Stay up to date with what's going on in Procurement Services with our new Twitter page! For the latest in upcoming events, news, trainings, recent RFPs, and more, follow [@wmprocurement](https://twitter.com/wmprocurement).

Innovation Award Goes to the W&M Procurement Team

At the close of 2017, the Department of General Services' Division of Purchases and Supply recognized public procurement professionals and other officials whose achievements have advanced the process for purchasing goods and services in the Commonwealth.

The Innovation Award went to the W&M Procurement Services Team, who adopted a strategic sourcing/category management approach to procurement that transformed a decentralized model into an enterprise-wide assessment of spend. The team's effort resulted in streamlined buying channels, reduced prices on goods and services, quality products, and increased rebates or generated revenue.



Upcoming Training Sessions

All training sessions will be held in the Procurement conference room unless otherwise noted. Please log into [Cornerstone](#) to register for the session(s) you are interested in attending. For questions, contact procur@wm.edu.

March 1, 9:00 - 11:00 a.m. - Procurement Processes

March 13, 9:00 - 11:00 a.m. - SPCC Training

March 15, 9:00 - 11:00 a.m. - eVA Training