

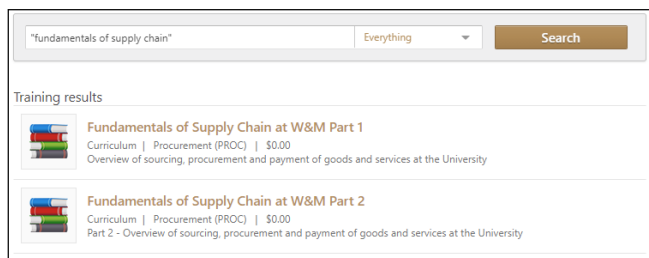


# PROCURE-TO-PAY NEWSLETTER

William & Mary Supply Chain Services

June 2024

## Fundamentals of Supply Chain In Cornerstone



Part 2 of the Fundamentals of Supply Chain at W&M has been posted to [Cornerstone](#). This training includes an overview of sourcing, procurement, and payment of goods and services at the University. Find this training along with Part 1, with keyword search “fundamentals of supply chain”.

### Purchasing Office Supplies

Supply Chain Services is pleased to announce beginning July 1, an additional office supply contract has been awarded to RGH Enterprises, a certified SWaM supplier headquartered in Baltimore, MD. The buyW&M RGH punchout catalog is the preferred method of order placement for products and services. RGH Enterprises, along with their strategic partner Staples Business Advantage, will provide distribution, desktop delivery and account support. As current policy allows, in the event your requested item is unavailable from the RGH or TSRC websites, please complete the waiver process. We anticipate savings on everyday office supplies to exceed Big Box Store regular pricing. For questions, email [procure@wm.edu](mailto:procure@wm.edu).

### ATG Non-Compliant Order Tracking

ATG Non-Compliant Order Tracking begins in FY25. All business meals made within ATG are subject to audit and, as such, must comply with the Business Meal Policy. Individuals found to have non-compliant orders may have ATG access suspended temporarily or permanently removed. Full policy details can be found under [Program Overview-Compliance](#).

### buyW&M Invoice Changes

Effective 7/1, the buyW&M invoice and payment request forms will require you to confirm that the selected remittance address matches the vendor invoice. If the remittance address does not exist on the vendors profile, please submit an Address Update Request Form. The invoice should only be submitted for payment once the address has been added to the vendors profile and is available for selection on the invoice or payment request form. Example:

I confirm that the selected remittance address matches the vendor invoice

Confirm

## Congratulations, Feleasha!



Special Shout-out to our colleague Feleasha Sherfy on being recognized for her NIGP Certified Procurement Professional designation as one of the first 900 to receive it in the US and Canada. The ANSI National Accreditation Board has attested that NIGP has fulfilled the requirements of ISO/IEC 17024:2012 general requirements for bodies operating certification of persons and has granted accreditation to the NIGP Certified Procurement Professional (NIGP-CPP) program.

“As a competency-based certification that incorporates the critical facets of leadership within public procurement, we are mindful that the modular exam is rigorous and challenging – but we also wanted to assure the public procurement community and our stakeholders that NIGP-CPP recipients, like you, are among the most respected leaders in our profession and have the competencies needed to achieve results.” Rick Grimm NIGP-CPP, NIGP Chief Executive. Congratulations Feleasha!!

## University Vendor Affiliation/Conflict of Interest

Per the code of Virginia, no officer or employee of any governmental agency of state government shall have a personal interest in a contract with the governmental agency of which they are an officer or employee, other than their own contract of employment. If an employee needs to receive additional compensation for their services, typically, exempt positions are to be compensated via a Professional Service Agreement (PSA). Contact HR for guidance for non-exempt employees at [askhr@wm.edu](mailto:askhr@wm.edu). Additional info on the Code of VA statutes, please visit: [https://www.wm.edu/offices/supplychain/procurement/documents/wm\\_coi\\_statute.pdf](https://www.wm.edu/offices/supplychain/procurement/documents/wm_coi_statute.pdf).

## Contract Signature Authority Policy

Reminder... Contract Signature Authority Policy and Procedures for Procuring Goods and Services. The policy identifies individuals authorized to sign university procurement contracts. The policy reflects the university's efforts to streamline processes, optimize contract negotiations, provide appropriate legal review, and reduce potential liability for the university and the individuals who contract on its behalf. The role-based contract signature authority levels, leverage buyW&M system capabilities and workflows, create consistency across departments and reduce the number of signatories on goods and services procurement contracts.

The policy can be found [here](#). If you have any questions or comments regarding this notification or signature authority as it relates to procurement contracts, please contact [procure@wm.edu](mailto:procure@wm.edu) for assistance and guidance. The updated delegated authority will require additional training as it relates to the policy and process for contracts. Information regarding training in Cornerstone to follow in a future Digest post.



## Shout Out!

Congratulations to VIMS Contract Administration and Supply Specialist Maria Del Corso for successfully obtaining her Virginia Contract Administrator and Risk Management (VCARM) certification from the Virginia Institute of Procurement!

## Recent Contract Activity

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

### Recently Awarded

- **ERP Implementation Partner—Huron**
- **Trades, Open Enrollment Generation 2 for General Contracting and Cabling Services**

#### Cabling vendors:

- Blackwater Electric
- Optech
- Xactec
- Cable Associates

#### General Construction Maintenance:

- GC Commercial
- River Birch Construction
- River City Enterprises
- Team Henry

### Coming Soon

- Print Management Services
- Dorm Moving Services
- Fuel Gas Diesel Propane
- International Hires
- Fine Arts Storage
- Childcare Services

## Construction Corner



[Renovation of Monroe Hall](#) is expected to be completed by July 1, 2024.

[Muscarelle Museum](#) is scheduled to complete October 2024.

[Integrated Science Center—Phase 4](#) is scheduled to complete August 2025.

[Jamestown East Residence Hall](#) is scheduled to complete Fall 2025.

[West 1 Housing & Dining](#) (5 buildings) is scheduled to complete Fall of 2025.

[Chesapeake Bay Hall](#) at VIMS is scheduled to complete September 2024.

Blow Hall Provosts Suite Renovation – Starts June 6, 2024, and be completed Dec 3, 2024

Blow Hall Cupola Roof Repair – Starts May 20, 2024, and be completed Nov 16, 2024

Admissions Lobby & Swem Library Ground Floor projects are underway.

### buyW&M Office Hours

The next buyW&M Office Hours will be held virtually on Wednesday, July 31, 2024, from 3:00—4:00 p.m. Join us to ask questions and walk through processes, To register for office hours, visit

[https://cwm.zoom.us/meeting/register/tJEqcO2oqDMuGdOevz\\_wg-DJglui5XiJvCLo](https://cwm.zoom.us/meeting/register/tJEqcO2oqDMuGdOevz_wg-DJglui5XiJvCLo)

### Supply Chain Resources

[Procure-to-Pay Matrix](#)  
[Finance Forms & Instructions](#)  
[buyW&M User Guides](#)