



# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

May 2023

## FY23 Year End Closing



The FY23 closing schedule may be found here: <https://www.wm.edu/offices/financialoperations/announcements/fy23yearendclosing.php>

Please email [procure@wm.edu](mailto:procure@wm.edu) for any questions.

## Updates to Independent Contractor Assessment

The Independent Contractor Assessment has been revised to now include potential consultants. The assessment has a few additional questions regarding company information and IT data to better determine if the proposed contractor is to be considered an Independent Contractor, a consultant, or an employee. In addition to this enhancement, the Independent Contractor agreement is now being processed in buyW&M similar to the Speaker Agreement. This will allow for better visibility and streamline the signature process between the first and second parties. All Independent Contractor and Consultants will be required to complete this agreement prior to the work being performed. The user guide for how to process this request can be found [here](#).

Per item [4-5.02.c of the Appropriations Act](#), all state agencies and institutions of higher education shall make a determination of "return on investment" as part of the criteria for awarding contracts for consulting services. To meet this requirement, the blanket order form has been revised to include Consultant Return on Investment options so William & Mary/VIMS is in compliance with this act. The form will now ask if for a consultant and if yes, then a few required questions will be asked prior to the form turning into a blanket requisition. Examples for the Return on Investment are: Necessary for continuity of operations, Unable to fulfill need with current level of W&M Personnel, and Expertise needed for research efficiencies.

For questions regarding this new process, please reach out to Supply Chain Services at [procure@wm.edu](mailto:procure@wm.edu).

## Contract Renewals

Contract Administrators receive email notifications from buyW&M of upcoming renewals and supplier performance evaluation surveys. We are seeing significant supplier price increases for goods and services, Supply Chain Services must be notified of any proposed increases (or service changes) prior to the renewal period, cited in the contract, to issue a contract modification. Please reach out to SCS for any required changes to the contract prior to committing anything to the supplier.

## Verizon Payments



As a reminder, to make Verizon cell phone payments in buyW&M, please select Verizon Communications Inc for W&M campus and Verizon South Inc for VIMS campus.

## Recent Contract Activity

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

### In Progress

- Strategic Services

### Recently Awarded

- Dining Services
- Lodging & Conference Events
- Student Search Services for Undergraduate Admissions
- Vessels—Haul-out, Term Maintenance & Repair
- Aerial Imaging Services

### Coming Soon

- Print Management Service
- Strategic Print Services
- Binding Service
- Move Management Services

## Subscriptions

Subscriptions: (*News journals, periodicals, and magazines when the subscription is necessary to fulfill one's professional responsibility*) are required to be processed via a purchase order in buyW&M. Departments who plan/require to renew yearly subscriptions, please note that we are seeing significant price increases, and, in some cases, the terms of the renewal include an automatic renewal clause with a cancellation clause time limit with a required payment. Please review the terms of your current subscriptions and reach out to Supply Chain Service (SCS) you require assistance. All software subscriptions require an IT review/approval.

## America To Go Reminder

If an ATG Approver is changing positions or leaving W&M, please make sure the ATG Approver is updated before placing an order. To view the current ATG Approver, utilize the FinOps tool located at [finops.wm.edu](https://finops.wm.edu) and search by the Index on the order. Changes to ATG Approvers should be sent to [budgetsignature@wm.edu](mailto:budgetsignature@wm.edu).

## New RMC Contract Pricing

William & Mary has renewed our contract for 2023/2024 with Regional Marketing Concepts Inc (RMC Inc) contract #WM-COOP-WM-0085-2022 (7816071JV) for security and staffing services for events and activities as required. These events may include, but are not limited to: academic activities and competitions, graduate ceremonies, concerts/shows, family events, and collegiate or non-collegiate athletic events. New contract pricing is effective May 10, 2023, and can be found [at this link](#).



### Construction Corner

Renovation of Monroe Hall will begin June 1, 2023. This project is expected to be completed by July 1, 2024.

For questions, email [procure@wm.edu](mailto:procure@wm.edu).

### Supply Chain Resources

[Procure-to-Pay Matrix](#)

[Finance Forms & Instructions](#)

[buyW&M User Guides](#)