



PROCUREMENT SERVICES

Newsletter

October, 2019

Procure-to-Pay Forum

Join us for the Procure-to-Pay Forum on Tuesday, Oct. 29th, 10:30 a.m. - 12 p.m., in Sadler Center Chesapeake B&C. Presenters this semester include Amy Sebring, Jacob Long, Pete Kellogg, and Pamela Mason, with updates from Procurement Services and Financial Operations.

During this year's Forum we will hold a prize raffle! The PPFA & Staff Assembly are sponsoring a food drive for the W&M Food Pantry. **Bring a non-perishable food item for a raffle entry.** We are also partnering with TSRC to support sustainability initiatives, and guests may bring an empty ink or toner cartridge for a raffle entry.

Following the Forum, join us next door in Chesapeake A from 12 p.m. - 1 p.m. for a menu-tasting featuring our America To Go vendors. The event will also feature information tables staffed by Arts & Sciences, Staff Assembly and PPFA, and contract partners Covington Travel and promo supplier Bright Ideas.

[RSVP here](#) for this event. We look forward to another fun and informative Forum!



Speaker Form Updates

Looking to engage a Speaker/Performing Artist? William & Mary has updated the approved form to facilitate faster processing. Once the form is completed and signed by the visiting Speaker/Performing Artist, it may be entered directly into eVA without the need for a W&M counter-signature. The updated form may be found on the central [finance forms page](#).

Questions? Email procure@wm.edu.

Gift Policy

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



Open Lab Training at VIMS

Thank you to everyone who attended our recent Open Lab at VIMS! Procurement Services will also present during the 6th Annual VIMS Administrative Forum on Nov. 7th.



eVA/W&M Supplier Training

The next [eVA/W&M Supplier Training](#) will be on Thursday, Nov. 14, 2019, 9:00 a.m.—12:30 p.m., in the Procurement Services conference room. This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services. Please refer any interested suppliers to procure@wm.edu.



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



Employee Appreciation 2019

The Procurement Services team enjoyed our time at the Employee Appreciation Luncheon on Oct. 14th. Shout out to the President, Provost, Employee Appreciation Committee, and to all who were involved in making this a great event!

Recent Contract Activity

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

In Progress

- Fine Arts Moving & Storage
- IT Contractors
- Electric Motor & Water Pump Repair and Replacement
- Healthcare Services

Coming Soon

- Ticket Sales Marketing
- Financial Services
- Highland Exhibition
- W&M Libraries Software System Migration (Islandora 8 Migration)
- Strategic Printing Open Enrollment

Recently Awarded

- Photographers, Writers, Editors & Videographers

SPCC Question of the Month

Question: A coworker requires items to be purchased at a point of sale vendor; can I give my coworker my SPCC to allow him/her to make the purchase?

Answer: No. The SPCC is not a department card and may never be shared by others. The SPCC may only be used by the individual whose name is printed on the front of the card.

SWaM Spotlight: America To Go

The [America To Go](#) (ATG) home page has a new dashboard to reinforce our commitment to Small, Woman-owned, and Minority-owned "SWaM" vendors. Find SWaM vendors by looking for the "SWaM" logo on ATG vendor tiles or by using the SWaM filter. View the W&M annual SWaM goal, and compare your personal SWaM spend in ATG to W&M as a whole. For more information on ATG, including frequently asked questions and step-by-step custom order process, visit the [Procurement website](#).



Welcome New Contracts Manager

Procurement Services congratulates Bill Vega, Certified University Procurement Officer (CUPO) on his new role as W&M Contracts Manager. Bill replaces Staci Longest in leading the procurement sourcing and contracts team. Most recently, Bill was the procurement lead for several high profile contracts, including: student health insurance services, campus pouring rights, marketing and media rights. He is currently involved in supplemental healthcare options for students, faculty, and staff, as well as the RFP for temporary fine arts storage for Muscarelle Museum. We wish Bill continued success leading a dynamic team!

Feedback Survey

Let us hear from you! Do you have feedback on our newsletter, or other procurement related comments? Do you wish to see specific topics addressed in future editions? We welcome you to take our [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.

November 7, 9:00 - 11:00 a.m. - Fundamentals of Procurement

November 12, 9:00 - 11:00 a.m. - SPCC Training

November 21, 9:00 - 11:00 a.m. - eVA Training

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