



PROCUREMENT SERVICES

Newsletter

February, 2019

Procure-to-Pay Forum & Supplier Event

Tuesday, February 26, 2019 • 10:00 a.m. - 12:00 p.m.

Sadler Center Chesapeake B&C

Join us for our next [Procure-to-Pay Forum](#), presented by Procurement Services and Accounting Operations. Learn more about the Campus Sponsorship Initiative, changes to the Independent Contractor process, the new Finance “Forms” page, website updates, Travel updates, Accounting Operations updates, and much more!

This semester, the Forum will take place in a new location: Sadler Center Chesapeake B&C. Following the Forum, attendees are invited to enjoy a complimentary America To Go (ATG) Supplier Tasting Event, along with a meet & greet with a few suppliers of promo products in Sadler Center Chesapeake A from 12:00 p.m. - 1:00 p.m. [Please RSVP here by February 21st.](#)



TSRC Open House at VIMS & W&M

Looking for new office furniture? Save the date: Procurement Services is hosting [TSRC](#) (The Supply Room Companies) open houses on March 12 at VIMS and March 26 at W&M, both dates 10:00 a.m. - 12:00 p.m. Our TSRC representative, [Mike Robertson](#), will be available during the events to discuss furniture options. More details coming soon.

William & Mary Supplier Diversity Fair

The 6th annual William & Mary Supplier Diversity Fair will be April 11, 2019, 1:00 - 3:00 p.m., at W&M Campus Center's Trinkle Hall. This event is a great opportunity for our local and diverse businesses to meet face to face with various representatives from across campuses and gain insight on those departments' goods and services needs. For more information, and to register, see [our website](#). For questions, email [Marra Austin](#).

Procurement Award

On February 8, 2019, Bill Vega and Marra Austin presented the Procurement Award to Susan Mulholland, Chemistry Department Materials and Fiscal Manager, for her exceptional performance as Fiscal Manager and as the designated Contract Administrator for the Fisher Scientific contract. Her dedication to detail and excellence provides value for other departments and is much appreciated. Thank you, Susan! Also a special thanks to Rob Hinkle, Professor and Department Chair of Chemistry, for making the presentation so special through his planning.



When Does This Contract Expire?

When looking for information on contract renewals and expirations, the [Contract Portal](#) is the place to go. To start, find a contract using one of the 6 search options on the homepage. Renewal dates and final expiration dates are listed for every contract.

Contract Designation	
Renewal Date:	6/30/2019
Renewals Remaining:	2, One Year
Final Expiration:	6/30/2021



Visit us at www.wm.edu/offices/procurement
Questions or Comments? Call 757-221-3952 or email procure@wm.edu

Local Lodging

W&M has contracted with local hotels and B&B's for both [business-related lodging](#) and [Special Lodging Rates](#) for family, friends, visitors and guests. Do you have a hotel you would like to include on these lists? We welcome all feedback as we prepare for the next open enrollment. Let us know your suggestions by emailing procure@wm.edu.

Recent Contract Activity

To see current solicitations in eVA, [click here](#).

In Progress

- Powerwashing
- Fine Arts Storage
- Integrated Pest Management
- Student Summer Storage
- Museum Conservation & Display Services
- IEC HVAC Equipment
- Consulting Services
- Pouring Rights

In Progress (cont'd)

- Piano Loan Program
- Cashiering System
- Bindery Services

Coming Soon

- Photographers, Writers, Videographers
- Hotel Open Enrollment
- Motor/Mechanical Repair

Strategic Print Contract

In September, 2018, with the goal of increasing quality while lowering cost, William & Mary contracted with nine print vendors that offer a variety of printing options. These contracts include a broad array of print and lettershop services including design, layout, typesetting, binding, finishing, addressing, and mailing. What's most exciting is W&M is now eligible to receive rebates based on our total print quantities by leveraging our collective buying power. Separate from general print services, we have isolated three vendors that will focus on the production of business cards. We encourage you to leverage these vendors as it allows us to further standardize the quality of our printed materials. To learn more, visit our [website](#).

Consulting RFP "Open Enrollment"

William & Mary has initiated the first open enrollment period for several categories of consulting services. If your department has frequent needs for consultants, we encourage you to have them submit a proposal for consideration. The solicitation for this process is now [posted in eVA](#). Questions may be directed to [Sherrene Moore](#).



SPCC Question of the Month

Question: I use my SPCC to purchase office beverages for visitors & guests; am I allowed to use State funds for this?

Answer: No. Coffee, tea, water, or other beverages for office visitors and guests MUST be allocated to Local funds at reconciliation in Works, the supplies expenditure code must be used, and the purchase must be approved by the Dean or VP. For more information, visit the [Small Purchase Matrix](#).

What's new with ATG?

To date, [America To Go](#) orders exceed \$725,000 with over 1,900 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently 57 active menus on the portal. See our [website](#) for more info.



Welcome, Dean!

We would like to welcome our newest student department assistant, Dean Kim, to the Procurement Services office. We look forward to working with you, Dean!

Upcoming Training Sessions

Please log into [Cornerstone](#) to register for the session(s) you are interested in attending.

March 7, 9:00 - 11:00 a.m. - Fundamentals of Procurement

March 12, 9:00 - 11:00 a.m. - SPCC

March 21, 9:00 - 11:00 a.m. - eVA

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