



# PROCUREMENT SERVICES

Newsletter

May 2020

## Purchasing Support & Cost Containment

The COVID-19 Purchasing Support and Cost Containment Plan was updated 5-7-20 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](#).



### Personal Protective Equipment “PPE” and Related Supplies

PPE orders are being centralized through the Facilities warehouse. May orders are being accepted now. Beginning May 26, 2020, orders for the month of June may be requested through FAMIS. Please continue to follow the standard ordering guidelines:

All orders for hand sanitizer, wipes, cloth face coverings, gloves, and other related supplies will be sourced, procured, stored, and distributed centrally through a collaborative effort between Procurement Services and Facilities Management. Departments should identify a limited number of users to place PPE orders, and communicate those names with [Alice Manis](#). Authorized users may order products through the FAMIS work system. Orders will be filled subject to availability and approval, and brands may be substituted in accordance with market conditions. At this time, orders will be charged to a central university account. All VIMS orders should be placed with VIMS FM Management.

Find more information regarding COVID supplies and ordering instructions [here](#).



### Guidance on IT “Freebies”

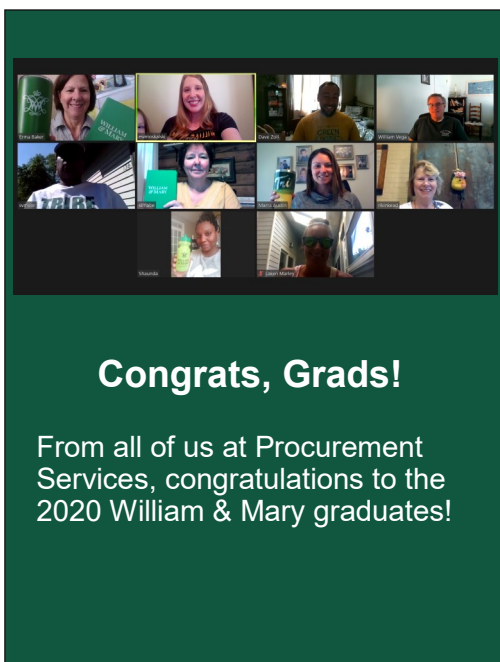
We understand ... the allure of “free” software may be difficult to pass up! However, that gratis access period eventually ends, and with it potentially unresolved IT security and Procurement issues upon renewal. Moving forward, *prior* to implementing a new “free” software, please reach out to [Request IT](#) for IT approval. The experts in IT can determine if W&M already has a license for existing product that will meet your requirements, and will determine feasibility of your request based on an array of requirements including security. Also, upon IT approval, please alert Procurement Services for a contract/terms review. Both steps are intended to save money and protect the University. Thank you for your consideration!

## 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)



## Recent Contract Activity

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

### In Progress

- Strategic Printing Open Enrollment
- Healthcare Services
- Vessels—Term Maintenance & Repair
- International Student Travel Insurance
- Employee Discounts & Voluntary Benefits

### Recently Awarded

- Residential Laundry

### Coming Soon

- Muscarelle Conservation Services
- Skilled Trades
- Ticket sales marketing
- Bookstore



### Shout Outs!

Our May shout out goes to the **Facilities Management warehouse crew!** Sharon Mikanowicz and team members Alice Manis, John Bjers and Liz DeWees have led the way in our partnership to centralize the ordering process for campus personal protective “PPE” and related supplies. Sharon, Alice, John, and Liz have modified FAMIS software to allow campus shopping cart orders for certain products, they track PPE inventory on a daily basis, place time sensitive orders for campus, store product in the warehouse and ensure timely distribution to campus departments. As appropriate, they interface with the W&M Environmental Health & Safety Department. Thank you for your ongoing efforts to keep our campus safe!



### SWaM Spotlight: TK Promotions

[TK Promotions](#) is a promotional products company that offers clients products ranging from awards and recognition items to tradeshow giveaways and custom apparel. TK Promotions will supply the first orders of cloth protective masks with fair and reasonable pricing. For more information on this contract, visit the [Contracts Portal](#).

### eVA/W&M Supplier Training

The next [eVA/W&M Supplier Training](#) will be August 4, 2020, 9:00 a.m.- 12:30 p.m., via Zoom. 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](mailto:procure@wm.edu).

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/>**