

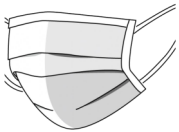


# PROCUREMENT SERVICES

Newsletter

August 2020

## Back to School COVID Supplies & Cost Containment



As we head into the new school year, here's a reminder on COVID supplies and cost containment.

The purchase of COVID supplies 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 antibacterial wipes for each classroom. All W&M campus 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 COVID supplies 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 Facilities Management.**

The [COVID-19 Purchasing Support and Cost Containment Plan](#) is updated regularly. Please note that updated information is indicated on the webpage by date. Please read in its entirety. Questions or comments? Email [procure@wm.edu](mailto:procure@wm.edu).



### Procurement Shout Out!

Our August shout out goes to the COVID supplies team: **John Bjers, Liz DeWees, Sharon Mikanowicz, and Bob Morman** from Facilities Management and Building Services, **Carol Tomlinson and Mark Brabham** from VIMS, **Teresa Belback and Ryan Wright** from Environmental Health & Safety, and **Dave Zoll and Kathy Mabe** from Procurement Services.

This team's tireless efforts have helped our campus prepare for the much anticipated arrival of students this month. They track COVID supplies inventory on a daily basis, place time sensitive orders for campus, store product in the warehouse and ensure timely distribution to campus departments. Sam Jones and the COVID Response Team appreciate this team's effort in securing all of the required COVID supplies materials. Thank you for your enduring hard work to keep our campus safe!



Visit us at [www.wm.edu/offices/procurement](http://www.wm.edu/offices/procurement) or email [procure@wm.edu](mailto:procure@wm.edu)



## Welcome Back!

From all of us in Procurement Services, wishing all of the W&M community a happy, healthy, and prosperous new school year!

## Recent Contract Activity

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

### In Progress

- Vessels—Term Maintenance & Repair
- Highland Exhibit Design Services
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning

### Coming Soon

- Muscarelle Conservation Services
- Financial Services



## Reminder for SPCC Cardholders and Approvers Beginning FY21

According to recommendations made by the Procurement Advisory Council (PAC), cardholders would like ability to resolve previous SPCC infractions. Many representatives felt the ability to allow cardholders to receive a 'refresh' every fiscal year would be beneficial and supportive with the caveat that Procurement may choose to defer the refresh if continuing issues have occurred with lack of progress towards maintaining compliance. This being said, Procurement will begin FY21 (July SPCC cycle) with a clean slate for all cardholders/approvers regarding past SPCC violations.

Please take a moment to review the [SPCC Policies and Procedures](#), specifically taking note of the Violations section, which can be found on the Procurement website.

## Reminder: Beverages

Coffee, tea, water, or other beverages/equipment for office visitors and guests **MUST** be allocated to Local funds at reconciliation in Works, the supplies expenditure code used, and the purchase must be approved by the Dean or VP. For more information, visit the [Small Purchase Matrix](#).

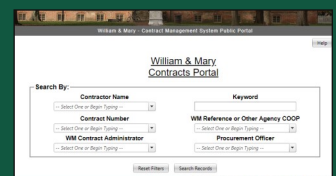


## buyW&M Product Orientation for eProcurement Module

The buyW&M (Jaggaer) product orientation for the eProcurement module is now loaded into Cornerstone under the heading "buyW&M Product Orientation for ePro & AP". Find this orientation by visiting Cornerstone at <http://cornerstone.wm.edu/>.

## Contract Questions?

The [Contract Portal](#) is the place to find new or established contracts at William & Mary. Find contracted suppliers, copies of contracts, SWaM designations, expiration dates, and more. Search fields include drop down menus in several categories for easy searching.



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