



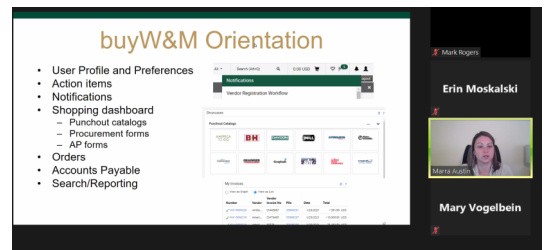
# PROCUREMENT SERVICES

Newsletter

February 2021

## buyW&M Town Hall

Thank you to all who attended the virtual buyW&M Town Hall for W&M campus on Feb. 9th and VIMS campus on Feb. 18th. Town Hall topics included ordering and payment request submittals, vendor onboarding, efficiencies in approval processes and the timeline for implementation from the buyW&M core team.



Presentation recordings, PowerPoint slides, and Q&A's are available in Cornerstone, keyword search "buyW&M Town Hall". Learn more about the project by visiting the [buyW&M website](#).

Questions? Email [buywm@wm.edu](mailto:buywm@wm.edu)



## Evaluation of W&M's Vendors for Temporary Employment Services

W&M's contract C1567-17 for Temporary Employment Service is scheduled for renewal for 2021-2022. If you have used the services under this contract between February 1, 2020 and January 31, 2021, please complete the survey at [https://wmsas.qualtrics.com/jfe/form/SV\\_cumjDBD5OMCzMfX](https://wmsas.qualtrics.com/jfe/form/SV_cumjDBD5OMCzMfX) to help evaluate the vendor you used for temporary employment. The link for these evaluations will be available until March 15, 2021. Questions? Email [procure@wm.edu](mailto:procure@wm.edu)



## TSRC Ordering Process During COVID-19

As a reminder, TSRC offers the option to ship office supplies orders to home addresses in addition to W&M and VIMS campus addresses. Please refer to the [TSRC Ordering Process](#) link for directions on placing orders to home. These procedures are only to be used when authorized by a W&M Supervisor.

For questions on TSRC ordering, please email [procure@wm.edu](mailto:procure@wm.edu).



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## Recent Contract Activity

For a list of current solicitations, [click here](#).

### In Progress

- Vessels—Term Maintenance & Repair
- Employee Discounts & Voluntary Benefits
- Skilled Trades
- E-Learning
- Athletic Outbound Ticketing Management/Marketing

### Coming Soon

- Financial Services
- Ventilation and Duct Cleaning
- Lodging & Conference Events
- Highland Exhibit Design Services



## SPCC Reminder

Cardholders are able to view real time available balance and card decline information by viewing the Authorization Log in Works. In Works, under Accounts Dashboard, hover over the last 4 digits of the card number under Account ID and select View Auth Log. A PowerPoint with instructions, including a voiceover, was also created and is located in [Cornerstone](#). Search on SPCC Authorization Log Guide, and click on Authorization Log Training Voiceover under Resources to open the PowerPoint.

Questions? Email [procure@wm.edu](mailto:procure@wm.edu).



## buyW&M Open Labs

Looking for hands-on training in [buyW&M](#)? The buyW&M core team will be offering virtual open lab training sessions in the upcoming months. Class size will be limited in order to offer instructions, and multiple open lab dates will be provided. Please look for announcements on open lab dates as they are scheduled.



Let us hear from you! 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.

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