



PROCUREMENT SERVICES

Newsletter

June, 2019

Contract Update: Lodging



The W&M lodging contract established in late Spring 2019 has been renewed. Those establishments remaining continue to offer perks associated with the original terms for direct billing, special pricing, and revenue share paid back to W&M. See the [Hotel and Local Lodging for University Business webpage](#) for current participating providers.

The lodging website is updated periodically. Please check the site before you book local area travel, and remember to refer visitors to the [Special Lodging Rates webpage](#) for Friends & Family.

Should you have any questions regarding this or other hotel information, please do not hesitate to reach out to [Rebecca Kinkead](#) at extension 11579.

Employee Appreciation Service Awards

The [2019 Service Awards](#), which celebrates the hard work and dedication of employees reaching milestones in their years of service, took place June 13th. This year, three from the Procurement team were honored during the award ceremony: Sherrene Moore with 30 years of service at William & Mary, and Bill Vega and Dave Zoll, also with milestone service anniversaries. Congratulations!



eVA Transparency in Procurement Fiscal Year End eVA PO Submittal/Approvals

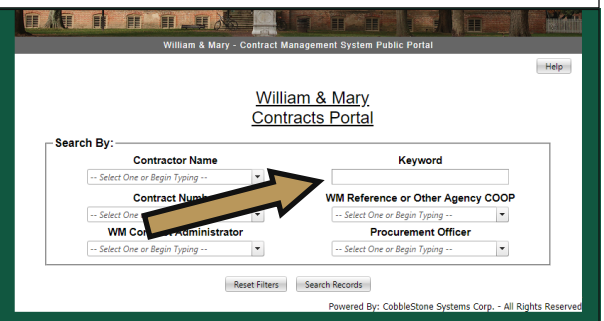
Unless there is an emergency, please do not process (submit or approve) any eVA orders on Sunday, June 30th in order to help with the Banner encumbrance roll over process in preparation for the start of the new fiscal year. Please contact Procurement Services at procure@wm.edu if you have any questions or concerns.

Independent Contractor Process Change Reminder

The Commonwealth is looking closely at proper classifications of labor across state agencies. As a proactive measure, W&M has launched a new assessment tool to assist with proper labor classification to help guide the campus to properly classify individuals we are looking to engage as either an employee or an independent contractor. Contact Procurement Services with any questions at procure@wm.edu. The Independent Contractor Assessment tool can be found on the finance forms page: <https://finopsforms.wm.edu/forms/?filter=Procurement>. Following the assessment, you will receive an email response with next steps, please be sure review and follow the steps to ensure prompt payment/processing.

Where Can I Find a List of Contracted Suppliers?

The keyword search in the [Contract Portal](#) is the right place to find and compare supplier contracts when making a purchase. For example, when looking for promotional products, enter keyword "promotional" to get started. There you will find a list of suppliers along with contract information.



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



W&M at NACAS

Out and about with the Procurement team: David Zoll recently presented to the National Association of College Auxiliary Services on the topic of Change Management: On-Campus Catering Infrastructure. This presentation walked through the process that W&M took to change the university's food buying infrastructure as it relates to on-campus food catering. Go Tribe!

Recent Contract Activity

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

In Progress

- Local Lodging
- Music Int'l 2020 Tour
- Athletic Trainer
- Food Truck Services (VIMS)
- Athletic Website Platform
- Pouring Rights
- Piano Loan Program
- Cashiering System

Recently Awarded

- Consulting Services

Coming Soon

- Photographers, Writers, Videographers
- IT Contractors
- Electric Motor & Pump Repair & replacement
- Healthcare Services



SPCC Question of the Month

Question: I have event flyers I would like to have printed to hand out during an upcoming campus event. Can I choose any local print vendor to have these printed and provide my SPCC for payment?

Answer: No. William & Mary has strategically sourced contracts with nine mandatory print vendors that offer a variety of printing options. These contracts contain print and lettershop services including design, layout, typesetting, binding, finishing, addressing, and mailing. The contract awards were based on quality, price, delivery, and best outcomes for W&M. See all available printers in the [Contract Portal](#).



We'll Miss You, Staci!

Procurement Services wishes a very fond farewell to Staci Longest, Associate Director of Procurement Operations. Staci will be joining King William County Public Schools, and her last day at William & Mary will be June 28th. Best of luck in your new venture, Staci, and thank you for your service to W&M!

What's new with ATG?

[America To Go](#) orders now exceed \$1,600,000 with over 3,300 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are 65 active menus on the portal.

Confused about scheduling catering space on campus? The Policy and Scheduling tile on the [ATG homepage](#) has been updated to include contact information and catering restrictions for William & Mary facilities.



REAL ID Requirements

For your information: Beginning October 1, 2020, travelers will need a REAL ID-compliant credential or another acceptable form of ID to fly domestically.

Covington Travel, the travel management services provider for William & Mary, has issued an [informative article on REAL ID requirements](#) for those departments and individuals that may travel by air.

Upcoming Training Sessions

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

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

July 18, 9:00 - 11:00 a.m. - Fundamentals of Procurement

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