



WILLIAM & MARY

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OFFICE OF PROCUREMENT

March 2016

Welcome to Issue No. 2 of William & Mary’s Office of Procurement quarterly newsletter! We’ll be using this publication to keep you up to date on important changes to policies or procedures, new vendors on contract, tips, reminders and general items of interest. We have important things to share but, we want to hear from you! If you have questions about procurement or suggestions for future newsletter topics, you can submit them through the following link: <https://forms.wm.edu/23116>
So, enjoy reading and let us hear from you!

PROGRAM ANNOUNCEMENTS

Supplier Diversity Fair

Mark your calendars! Tuesday, April 19th from 1 – 4 PM at the Campus Center’s, Trinkle Hall. We encourage you all to stop by and meet with our Small, Women-, and Minority-owned (SWaM) businesses that may be viable sources for your department’s needs! The event will allow you the opportunity to network with Virginia based and diverse businesses as well as contribute to our school’s 42% SWaM utilization goal. Check out the Supplier Diversity Events [webpage](#) for more information. [Register to attend by clicking here.](#) We look forward to seeing you there!

eVA Single Sign-on

W&M is pleased to announce that we will be utilizing the new eVA single sign-on feature! No more



separate user name and password when using eVA. In the near future, you will be able to log into eVA with your W&M Windows log in credentials! We are excited to work with IT to allow our W&M/VIMS eVA users to utilize this amazing option eVA has provided to the Commonwealth.

Fifth Annual Hazardous and Electronic Waste Collection Day

On March 29, 2016 from 11am to 2pm in the William & Mary Hall parking lot, you can drop off hazardous and electronic waste like chemicals, batteries, light bulbs, electronics and other objects to keep them out of the landfill. Departments can also request free pickup of large electronic waste only, such as old computers and copiers, by using the following Tribe Response form: <http://forms.wm.edu/25200/>

VENDOR HIGHLIGHT

The Supply Room Companies (TSRC, Inc.)

Beginning February 1, 2016, your TSRC account will be tied to a new contract that is part of the Virginia Association of State Colleges and Universities Procurement Professionals (VASCUPP) pool of cooperative contracts. Part of this cooperative contract is our selection of “best value” items for even deeper discounts.



These items are chosen based on W&M’s actual buying habits, high volume items. Overall we expect products to cost 15% less than they do now because of our ability to focus discounts on the items we actually buy.

Remember to take advantage of TSRC’s volume discounts by contacting John Hornback with the Office of Procurement at jhornback@wm.edu for any anticipated large quantity purchases. The table below shows some examples of the new contract pricing.

| Same Item | New TSRC Contract | Old TSRC Contract |
|--------------------|-------------------|-------------------|
| 3M Poster Tape | \$5.64 | \$7.03 |
| 2 Pocket Portfolio | \$26.74 | \$30.41 |
| DELL Toner | \$119.00 | \$149.14 |
| 4x6 Index Cards | \$99.99 | \$114.00 |

NEW PROCUREMENT CONTRACT

Electronic Systems Inc. & Hackworth Reprographics, Inc.

A study conducted by the Censeo Consulting Group revealed that multiple print management services could be consolidated into one contract source. In July 2014 the Office of Procurement issued a solicitation to include management of copiers, printers, repair service for these devices, and printing services for the campus community. A contract was awarded to Electronic Systems, Inc. (ESI) with Hackworth Reprographics Inc. as their subcontractor responsible for the William & Mary Print Shop located on the ground floor of the Swem Library. On September 21, 2015 Hackworth officially opened the William and Mary Print Shop providing small document printing like business cards, envelopes, color copies, manuals, flyers, booklets, on campus print delivery service, and additional services.

To view Hackworth's website for services at W&M visit www.printshop.wm.edu

To view Hackworth's full line of services at their location in Chesapeake, visit www.Hackworth.co (not .com)

STAFF HIGHLIGHT

John Hornback, CUPO, VCO, CPPO

John is the senior buyer handling IT and financial procurements. After seven years of commuting each day to Richmond for his job at VCU, he was ready to work closer to home. Prior to his position as a procurement officer at VCU, John worked at Colonial Williamsburg as a retail buyer for their stores and mail-order business. John grew up in central Pennsylvania and has lived in Williamsburg for 15 years. Meet the whole Procurement office by viewing pictures recently added to our [Staff Directory](#) page!



QUICK TIPS

LET THE ADVANTAGE BE YOURS!

Organizations within the Commonwealth of Virginia, nation-wide cooperative contracts groups and Virginia Association of State Colleges and Universities Purchasing Professionals (VASCUPP), which includes William & Mary, have negotiated contracts for categories of items bought frequently. These contracts include discounts from commercial list pricing, guaranteed delivery timeframes or other advantages when compared to buying directly from a vendor. Within each category listing you will find active contracts available to you with a description of the product lines or manufacturers covered, as well as a description of those advantages. Check out the category guide to see if there's a pre-negotiated deal that makes sense for you when you're making a decision about who to buy from. Visit the page at [Contracts Guides by Category](#).

Electronic SPCC PIN Recovery

Please remember that you must now enter your PIN number when using an active chip-enabled terminal at a merchant's location. There is no change to the online or phone ordering process. Cardholders who forget their PIN can electronically retrieve it by accessing www.bofam.com/globalcardaccess. This site does not use the same login credentials as the Bank of America Works application. Instructions for completing registration on the PIN retrieval site are available by [clicking here\(.pdf\)](#). Please contact Dave Zoll (djzoll@wm.edu) with additional questions or for assistance on retrieving your PIN.

SURPLUS ON HAND

William & Mary's Fixed Assets Management group oversees the university's surplus property inventory. This property is available for use by university departments. As of February 2016, there is a large amount of the following items in surplus inventory.

- Green and Royal Blue stackable chairs
- Mauve Armless Chairs
- Various sized tables and desks
- Bookshelves
- A large lot of plastic, stackable file holders, magazine holders, pen holders & other office supplies.

Please contact Debbie Acheson (djache@wm.edu) for more information on any of the items listed or to request a specific item from surplus. Debbie also maintains a furniture "wish list" which she will add to if the item you request is not available.

UPCOMING DEADLINES

Procurement has established the following deadlines for Fiscal 2016 Year-End. Additional information on these deadlines will be announced in the Digest and posted on the Procurement website.

- Mar 18th Deadline for receipt of requisitions for furniture (non-custom) exceeding \$50,000
- April 1st Deadline for receipt of requisitions for furniture up to \$50,000
- April 1st Deadline for receipt of requisitions for purchases other than furniture exceeding \$50,000
- April 29th Deadline for receipt of requisitions for purchases other than furniture up to \$50,000
- June 10th BOA VISA Small Purchase Charge Card purchases should be processed.

Please contact Staci Longest (smlongest@wm.edu) if you have any questions about [fiscal year-end deadlines](#).

UPCOMING TRAINING SESSIONS

The Office of Procurement provides monthly training for employees. All training sessions will be held in the Procurement conference room unless otherwise noted. Please contact the Procurement representative listed to register for training. This quarter's sessions are listed below.

March 2016

- March 3, 9:00am-11:00am - Procurement Process Training (Marra Austin maaustin@wm.edu)
- March 8, 10:00am – 12:00pm – SPCC Training (Dave Zoll djzoll@wm.edu)
- March 17, 1:30pm – 3:30pm - eVA Training (Lynnette Jenkins lhjenk@wm.edu)

April 2016

- April 7, 9:00am-11:00am - Procurement Process Training (Marra Austin maaustin@wm.edu)
- April 12, 10:00am – 12:00pm – SPCC Training (Dave Zoll djzoll@wm.edu)
- April 21, 1:30pm – 3:30pm - eVA Training (Lynnette Jenkins lhjenk@wm.edu)

May 2016

- May 5, 9:00am-11:00am - Procurement Process Training (Marra Austin maaustin@wm.edu)
- May 10, 10:00am – 12:00pm – SPCC Training (Dave Zoll djzoll@wm.edu)
- May 19, 1:30pm – 3:30pm - eVA Training (Lynnette Jenkins lhjenk@wm.edu)

VIMS SCHEDULE

A representative from Procurement is available in the Sowers House on the VIMS campus every Tuesday. Below is the most current schedule of the representatives on rotation. This schedule is subject to change. Those interested in meeting with a Procurement representative are encouraged to schedule the meeting in advance or call the Sowers House at (804) 684-7868.

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|------------------|------------------|
| • March 8, 2016 | Lynnette Jenkins |
| • March 15, 2016 | John Hornback |
| • March 22, 2016 | Dave Zoll |
| • March 29, 2016 | Sherrene Moore |
| • April 5, 2016 | Kathy Mabe |
| • April 12, 2016 | John Hornback |
| • April 19, 2016 | Dave Zoll |
| • April 26, 2016 | Lynnette Jenkins |
| • May 3, 2016 | Sherrene Moore |

