



PROCUREMENT SERVICES

Newsletter

December, 2018

Guidance on Holiday Gift Acceptance



Under state law, a university employee may not accept any gift, even of nominal value, that tends to or is designed to influence an employee in the performance of their university job. It is prohibited to accept gifts of any amount from current vendors or from potential vendors who wish to do business with W&M. Gifts from other sources (e.g. colleagues, professional networks) may be permitted if the gift is valued at less than a specific dollar amount. Disclosure of or questions about 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? procure@wm.edu

December SPCC News

Kudos to Marcia Pinnock-Jones in the Dean of Students office for her consistent accuracy, attention to detail, and timely completion of SPCC related transactions!

Reminder of the month: The business purpose is required to be uploaded and attached as receipt documentation or provided in the Comments section on all SPCC transactions.

Also as a reminder, SPCC transaction sign off for the December cycle is still due on **December 23rd**, even though W&M will be closed for the Holiday. Please be sure to have all transactions allocated correctly and signed off on at the cardholder and approver level by the 23rd.



Consulting RFP “Open Enrollment”

W&M will initiate the first open enrollment period for several categories of consulting services. If your department has frequent needs for consultants, we encourage you to have them submit a proposal for consideration. The new submission process is now posted in [eVA](#). Questions may be directed to [Sherrene Moore](#).



Website Updates

The Procurement Services website is being updated to feature a new look and easier navigation. **During this process, the search box on the W&M website may temporarily return broken links.** All links should be restored in early 2019. Please contact procure@wm.edu with any questions.

Does Our Contract Include SWaM Vendors?

The [Contract Portal](#) is the place to go to find SWaM (Small, Women, and Minority-owned Business) designation. First, find a contract using one of six search options on the home page. The SWaM designation is listed in the search result along with other contract information.

Procurement Officer:	rlkinkead@wm.edu
Contract Administrator:	Longest, Staci
SWaM Designation:	S,W
Renewal Date:	8/6/2019
Renewals Remaining:	1, Five Year



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



Happy Holidays!

As a reminder, the Procurement Services office will be closed along with the W&M campus for winter break from December 21, 2018 —January 1, 2019.

Wishing everyone season's greetings, and we will see you in the new year!

Recent Contract Activity

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

In Progress

- Athletic Software/Recruitment and Compliance
- Powerwashing
- Carpet & Upholstery Cleaning
- Student Summer Storage
- Museum Conservation & Display Services
- Fire Suppression Systems Maintenance

Coming Soon

- Photographers, Writers, Videographers
- CEI Transition Contractors
- Pouring Rights

Recently Awarded

- International Employee Hire

Procurement Services On the Road

W&M Procurement Services has been on the move these past few weeks!

On December 7th, we attended the quarterly [VASCUPP](#) meeting, held at Longwood University (photo at right with Marra Austin, Erma Baker, and Staci Longest).

On November 30th, Dave Zoll presented the topic of Change Management and ATG Implementation at the Virginia Higher Education Procurement Consortium (VHPEC) Data Analyst Group meeting hosted by Virginia Commonwealth University.

Also, Marra Austin represented W&M Procurement Services at VCU's supplier diversity exchange on December 4th. The event had a great turnout and the suppliers were very pleased to meet so many areas and representatives from the Commonwealth. Congratulations, VCU — can't wait to represent again next year!



What's new with ATG?

To date, [America To Go](#) orders exceed **\$450,000** with more than **1,400** transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently **51** active menus on the portal with more in process. See our [website](#) for more info.



We'll Miss You, Gabe!

It's been great working with Gabe, one of our student employees. Wishing him the best in his next adventure!

Local Lodging

W&M has contracted with local hotels and B&B's to offer greater value to the university community. For [business-related lodging](#), contract terms include direct billing and special pricing. Friends & family visiting W&M may use these contract partners, with special rate codes on the [friends & family](#) webpage.

Upcoming Training Sessions

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

January 3, 9:00 - 11:00 a.m. - Fundamentals of Procurement

January 8, 9:00 - 11:00 a.m. - SPCC

January 17, 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/>