



# PROCUREMENT SERVICES



Newsletter

November 2019

## Procure-to-Pay Forum

Thank you to all who attended the Procure-to-Pay Forum, and thank you to our guest speakers Amy Sebring, Jacob Long, Pete Kellogg, and Pamela Mason! This presentation, including slide deck, Q&A, and video may now be found in [Cornerstone](#), keyword “procure to pay”.

Special thank you to our food vendors at the ATG Supplier Event: Butler’s Unique Catering, Mellow Mushroom, Peter Chang, Jason’s Deli, William & Mary Catering, Nawab, The Catering Place, Sno-to-Go, Carrabba’s, Ben & Jerry’s, LOKAL, Zoe’s Kitchen, and Divine Lunches. Find full menus in [America to Go](#). Special thanks also to [Bright Ideas](#), [Covington Travel](#), Staff Assembly, and Arts & Sciences for attending.



Save the date: The next Procure-to-Pay Forum is Tuesday, February 18, 2020.

## Avoid Unauthorized Procurement “After the Fact” Orders

An “after the fact” purchase occurs when a departmental unit makes a commitment over \$5,000 before an eVA purchase order has been approved and issued. For example, authorizing a supplier to begin work before Procurement Services issues a purchase order exposes W&M to certain risk. If the work is a service, validation of insurance adherence to various terms and conditions must be established before work begins. Such an action will result in an unauthorized purchase.

What is wrong with an “after the fact” order?

- “After the fact” purchases result in delayed payments to suppliers
- They invite risk and undermine supplier relationships
- By law, W&M must pay suppliers promptly, and SWaM suppliers are at particular risk when late payments occur.

In order to prevent “after the fact” orders:

- Communicate with those in your department to clarify that eVA requisitions are used to “initiate” procurement actions over \$5,000.
- All purchases should route through those individuals who have completed purchasing training (available in [Cornerstone](#)).



## Procurement Shout Out

Procurement Services would like to recognize Cindy Gass for her work administering the university’s airline rewards account. Thanks to Cindy’s efforts, W&M saved roughly \$1,400 from the History department budget by using an air travel voucher to cover a flight from Africa for an ASWAD conference speaker. Thank you!

## 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](mailto:procure@wm.edu)



## Raffle Winners

Congratulations to Jawaly Coriano and Debbie Hite, winners of our Forum food drive raffle prize! Sponsored by the PPFA & Staff Assembly, this year’s food drive collected generous donations of non-perishable food for the [W&M Food Pantry](#). Thank you to all who participated in making this food drive a success.



## VIMS Administrative Forum

Procurement Services recently presented at the 6th Annual VIMS Administrative Forum. Thank you to all who attended!

## Recent Contract Activity

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

### In Progress

- Fine Arts Moving & Storage
- W&M Libraries Software System Migration (Islandora 8 Migration)
- Strategic Printing Open Enrollment
- Highland Exhibition
- Electric Motor & Water Pump Repair and Replacement
- Healthcare Services

### Coming Soon

- Ticket Sales Marketing
- Lodging RFP
- Residential Laundry



## SPCC Question of the Month

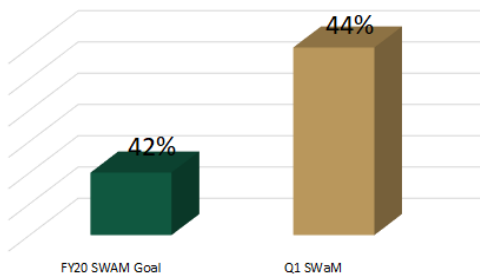
**Question:** Our office would like to host an employee appreciation meal on-campus to celebrate our first half of the year successes along with the Holiday season. Is this an allowable purchase using my SPCC?

**Answer:** No, this meal must be processed through America To Go (ATG) since it is being held on campus. For more information, visit the [Food](#) section of [Buying@W&M](mailto:Buying@W&M). Also note that employee appreciation events are only allowable using Local funds and are limited to no more than once per quarter.

## Strategic Printing RFP— “Open Enrollment”

W&M will initiate the first open enrollment period for Strategic Printing Services beginning January 2020. If your department has a printer you would like to see added to the mandatory vendor pool, we encourage you to have them go to eVA: <https://bit.ly/2TRRPH8> beginning January 2, 2020 and submit a proposal for consideration. Questions may be directed to Sherrene Moore, [svmoor@wm.edu](mailto:svmoor@wm.edu)

SWAM Spotlight



## SWaM Spotlight

In the first quarter of FY20, William & Mary made 44% of purchases from Small, Women-owned, and Minority-owned “SWaM” vendors. This puts William & Mary well on track to meet or exceed the total FY20 SWaM goal of 42%.

To learn more about SWaM Goals, including William & Mary’s FY2020 SWaM procurement plan, visit [our website](#).

## Reminders on Requests for Items Outside of TSRC

If you are looking for an office supply or furniture related item and have confirmed that TSRC does not carry and cannot sell the item(s) you are looking for, please complete the [TSRC Waiver Request](#). This process will provide W&M with a central location for the requests to allow for analysis of recurring requests to explore negotiating with TSRC to begin carrying. The form allows you to provide links and/or attachments for the items you are requesting a waiver for as well. Please note that we look to utilize TSRC for all office supply purchases for a multitude of reasons but most importantly because when we consolidate our buying power for the same types of purchases, there is significant savings and value added opportunities through the contract.

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.

On demand Procurement Curriculum is available: includes Fundamentals of Procurement, SPCC and eVA. All trainings and assessments are to be completed prior to issuance of a SPCC or eVA account. Please log into [Cornerstone](#) to register for sessions, search “procurement curriculum.”



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