



PROCUREMENT SERVICES

Newsletter

May, 2018

TSRC Furniture Open House

On Tuesday, May 1, Procurement Services hosted an office furniture open house featuring new products from [TSRC](#) (The Supply Room Company). Guests enjoyed light refreshments and had the chance to view and try out new furniture options. Our TSRC representative, [Mike Robertson](#), was also available to answer any questions during the event.

Not able to make it to the open house? Procurement Services has a showroom featuring desk and chair options. Stop by our office at 115 Grigsby Drive during business hours to see the selection.



eVA/W&M Supplier Training

Thursday, June 14, 2018 at the Procurement Services Office

9:00 a.m. - Noon with Kimberly Madison

Noon - 12:30 p.m. with W&M Procurement Services

This session will provide an overview of purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. For more info, visit our [Training Announcements](#).

Upcoming Changes to Catering Services Ordering Process

William & Mary, including VIMS, will be partnering with “America To Go” for catering needs. The new service offers around the clock customer service and consolidates all aspects of catering into one portal, which will make the ordering process more efficient. By July 1, all food orders for university events in the local area will be processed through “America To Go”. **More information coming soon.** If you have immediate questions about the program, please contact Dave Zoll at djzoll@wm.edu.

New Contract: Student Health Insurance

Procurement Services has recently awarded the [Student Health Insurance contract](#) to “UnitedHealthcare StudentResources”. We would like to extend our sincere gratitude to the RFP Committee: Kelly Crace, Cheryl Harris, and Shelly Smith for their enduring hard work and efforts during this long and arduous solicitation process. The contract includes a cooperative clause that will allow other Virginia institutions to utilize the contract, which may provide additional premium discounts for our students.



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



FY18 Year-End SPCC Deadline

The FY18 deadline for W&M and VIMS purchases using SPCC is **Friday, June 8, 2018, at 5:00 p.m.**

Documents received by this closing date will be processed in the 2018 Fiscal Year, with the constraints of cash availability.

For more information on this SPCC deadline, contact Marra Austin at maaustin@wm.edu.

Recent Contract Activity

In Progress

- Enslaved Memorial
- Remote Document Storage
- Paving Services
- Strategic Print
- Wren Building Painting
- Career Services/Student Conduct RFP
- Sponsorship/Multimedia Rights
- Athletic Consulting
- Temporary Bleachers - Football

In Progress (cont'd)

- Athletic Software/Recruitment and Compliance

Recently Awarded

- Athletics Sports Medicine
- Catering Solution

Coming Soon

- Photographers, writers
- Recycling & Waste Removal



SPCC - Question of the Month

Question: I will be out of the office for the summer, or other extended period of time, and will not be using my SPCC. Is there something I should do with my card before I leave?

Answer: Yes. Please email the Program Administrator with the dates you will be out of the office, and your SPCC will be placed in a temporary suspended status during this time. This is important because it minimizes the risk of your account being used while you are away and unable to log in to Works and view/reconcile transactions. If you are also an Approver in Works, the approval role for any Cardholders will need to be updated as well.

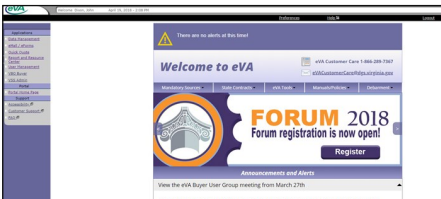


eVA - Tip of the Month

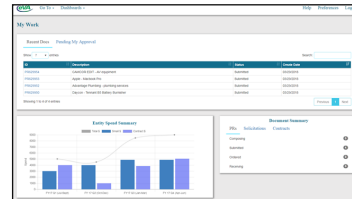
Update: New eVA Buyer Portal Coming May 18th

On Friday, May 18th, eVA will debut the new “Buyer Portal,” which is the screen users see when they first log into eVA. This is a new scheduled release date; previously it was set for earlier in the month. Procurement Services is working on screen shots to map the new locations of the applications used in eVA and will send these out to all eVA end users prior to the launch date. Below are side-by-side comparisons of the current page and what will be seen on May 18th.

Current Buyer Portal



New Buyer Portal



Upcoming Training Sessions

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

June 7, 9:00 - 11:00 a.m. - Procurement Processes

June 12, 9:00 - 11:00 a.m. - SPCC

May 17, 9:00 - 11:00 a.m. - eVA