



PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

November 2022

SWaMfest 2022

William & Mary Supply Chain Services enjoyed attending and presenting at [SWaMfest 2022](#) in Richmond this year. SWaMfest is the Commonwealth's annual premier networking, educational, and professional development event for small, women-owned, and minority-owned "SWaM" businesses.

Special thank you to Rebecca Kinkead and Kitty Smith for leading the panel "Let's Do IT! - VASCUPP's IT Academy" during this year's event.



New Vendor In buyW&M

Worth Higgins
& Associates

Recently, Taylored Printing dba Elphick Industries was acquired by Worth Higgins & Associates. Contract WM19-Elphick Industries is now closed. Worth Higgins contract WM20-2283 is now available for use in buyW&M as an approved strategic print vendor. For questions, email procure@wm.edu.

Comin Soon! Updates to IC/Consultant Process

Having trouble determining when the services being provided are an Independent Contractor (IC) or an External Consultant? If the answer is yes or sometimes, we have great news! Starting in the new year, the current IC assessment will be updated to reflect contractor/consultant assessment. It will include questions to determine whether an external consultant and provide guidance on how to proceed based on the information from the completed assessment from the department. The IC agreement and assessment will still function the same once submitted. A user guide will supplement these changes and will be announced to campus once in production. We look forward to bringing this enhancement to campus to provide additional guidance to our campus departments!

Recent Contract Activity

For a list of current solicitations, [click here](#).

In Progress

- E-Learning
- Lodging & Conference Events
- Special Events Rentals
- Strategic Services
- Admissions Recruitment Software
- Vessels—Haul-out, Term Maintenance & Repair

Recently Awarded

- Landscaping Maintenance

Coming Soon

- Dining Services
- eCommerce Catering
- Dorm Furniture Rental Program



Guidance on 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

buyW&M Virtual Office Hours

For help with a specific scenario in buyW&M, stop in during the buyW&M Zoom office hours every other Wednesdays from 2:30 - 4:00 for assistance. Dates for virtual office hours will be announced in the Digest. Find Zoom link [here](#).