



# PROCUREMENT SERVICES

Newsletter

September 2020

## Amazon Purchases and Cost Containment

Wishing everyone a wonderful MASKED new semester on campus! On to business ... let's talk AMAZON: **The William & Mary Procurement Services department discourages purchases from Amazon at this time** for the following reasons:

- 1) *We currently have cooperative agreements in place with TSRC (for office supplies and cleaning products), Apple, CDW-G, Dell, SHI International, ThunderCat (and others for IT product and services). So terms and conditions have already been resolved, reduced pricing is in effect and a rebate structure is in effect for purchasing volume;*
- 2) *IT hardware must be purchased from authorized resellers and meet the equipment requirements established by IT. Due to COVID and cost containment ALL technology purchases must be approved by IT prior to making the purchase. Unauthorized equipment will not be supported by IT;*
- 3) *And there may be unknowns associated with your purchase from Amazon. In some cases the warranty and return policy may be inadequate compared to those offered by an authorized supplier.*

It is to our benefit to work together to ensure that the appropriate procurement terms, warranty and volume pricing are in place with every order. At this point, please proceed to purchase from W&M authorized suppliers. Please do not hesitate to contact your [Procurement Services department](#) should you have any questions. Thank you for working with us regarding purchases that benefit the university as a whole.

## W&M Procedures for Vendors Coming On-Site

For vendors coming on William & Mary's campus (which includes Virginia Institute of Marine Science) and in light of the current COVID-19 virus spread, please find updated [On-Campus Vendor - COVID Reporting Expectations](#) (also attached to this email) that outline the expectations in place to ensure we maintain a safe and healthy workplace for not only our employees but for all those who come to our campus.

Please send any questions to [procure@wm.edu](mailto:procure@wm.edu).



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

## 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



## SPCC Reminder

Following cost containment guidelines, proposed expenditures for new goods and services greater than \$500 must be approved by a Cabinet Member and submitted through the NPERT process. NPERT approval must be obtained **in advance** of the purchase and attached to all applicable SPCC transactions. Instructions on the NPERT process and for submitting requests can be found in the [COVID-19 Purchasing Support and Cost Containment Plan](#).

## Guidance for Deliveries On Campus



For W&M departments working remotely during the entire fall semester, W&M Postal Services has recommended using [Sadler Center's 200 Stadium Drive](#) address for on campus deliveries. This will ensure packages get delivered directly to Postal Services and departments will not need to worry about missing the FedEx or UPS delivery driver. This will especially help with FedEx Ground deliveries. While this would not be available for all campus departments, this option would work well for departments with extended absences. Please keep in mind that with students coming back to campus, there may be a space issue, and during peak times the mail may run a few days behind in processing. In cases where a delivery is urgent and the post office is at their peak time it may still be best to have UPS or FedEx deliver directly to each department and arrange for someone to be in the office for a few hours that day to accept delivery.

For questions, please contact [Kristen Smalley](#), Postal Services Manager.

## eVA/W&M Supplier Training

The next [eVA/W&M Supplier Training](#) will be November 13, 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).

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