



PROCUREMENT SERVICES



Newsletter

December 2019

Strategic Printing RFP “Open Enrollment”

William & Mary will initiate the first open enrollment period for the Strategic Printing Services contract beginning January 2020. If your department has a printer that you would like to see added to the mandatory vendor pool, we encourage you to have them submit a proposal by going to eVA beginning January 2, 2020: <https://bit.ly/2TRRPH8>. Questions may be directed to Sherrene Moore at svmoor@wm.edu.



Gift Policy

Under state law, a university employee may not accept any gift, even of nominal value, that tends to influence an employee in the performance of their university job. It is prohibited to accept gifts from current or potential vendors. Gifts from other sources (colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of the acceptance of non-vendor gifts to you as a university employee to the Conflict of Interest Committee is required under the [Conflict of Interest Policy](#). Questions? Email procure@wm.edu

Upcoming Events in 2020

- **January 13th: eVA/W&M Supplier Training**
Know a local Supplier who would like to do business with W&M, or within Virginia? Share news of the next eVA/W&M Supplier Training, 9:00 a.m. - 12:30 p.m. at Procurement Services. For more info and to register, [visit our website](#).
- **January 14th : New Procure-to-Pay System Visioning Session**
We want your input. Learn about plans for an upcoming source-to-settle system and share ideas. All departments are invited from 8:30 a.m. - 11:00 a.m. in the Sadler Center Commonwealth Auditorium. More information coming soon.
- **February 18th: Procure-to-Pay Forum**
Hear the latest news in procurement, accounts payable, and more from 10:30 a.m. - noon in Sadler Center Chesapeake B&C. For those who would like to view information on our fall Forum, the full presentation including slide deck, Q&A, and video is available in [Cornerstone](#), keyword search “procure to pay”.
- **March 12th: Open Lab Training**
Procurement Services will hold an open lab from 9:30 a.m. - 11:00 a.m. in Jones Hall Rm 203. More details coming soon.



SPCC December Reminder

SPCC sign off is still due by **December 23rd** even though the University is closed. Cardholders and Approvers are responsible for ensuring that sign-off is completed by the 23rd of the month in which the cycle closes. Note that after the 23rd, transaction allocations lock and cannot be updated prior to posting to Banner in January.

SWaM Spotlight: ATG Holiday Orders

Please remember that America To Go (ATG) must be approved before they are sent to vendors to fill. If you are submitting orders on or around the holidays, please confirm that an approver is available to approve your order to ensure that food will be delivered to your event. Please send any questions to procure@wm.edu.



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



Happy Holidays!

Wishing everyone season's greetings from the Procurement Services team. We will see you in the new year!

Recent Contract Activity

To see current solicitations in eVA, [click here](#).

In Progress

- Fine Arts Moving & Storage
- W&M Libraries Software System Migration (Islandora 8 Migration)
- Strategic Printing Open Enrollment
- Highland Exhibition RFI
- Healthcare Services

Coming Soon

- Lodging RFP
- Residential Laundry
- Vessels—Term Maintenance & Repair

Procurement Shout Out

Kudos to IT's Kitty Smith and Pete Kellogg for their tireless support and assistance with Procurement Services over the last several months. Kitty has been diligent with providing information and support for the CEI products and services transfer, miscellaneous software projects and just keeping us on track. Pete's patient handling of non-disclosure agreement responses and many security related questions warrants a special thank you. You are both most appreciated!

2019 In Photos



Procurement Award to Susan Mulholland



Short Story Dispenser in Swem



Supplier Diversity Fair



Sherrene Moore Receives the Duke Award



SWaMFest



Procure-to-Pay Forum

Let us hear from you! Do you have feedback on our newsletter, or other procurement related comments? Do you wish to see specific topics addressed in future editions? We welcome you to take our [Feedback Survey](#) and let us know what's on your mind.

On demand Procurement Curriculum is available: includes Fundamentals of Procurement, SPCC and eVA. All trainings and assessments are to be completed prior to issuance of a SPCC or eVA account. Please log into [Cornerstone](#) to register for sessions, search "procurement curriculum."

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