



PROCUREMENT SERVICES

Newsletter

June 2020

Updates on PPE and Related Supplies



The purchase of personal protective equipment “PPE” has been [centralized](#) for W&M and VIMS to maximize efficiency, avoid competing against ourselves in the marketplace, ensure a reliable supplier base, and maximize the use of Virginia certified small, woman-owned, and minority-owned suppliers, where possible. **Ordering PPE through FAMIS? Plan ahead: the warehouse will be closed 6/30 - 7/2 for inventory.**

As of today, W&M has procured:

- At least one cloth mask secured for all staff and students (order total 20,000)
- Return-to-school kits ordered for all students and staff with early Aug. delivery. Kit includes: 2 face masks, 2oz hand sanitizer, 1pack surface wipes, and will contain message to community about safety and personal responsibility.
- Large volume disinfecting wipes purchased for high traffic campus locations.
- Nitrile gloves and disposable masks purchased in volume to meet estimated demand.
- 1oz containers for personal hand sanitizer refills secured in quantity to cover all staff.
- N95 masks for Student Health Services – order pending
- 314 hand sanitizer stands for various campus locations. (227 campus locations)
- 4,000 face shields.
- 17 Electrostatic sprayers for cleaning designated campus spaces (Athletics, Campus Rec, Swem, Building Services)
- Sneeze guard/Plexiglass suppliers Hackworth and TSRC have been identified to provide product for high traffic areas where public distancing is not possible. Find guidelines on acrylic barriers/sneeze guards [here](#).
- 4 temperature taker stations.
- 12 touchless thermometers for health services.
- Work underway to procure products to sanitize electronic devices
- Antibacterial wipes for each classroom.

Are we missing anything? Please email us at procure@wm.edu.



SWaM Spotlight: SWaM Businesses Are Helping Us Stay Safe!

William & Mary is proud to partner with [Bright Ideas](#), [TSRC](#), and [Miles Ahead Distribution](#). These SWaM businesses are instrumental in providing the PPE we need to keep faculty and staff safe as we return to campus in the fall. Approximately \$158,000 of our more than \$300,000 PPE spend has been directed to SWaM businesses. Bright Ideas has partnered with us to provide back to school kits for students and employees. TSRC and Miles Ahead Distribution have been working tirelessly to provide us with hand sanitizer and wipes. In addition, TSRC is also providing us with sneeze guards. These businesses are helping us stay safe as we learn, share knowledge, and grow. Thank you from W&M!



Visit us at www.wm.edu/offices/procurement or email procure@wm.edu

New System Name

The votes are in, and the winning name for W&M's new procure-to-pay system is: buyW&M

This system will allow for departments to find sources for their products and services, get their orders approved and sent to the suppliers, and approve invoices - all electronically...and through the same system.

Congratulations to contest winner Beth Brown in Swem Library for submitting the winning system name, and thank you to everyone who voted! For more info, email 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
- Employee Discounts & Voluntary Benefits
- Irrigation installation for Alumni House & Reveley Garden

Recently Awarded

- Residential Laundry

Coming Soon

- Muscarelle Conservation Services
- Skilled Trades

Fiscal Year End eVA PO Submittals/Approvals

Unless there is an emergency, please do not process (submit or approve) any eVA orders on Sunday, June 30th in order to help with the Banner encumbrance roll over process in preparation for the start of the new fiscal year. Please contact Procurement Services at procure@wm.edu if you have any questions or concerns.

SPCC Reminder

Payments to Independent Contractors, Speakers, Entertainers, and Performers may not be processed on the SPCC. These commodities must be entered into eVA for processing and payment regardless of dollar amount. More information can also be found on the [Small Purchase Matrix](#).

Passing the Baton

Congratulations Marra Austin, New Director of Procurement Services!

Since joining W&M in 2012, Marra has served as Associate Director of Procurement Processes and Assistant Director. She has been a leader in re-engineering campus processes to drive efficiency, effectiveness, and improve outcomes for the campus Procure-to-Pay transformation project. We are excited about the next chapter for W&M Procurement Services under Marra's thoughtful leadership!



A Retirement Farewell from Erma Baker

Thank you, W&M! It has been an honor to work with visionary leaders, exceptional colleagues, and such a smart and competent team; a team that has received both state and national recognition for best practices, innovation, and campus leadership in procurement. Procurement Services has become a strategic partner and trusted advisor to many campus stakeholders. The team has worked to improve communication and outreach to clients, expand transparency of data, streamline processes, train suppliers, and generate value to campus. We could not have achieved these positive outcomes without close partnership with IT, Financial Operations, HR, University Counsel, OSP, Budget, Facilities Management, VIMS, and other strategic partners. In coming years, the procure-to-pay transformation currently underway will establish W&M as a best in class operation. The future is bright!

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