



PROCUREMENT SERVICES

Newsletter

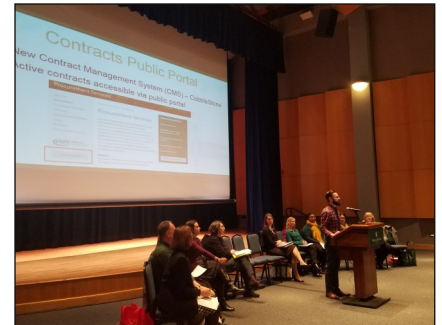
September, 2018

Procure-to-Pay Forum

Tuesday, October 30, 2018, 10:00 a.m. - 12:00 p.m.

Join us for the next Procure-to-Pay Forum in the Sadler Center Commonwealth Auditorium. Have questions for Procurement Services, Accounts Payable, or IT? Let us know by emailing procur@wm.edu.

Following this event, stop by Sadler Center Chesapeake A from 12:00 - 1:00 p.m. for an America To Go Launch Event. Sample from the menus of over 20 caterers and local restaurants participating in the [America To Go](#) program.



Strategic Printing

William & Mary has contracted with 9 companies to offer a variety of printing options with greater value to the university community. These contracts include services for a wide range of printing, typesetting, design, layout, binding, finishing, mailing, delivery, and rebates paid back to W&M. These contracts will standardize the contract pool for the University's printing needs and provide 3 companies to include W&M's print shop, as an alternative to VCE for the ordering of business cards. The business cards under this contract will be at a competitive price, high quality, with a reasonable turnaround time.

Currently, cards can be ordered through the print shop. University Web and Design will be working with the other two new companies to have the templates available soon for ordering business cards. University Web & Design will act as the W&M point of contact for the approval of all W&M artwork provided to any of the contracted vendors. Kudos to the members of the RFP evaluation committee who helped procurement for strategic printing: Tina Coleman, Justin Schoonmaker, Kendra Burns, Michael Bartolotta, Jeffrey Rich, Jessica Flannery, Daniel Frezza, David Morill, and Amber Donnelly. To view copies of executed contracts, visit the [Contract Portal](#).

Contracted vendors are noted below:

Printing Services to include business cards, letterhead, and envelopes:

- B&B Printing Co., Inc.
- Hackworth Reprographics
- Liskey & Sons Printing Inc.

Printing Services with specialized printing and mass mailing:

- Marketing Communication Resources (MCR)

Printing Services:

- Elphick Industries dba Taylored Printing
- Fidelity Printing Inc.
- Good Printers Inc.
- Professional Printing Center Inc.
- TCG Legacy

Local Lodging

William & Mary has contracted with local hotels and B&B's to offer greater value to the university community. For [business-related lodging](#), the contract terms include direct billing, accepted terms, and special pricing. Most hotels offer per diem rates or better based on the group size and the time of year for the booking. Friends and family visiting the William & Mary campus are also encouraged to use these same lodging contract partners. Visitors and guests can find special rate codes on the [friends & family](#) webpage.



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



Wellness Center

Congratulations to those who helped to bring the McLeod Tyler Wellness Center to the W&M Campus. We appreciate your hard work and dedication!

Recent Contract Activity

In Progress

- Sponsorship/Multimedia Rights
- Special Event Media Production Services
- Athletic Software/Recruitment and Compliance
- Recycling & Waste Removal
- Powerwashing
- International Employee Hire

Recently Awarded

- Strategic Print
- Athletic Consulting

Coming Soon

- Photographers, writers
- Fire Suppression Systems Maintenance
- Student Summer Storage RFP



Lunch & Learn

Marra Austin and Bill Vega presented on Supplier Diversity at W&M, during the August 30 Lunch and Learn, hosted by the Office of Diversity & Inclusion. Topics included how to find SWaM vendors with W&M contracts, increasing supplier diversity at W&M, and providing potential opportunities to local businesses through education and outreach facilitated by Procurement Services. For those unable to attend, a slide deck is located in [Cornerstone](#), keyword search "2018 supplier diversity".



SPCC - Question of the Month

Question: I placed a catering order in August for an on-campus function being held in late September directly through the vendor and did not use America To Go. Can I still process the payment via SPCC after Sept. 1st ?

Answer: Catering orders placed before September 1st may be processed via SPCC with support uploaded to the transaction in Works to document that the order was placed prior to the go-live date. Phase I of the launch applies to the W&M campus, with VIMS coming onboard at a later date. Visit [Procurement Services](#) for more information.

America To Go

What's new with [America To Go](#)? Since roll out began in August, over 329 on-campus catering orders have been placed using the online portal. In addition, several new vendors have been added to America To Go, including: Eastern Star Catering, Fuddruckers, Nawab, Emily's Donuts, La Tolteca, and PF Chang's. See our [website](#) for more info.

We'll Miss You!

Procurement Services sends well wishes to John Hornback in his retirement. John's last day will be October 1st. Thank you for your service to William & Mary!



Upcoming Training Sessions

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

October 23, 9:00 - 11:00 a.m. - Procurement Processes

October 9, 9:00 - 11:00 a.m. - SPCC

October 18, 9:00 - 11:00 a.m. - eVA

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