



PROCUREMENT SERVICES

Newsletter

January, 2018

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

Procure-to-Pay Open Forum

Procurement Services, Accounting Operations, and Office of Sponsored Programs held the first Procure-to-Pay Open Forum on October 30, 2017, at the Sadler Center Commonwealth Auditorium. Topics included procure-to-pay basics, “myth busters,” and helpful tips. Over 100 people attended this event, and the reviews were overwhelmingly positive.

A few survey responses from attendees:

- “Forum was very informative and much needed. Keeping policies and procedures fresh is a must and you learn just as much from colleagues. Please keep it coming!”
- “Very good information and good to see representation from all of the areas (AP, SPCC, eVA, Procurement, OSP, etc.)”

Save the Date

The next Procure-to-Pay Open Forum will take place in the Sadler Center Commonwealth Auditorium on **Tuesday, February 27, 2018, from 9:00 a.m. - 11:00 a.m.** More details coming soon.



Bill Vega & Laken Marley present at the Oct. 30 Procure-to-Pay Open Forum



Save the Date: W&M Supplier Diversity Fair

The 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 maaustin@wm.edu.



VASCUPP Board of Directors Meeting

The [VASCUPP](#) Board of Directors Meeting was held Friday, December 1, 2017, at the W&M School of Education. This meeting was attended by all VASCUPP schools, and committee meetings were held by the Board of Directors, CUCPG, SWaM, and Data Analysts.

VASCUPP was established in 1992 with the objective of identifying opportunities for cooperative procurements and cost savings for higher education institutions in Virginia, and over the past 24 years that objective has not changed. The current 11 members of VASCUPP continuously collaborate on cooperative procurements, procurement practice, and source selection, which ultimately allow for savings through leveraged spend and reduced administrative effort.

Recent Contract Activity

Recently Awarded Contracts

- ITPIR Consulting

In Progress

- Student Health Insurance
- Vessel Chartering Service, VIMS
- Confocal Microscope
- Remote Document Storage
- Special Event A/V Services
- Athletic Recruitment Software
- Preferred Local Lodging
- Paving Services

Coming Soon

- Recycling Services
- Strategic Print
- Catering Solution
- Career Services/ Student Conduct RFP

Questions or comments?

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Placing Orders from Contracts

When working with the sales representatives or vendors that have existing contracts with W&M, please remember to always check the following:

- Vendor has provided contracted pricing
- Contract number is referenced on the quote
- There are no links/statements stating that by accepting this quote, the customer is agreeing to the vendor's terms and conditions

If you cannot check off as correct for any of the three items listed above, please contact the vendor or sales representative you were working with to revise the quote. Should any issues arise regarding the purchase, leaving no question that the contract terms are what is to be followed is extremely important for determining how to resolve the issue.

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Holiday Door Decorating Contest

Procurement Services recently participated in the Finance Office annual Holiday Door Decorating Contest. Through teamwork, creativity, and plenty of paper cutting, our team put together our theme this year: "It's Snowing Savings In Procurement."



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 \$2.2 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

- FY18 SPCC Refresher Training is now available in [Cornerstone](#). The training curriculum has been added to the transcript for all cardholders and approvers required to take this training. You can access the course by logging into Cornerstone through William & Mary's Central Authentication Service (CAS). Once logged into Cornerstone, the FY2018 Small Purchase Charge Card (SPCC) Refresher Training Curriculum will be available on your Transcript, under the Learning tab. This training will satisfy the refresher training requirement for fiscal year 2018.
- Special thank you to all cardholders and approvers who aided in meeting a **95% completion** on SPCC sign off for the November cycle. Thank you for your assistance in this huge compliance measure. Let's work to make that 100% sign off moving into the new year, 2018!

eVA Updates

The eVA user application and acknowledgment form have been revised and transitioned into DocuSign. Similar to the Sole Source form, the eVA application will now be electronically streamlined along with having cost savings to the once paper-based process. We once again would like to thank James Strawn in IT for all his help and expertise with this process improvement! The new application can be accessed here <https://edocs.wm.edu/procurement.php>.

Staff Spotlight

Procurement Services welcomes two student employees to the team!



Evie Tsow

Evie Tsow is a freshman who hails from Richmond, VA. Her academic interests include Japanese and environmental science, and outside of school and work she enjoys listening to music, learning K-pop dances, and practicing karate. She is honored and excited to have recently become a member of the Procurement team!



Gabe Ouf

Gabe Ouf is also a freshman, originally from Cairo, Egypt, and now living in Gainesville, VA. Gabe enjoys tennis,

watching soccer, and learning languages (he speaks Arabic, English, and some French!). He hopes to major in International Relations and Finance, and he also enjoys volunteering with the local Buddy Art program, which makes art with people with special needs.

Upcoming Training Sessions

Procurement Services provides monthly training for employees. 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, from the home page, please enter “Proc” in the search bar for a listing of Procurement Service’s trainings. Please contact procur@wm.edu with any questions.

January 2018

- Procurement Processes - postponed to February due to inclement weather
- January 9, 9:00a.m. - 11:00a.m. — SPCC Training
- January 18, 9:00a.m. - 11:00a.m. — eVA Training

February 2018

- February 1, 9:00a.m. - 11:00a.m. — Procurement Processes
- February 13, 9:00a.m. - 11:00a.m. — SPCC Training
- February 15, 9:00a.m. - 11:00a.m. — eVA Training

Tuesday, February 27, 2018

Procure-to-Pay Forum, 9:00—11:00 a.m., Sadler Center Commonwealth Auditorium