



PROCUREMENT SERVICES

Newsletter

March 2020

Procurement and COVID-19

Stay informed on William & Mary's response to COVID-19 [here](#).

Hotel/Events Contracts

Procurement Services is working with [W&M contracted local lodging providers](#) to address the cancellation process for upcoming bookings. We will be contacting individual business units. If assistance is needed with remote bookings, please email procure@wm.edu to discuss specific needs.

If the need exists to make future bookings, Procurement Services will offer guidance on additional language to incorporate into contracts.

ATG Orders

America To Go "ATG" has been informed of the new university policy put in place due to COVID-19 concerns. ATG events planned for March 12th through April 3rd have been identified and the employees placing those orders were contacted with cancellation instructions. If you have an event that must be cancelled due to COVID-19 concerns or revised university policy, please send a cancellation request to customerservice@americatogo.com and include your ATG order number. Please contact Dave Zoll at 757-221-3953 or djzoll@wm.edu if you need assistance.

Cleaning Supplies

Bulk orders for hand sanitizers and distribution of product (in high density areas) are being handled by EMT and Facilities.

Shipments

Based on the global reach of COVID-19, we can expect interruption in supply chains. If assistance is needed tracking or expediting shipments (when possible), please email procure@wm.edu.

HotSpot/Mifi

On an as needed basis, during the COVID-19 event employees who must work remotely in support of the health of themselves and/or campus, with the approval of their supervisors, may consider activating the hotspot on their smart phone through their current service provider to obtain internet service. At the conclusion of the COVID-19 event, within 60 days employees must submit documentation for reimbursement. A phone bill showing additional data charges will be acceptable documentation. Reimbursement costs will be covered by the University.

FY20 Year End Closing

The closing schedule and deadline dates for Procurement Services and Financial Operations are [available to view online](#). Documents received by the deadline dates will be processed in the 2020 Fiscal Year.



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



Web-Based Training Tools

An on-demand Procurement Curriculum is available for the following trainings: Fundamentals of Procurement, SPCC and eVA.

All trainings and assessments must be completed prior to submitting a SPCC or eVA application for review by Procurement. Please log into [Cornerstone](#) and search "procurement curriculum" to register for sessions.

Recent Contract Activity

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

In Progress

- Residential Laundry
- Islandora 8 Migration—Library
- Strategic Printing Open Enrollment
- Highland Exhibition RFI
- Healthcare Services
- Vessels—Term Maintenance & Repair
- Local Lodging Providers
- Employee Discount & Voluntary Benefits

Coming Soon

- Muscarelle Conservation Services
- Skilled Trades
- Long Term Disability Insurance
- International Student Travel Insurance

eVA/W&M Supplier Training

The next [eVA/W&M Supplier Training](#) will be May 8, 2020, 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 To refer interested suppliers, email procure@wm.edu.



SPCC Question of the Month

Question: I was attempting to make a purchase and my credit card declined. Is there a way I can see why in Works?

Answer: Yes, card declines and authorizations as well as real time balance information can be found in the Authorization Log in Works. A PowerPoint with instructions, including a voiceover, has been created and is located in [Cornerstone](#). Search on SPCC Authorization Log Guide, and click on Authorization Log Training Voiceover under Resources to open the PowerPoint.



SWaM Spotlight: Superior Global Solutions

[Superior Global Solutions, Inc.](#) is a small, minority, and woman-owned business that has been providing superior service since 2003. Providing services in Computer Technology, Medical Supplies, and Educational Materials, Superior Global Solutions recently attended the 7th Annual Supplier Diversity Fair to meet with campus and learn more about W&M needs.

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.

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