



PROCUREMENT SERVICES

Newsletter

October 2021



Virtual Procure-to-Pay Forum

The Procure-to-Pay Forum is back! Join us via Zoom on **Wednesday, November 3, 2021, from 1:00 p.m. - 2:30 p.m.** for a virtual fall forum. Topics will include buyW&M, Executive Order 77 on reducing single-use plastics, upcoming and newly awarded contracts, and more.

To attend the Virtual Procure-to-Pay Forum, [please register in advance here](#). Have a question or topic that you would like to hear discussed at the Forum? Please include it with your Zoom registration for the event and we will do our best to include it in the discussion.



buyW&M Updates

Please view the October [reminders and updates](#) for buyW&M, including updates on system usage from implementation on 7/6/21 to 9/22/21. Questions? Email buywm@wm.edu.

Also, as a result of feedback recently received, we have adjusted our process for guest speakers, performers, and program reviewers. Please review the following [update on this process](#) for more information.



SPCC Reminders & Kudos

FY22 SPCC Training is now available in Cornerstone on your Transcript. Training is required to be completed each fiscal year for both cardholders and approvers. Training must be completed by November 19th. For questions, email Laken Marley at lmalley@wm.edu.

A big shout out to all cardholder and approvers — at the time of the September sign-off compliance audit, only ONE transaction out of 1,854 remained outstanding from the cycle. Thank you for your compliance and assistance with maintaining a robust, successful SPCC program!

Sustaina-bite: Single-Use Plastics & EO 77

W&M has been reducing the purchase and use of single-use plastics for some time as part of sustainability efforts. Governor Northam's Executive Order 77, focused on eliminating certain types of single-use plastics and styrofoam, was announced in Spring of 2021 and aligns well with our sustainability plans and goals.

Learn from Dave Zoll, Procurement Services, and Eden Harris, Auxiliary Services, about the items being reduced, where to find alternatives, and plans for the future. Sponsored by W&M Sustainability and taking place October 21, 2021. Register at: <https://go.wm.edu/fzSWKP>

Recent Contract Activity

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

In Progress

- Vessels—Term Maintenance & Repair
- E-Learning
- Highland Exhibit Design Services
- Ventilation and Duct Cleaning

Coming Soon

- Lodging & Conference Events
- Student Search Services

Reminder: 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.