



# PROCUREMENT SERVICES

Newsletter

April 2020

## Purchasing Support & Cost Containment

The COVID-19 Purchasing Support and Cost Containment Plan was updated 4-13-20 and is located on the [procurement website](#). Please note that updated information is indicated on the form by date. This document is more comprehensive; please read in its entirety. Questions or comments? Email [procure@wm.edu](mailto:procure@wm.edu). Stay informed on William & Mary's response to COVID-19 [here](#).



### SPCC Updates

We were asked by university leadership to suspend/temporarily deactivate a majority of small purchase charge cards and to limit expenditures to those that are **essential to continued operations**. If you feel as though you or your department would be able to temporarily suspend cards and contribute to W&M's overall fiscal responsibility, please email [procure@wm.edu](mailto:procure@wm.edu).



### REAL ID Deadline Extended

Due to circumstances resulting from the COVID-19 pandemic and the national emergency declaration, the Department of Homeland Security has extended REAL ID enforcement deadline from October 1, 2020 to October 1, 2021. Read [full details here](#).



### Shout Outs!

We truly appreciate all of W&M for your work with cost containment during the COVID-19 pandemic. We would like to give a special shout out to **Kathy Patrie** in the Law School for continuing to provide thorough and complete SPCC documentation, even on the most complex transactions, all while facing the obstacles of working remotely. We are so thankful for your partnership and determination to contribute to the success of the W&M SPCC program!

Additional shout outs go to Athletics and to the Mason School of Business for their deliberate cost containment efforts. Thank you!

## 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](http://www.wm.edu/offices/procurement)  
Call 757-221-3952 or email [procure@wm.edu](mailto:procure@wm.edu)

## Name Submissions

In an effort to be as inclusive as possible, we are not going to use the term 'tribe' in the naming of the procure to pay system. As such, we are offering another opportunity to submit your ideas for a name for the system.

As a reminder, this system will allow for departments to find sources for their products and services, getting their orders approved and sent to the suppliers, and approving invoices - all electronically...and through the same system.

Please submit your system name idea [here](#).

## Recent Contract Activity

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

### In Progress

- Residential Laundry
- Strategic Printing Open Enrollment
- Highland Exhibition RFI
- Healthcare Services
- Vessels—Term Maintenance & Repair
- Long Term Disability Insurance
- International Student Travel Insurance

### Recently Awarded

- Islandora 8 Migration—Library

### Coming Soon

- Muscarelle Conservation Services
- Skilled Trades
- Ticket sales marketing

## W&M Client Survey

While it may seem odd to send a performance survey amid a national pandemic, we know how hard our community is working and we continue to seek ways to make that work more efficient and effective. As we approach the anniversary of the survey and in an effort to return to a level of normalcy, we again launch the annual survey and invite your valuable feedback. Please participate in this 2020 internal client survey so that we may continue to improve processes to meet campus needs. Responses appreciate by April 27:

[https://wmsas.qualtrics.com/jfe/form/SV\\_9HWMh3T90MJ7KNT](https://wmsas.qualtrics.com/jfe/form/SV_9HWMh3T90MJ7KNT)



## Welcome, Shaunda!

Procurement Services welcomes Shaunda Armstrong as a Senior Sourcing Specialist! Shaunda is a procurement professional and small business owner with experience in both private and government sectors. Shaunda is a graduate of Saint Leo University where she earned degrees in Liberal Arts, Business Management and a Master of Business Administration. She has completed numerous classes in procurement and contracting at George Washington University. Most recently, she worked as a Contracts Consultant for a large construction project for a major utility company. She enjoys working with children and spending time with her close knit family. She resides in the

Williamsburg area and looks forward to working at W&M. Welcome to the procurement team, Shaunda!



## SWaM Spotlight: TSRC

Procurement Services would like to acknowledge the support of [The Supply Room Companies \(TSRC\)](#) as W&M has transitioned to online classes and teleworking. TSRC has adapted changes within their organization to provide deliveries to home offices and support essential personnel on campus.

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/>**