



PROCUREMENT SERVICES

Newsletter

January, 2019

eVA/W&M Supplier Training



Do you know a Supplier who would like to do business in the Commonwealth of Virginia, become eVA registered, or learn more about achieving SWaM certification? How about doing business with W&M? Our next [eVA/W&M Supplier Training](#) with Kimberly Brewer will be **Thursday, January 31, 2019, 9:00 a.m. - 12:30 p.m.** This session will provide an overview of the Commonwealth of Virginia purchasing processes, including purchasing policies that affect how buyers use the eVA system to purchase goods and services.

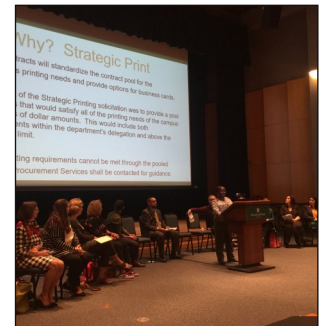
Trainings are open to any supplier interested in learning more about what opportunities the Commonwealth and W&M have to offer their business. The cost of training is \$25 per person - light refreshments will be served. Please [register in advance](#) to attend.

Additional Supplier Training sessions in 2019 will be held May 23rd, August 22nd, and November 14th.

Procure-to-Pay Forum & Supplier Event

Tuesday, February 26, 2019 • 10:00 a.m. - 12:00 p.m.
Sadler Center Chesapeake A

Join us for our next Procure-to-Pay Forum for the latest news in the world of W&M procurement. This semester, the forum will take place in a new location: Sadler Center Chesapeake A. Following the Procure-to-Pay Forum, attendees will have the chance to meet several of our suppliers right next door in Chesapeake B&C. From 12:00 p.m. - 1:00 p.m., get to know some of our suppliers face to face, including new restaurants in America To Go. More details are coming soon.



Consulting RFP “Open Enrollment”

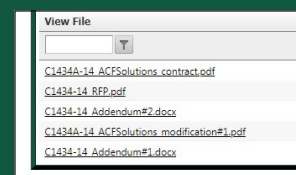
William & Mary will initiate the first open enrollment period for several categories of consulting services. If your department has frequent needs for consultants, we encourage you to have them submit a proposal for consideration. The new submission process is now [posted in eVA](#). Questions may be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

William & Mary Supplier Diversity Fair

Save the Date: 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. Registration information to follow.

Where Can I Find a Copy of a Contract?

The [Contract Portal](#) not only provides information on contract expiration and renewals, it also has copies of the contracts themselves. To start, find a contract using one of the 6 search options on the homepage. Under Attachments/Files, the contract will be available to view and download, along with any addendums, modifications, and other documents related to the contract.



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



Reader Survey

What parts of our newsletters are most informative? What topics would you like to see?

Help us bring you the most helpful, relevant newsletter content by taking this brief, [3-question survey](#).

We appreciate your feedback!

Recent Contract Activity

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

In Progress

- Powerwashing
- Carpet & Upholstery Cleaning
- Integrated Pest Management
- Student Summer Storage
- Museum Conservation & Display Services
- IEC HVAC Equipment
- Consulting Services

In Progress (cont'd)

- Cashiering System
- Pouring Rights

Coming Soon

- Photographers, Writers, Videographers
- Hotel Open Enrollment
- Audio Visual Open Enrollment

Vehicle Business Rentals

The University's Business Rental ID# and Direct Bill #'s are to be used for business rentals with employees of the University only. This is due to risk and insurance by the University: see [Vehicle Use Policy](#). The University's rental rates may be extended to incoming guests (non-employees) utilizing the personal use ID# 21A6661, pin: WMP. Use of this ID# will require payment with the driver's credit card at the time of pickup. Non-University employees or incoming guests are to indicate the personal use ID# at the time of reservation and may seek reimbursement as applicable through travel. The University's damage waiver is not included on personal rentals and the renter should determine insurance coverage to meet their individual need. Insurance is not reimbursable. For more on rental vehicles, visit our [website](#).

Procurement Website Redesign

The procurement website is getting a facelift. New features include [homepage tabs](#) for easier navigation, a procurement search bar, and streamlined options on the [Buying@W&M webpage](#). Additional improvements are forthcoming as we continue to refresh our website. We would like to thank Erin Fryer with University Web & Design for all the hard work in this redesign! Questions or suggestions for our website? Email procure@wm.edu.

SPCC - Question of the Month



Question: Our department would like to provide lunch during an on-campus interview for the candidate and interview panel. Can I order the meal from a local vendor and go pick it up and use my SPCC for payment?

Answer: No. All on-campus food ordering — regardless of method of food delivery/pick up — must be processed through William & Mary's online catering platform, America To Go (ATG). For a list of approved vendors, or to order through the online portal, visit the [Catering and Food](#) section of the [Buying@W&M page](#).

What's new with ATG?

To date, [America To Go](#) orders exceed \$575,000 with over 1,550 transactions that did not require SPCC reconciliation, Vendor Payment Request paperwork or reimbursement of personal funds. There are currently 55 active menus on the portal. See our [website](#) for more info.

Local Lodging

W&M has contracted with local hotels and B&B's to offer greater value to the university community. For [business-related lodging](#), contract terms include direct billing and special pricing. Friends & guests visiting W&M may use these contract partners, with special rate codes on the [Special Lodging Rates](#) webpage.

Upcoming Training Sessions

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

February 7, 9:00 - 11:00 a.m. - Fundamentals of Procurement
February 12, 9:00 - 11:00 a.m. - SPCC
February 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/>