



PROCUREMENT SERVICES

Newsletter

August, 2019



Back to School Edition!

Your procurement resources, events, and tips for a successful school year.

I'm Looking For A Form

Your "one stop shop" for all Finance related forms is aggregated on one webpage! Users can access the Finance Forms & Instructions page by visiting <https://finopsforms.wm.edu/> or by clicking the Forms link on the Procurement Services home page.



I'm Ordering Food On Campus

America To Go (ATG) is the campus's online catering platform for on-campus needs. W&M employees use the [ATG Portal](#) to place food orders. Want to know more about ATG? Visit the [Procurement Services website](#) for training, resources, and frequently asked questions.

I Need to Order ...

Office Furniture

William & Mary employees uses The Supply Room Companies (TSRC) to source all types of furniture orders under \$100,000. For more information on the [quick-ship program](#) and setting up a TSRC account, visit our [Furniture](#) webpage.

Office Supplies

TSRC is William & Mary's exclusive strategically sourced provider of [office supplies](#).

Rental Vehicles

The Enterprise vehicle rental contract is for William & Mary and VIMS employees who are conducting official business. This contract is a mandatory source and is required to be used when obtaining a rental vehicle for business. Visit the [Rental Vehicles](#) webpage for more information.

Consulting Services

William & Mary has contracted with 29 vendors under the Consulting Services Contract for the university community. To view copies of executed contracts, visit the [Contract Portal](#), keyword search "consulting".

Printing Services

William & Mary has contracted with 9 companies to offer a variety of printing options with greater value to the university community. To view a list of suppliers and copies of executed contracts, visit the [Contract Portal](#).

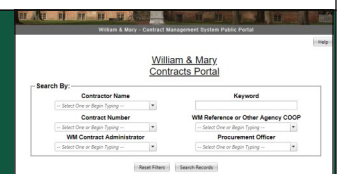
IT Hardware/Software/Services

Initiate purchasing activity through ["Request IT" portal](#). Upload quotes, cut-sheets, etc. if available.

Looking for more? Visit the [Procure to Pay Matrix](#) for a guide for frequently purchased goods and services and allowable exemptions up to \$100,000.

I Have Contract Questions

The [Contract Portal](#) is the place to find new or established contracts at William & Mary. Find contracted suppliers, copies of contracts, SWaM designations, expiration dates, and more. Search fields include drop down menus in several categories for easy searching.





Marra Austin named Assistant Director

We are pleased to announce that Marra Austin has been named Assistant Director of Procurement. We look forward to working with Marra in this new role and wish her continued success!

Recent Contract Activity

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

In Progress

- Electric Motor & Water Pump Repair and Replacement
- Photographers, Writers, Videographers
- Healthcare Services

Recently Awarded

- VIMS Food Truck Services
- Pouring Rights—PepsiCo
- Athletic Trainer

Coming Soon

- IT Contractors
- Highland Exhibition RFI

Upcoming Procurement Events

- **August 22nd: eVA/W&M Supplier Training**
Know a local Supplier who would like to do business with W&M, or within Virginia? Share news of the next eVA/W&M Supplier Training, 9:00 a.m. - 12:30 p.m. at Procurement Services. For more info and to register, [visit our website](#).
- **August 29th: Lunch & Learn on Supplier Diversity**
Join Procurement Services at the upcoming Lunch & Learn on Supplier Diversity sponsored by the Office of Diversity & Inclusion. Come to learn more about how your office can actively participate in increasing W&M's utilization of Small, Women-, Minority-, and Service Disabled Veteran-owned (SWaM) businesses. The event will be held on Thursday, August 29th in Sadler Center, Chesapeake C. Sign up here: <https://forms.wm.edu/form/view/42908/> by August 19th.
- **Sept. 12th: Open Lab Training**
Procurement Services will hold an open lab from 9:30 a.m. - 11:00 a.m. in Jones Hall Rm 203. The purpose of this lab is to help campus clients better understand procurement systems and processes. This is open to everyone including VIMS employees, though we will be planning an open lab at VIMS in November. If you plan on attending, please register via Cornerstone by searching for Procurement Open Lab. Contact Procurement Services with any additional questions or information at procure@wm.edu.
- **Oct. 24th: Procurement Advisory Council**
10:00 - 12:00 in Sadler Center Tidewater B.
- **Oct. 29th: Procure-to-Pay Forum & ATG Tasting Event**
Hear the latest from budget, financial operations, procurement, and more from 10:00 - noon in Sadler Center Chesapeake B&C, followed by a sampling of menu items available through America To Go 12:00 - 1:00 in Chesapeake A.

eVA/SPCC Reminder

ETF (Equipment Trust Fund) purchases may only be placed through eVA, not on the SPCC. The following categories of orders shall be placed using eVA; exempt categories should be coded X02: Independent Contractors, Speakers, Entertainers, and Performers. See the [Procure to Pay Matrix](#) for details.

Feedback Survey

Do you have feedback on the Procurement Services newsletter? Do you wish to see specific topics addressed in future editions? We welcome you to take our new [Feedback Survey](#) and let us know what's on your mind.

Upcoming Training Sessions

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

Sept. 5, 9:00 - 11:00 a.m. - Fundamentals of Procurement

Sept. 10, 9:00 - 11:00 a.m. - SPCC Training

Sept. 19, 9:00 - 11:00 a.m. - eVA Training



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