



PROCUREMENT SERVICES

Newsletter

September 2021



Back to School Edition

News & Updates for Fall

Amazon Purchases & IT

Wishing everyone a wonderful new semester on campus! On to business ... let's talk AMAZON: **William & Mary Procurement Services 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 William & Mary authorized suppliers. Please do not hesitate to contact procure@wm.edu should you have any questions. Thank you for working with us regarding purchases that benefit the university as a whole.

buyW&M Updates

Please view the [latest reminders and updates](#) for buyW&M for information on submitting help desk requests, vendor registration, new punchouts, and more. Questions? Email buywm@wm.edu.



Supplier Diversity Lunch & Learn

Come learn how to find SWaM vendors with W&M contracts, ways you can contribute to increasing supplier diversity at W&M and providing potential opportunities to our local businesses through education and outreach. This workshop will be facilitated by the Procurement Office. Register by September 28th - <https://tinyurl.com/ys6kb65h>

Recent Contract Activity

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

In Progress

- Vessels—Term Maintenance & Repair
- Skilled Trades
- E-Learning
- Highland Exhibit Design Services

Coming Soon

- Ventilation and Duct Cleaning
- Lodging & Conference Events



Welcome, Feleasha!

Procurement Services welcomes Feleasha Sherfy as a Senior Sourcing Specialist! Feleasha is ecstatic to be serving as part of the Procurement Services team at William & Mary. She is a certified Virginia Contracting Associate and brings with her eight and a half years of procurement experience. Feleasha and her family are originally from Texas and landed here in Virginia in 2012, as her husband Dan retired after 25 years in the Air Force at Langley AFB. She and her husband have two older kiddos at home and a grand-daughter in Tampa, Florida.

Feleasha represents William & Mary in the newly chartered Chesapeake Bay Procurement Association (Chapter of the National Institute of Government Procurement) serving in a dual role as Treasurer and Finance Council. Feleasha loves fishing, being outdoors and by the water, as well as painting. She resides in Yorktown, VA and absolutely loves the East Coast. Help us welcome her to William & Mary!



SPCC Update

FY22 SPCC Training is now available in Cornerstone. Training is required to be completed each fiscal year for both cardholders and approvers. Training can be found on your Transcript in Cornerstone. For questions, email Laken Marley at lmalley@wm.edu.



Procure-to-Pay Matrix Update

The [Procure-to-Pay Matrix](#) has been updated to reflect that SPCC may only be used when the vendor is not active in buyW&M, William & Mary's new procure to pay system. For questions, email procure@wm.edu.

COVID-19 Reporting Expectations for On-Campus Vendors

Vendors coming on William & Mary's campus (which includes Virginia Institute of Marine Science) have been informed of updated [On-Campus Vendor - COVID Reporting Expectations](#) 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. For questions, email procure@wm.edu.

Supporting VA's Effort to Reduce Single-Use Plastics

Executive Order 77 (EO77) requires all state agencies and institutions of higher education to discontinue buying, selling or distributing certain plastics, including disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery and single-use plastic water bottles.

There are three parts to the order:

1. Immediate cessation of buying, selling, and distributing certain single-use plastic items: disposable plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single-use plastic **water** bottles (July 21, 2021)
2. State Agency Plastic Pollution Plan to eliminate buying, selling, and distributing of **all** non-medical single-use plastic items by Dec. 31, 2025. (Sept. 20, 2021)
3. Report from the Secretary of Natural Resources for reducing and diverting solid waste

How will this impact our procurement and operating procedures:

1. Effective immediately we will no longer order cessation items (plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use plastic water bottles).
 - As it relates to "single use" water bottles - we are working with our Pepsi contract representative on alternatives. This may include canned or cardboard containers in vending machines and larger (greater than 32 ounces) in sundry shops.
 - We are permitted to use our existing inventories thru 2022.
 - Current trashcan liners will continue to be used until a viable option is determined, however we will be reducing the number of small trash cans.
2. BuyW&M punchout lists and vendor catalogs will be updated to remove cessation items and replace with alternatives as we learn more about possible options.
3. America To Go and other vendors will be informed of EO77 guidelines. Events scheduled to occur after July 21 may need to be adjusted to not include the cessation items (plastic bags, single-use plastic and polystyrene food service containers, plastic straws and cutlery, and single use plastic water bottles).
4. We are investigating additional water fountains, bottle filling stations and vending options to support our employee and student populations.

If you have a question or comment regarding EO77, please use this [link](#) to submit. The EO77 Planning and Implementation Teams will continue to communicate with this group as we learn more from the DEQ and encourage you to visit the DEQ [website](#) for additional information.