Training Dates

BuyWays:
To register for a Buyways Training, please visit the Workplace Learning & Development website for our current session:
http://www.umass.edu/wld/

Procard:
Procard User training is available through an online training module. A link to this training will be made available upon receipt of the Procard application. Please submit your Procard application to or contact Gary Duggan by Phone: 545-6231 or via Email: gsduggan@admin.umass.edu

Procard Reallocation:
Training is arranged on request. Contact Gary Duggan by Phone: 545-6231 or via Email: gsduggan@admin.umass.edu

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Message From our Director

Some of you may have already heard that the Procurement Department will be moving off campus. Procurement, along with the Controller’s area and O.G.C.A., will be moving to the Mass Ventures Building in Hadley. The Procurement Department is scheduled to move on October 19th. During the move the staff will have limited access to our telephones and computers so please plan ahead for any rush needs. Telephone #’s and email addresses will remain the same. Fortunately 98% of communications is handled electronically so there won’t be any lag in response to/from Procurement once we relocate. We will still be serviced by mail services so there shouldn’t be any lag in getting paper information to us for those departments that still use it! We will also have some shared “hotel” space on campus that we will use when we need to have a meeting on campus. Our move will free up the Goodell Building for student centric services. With the South College and Chapel renovations almost completed the central corridor will continue to be an important area on campus for student services.

OfficeMax Updates

Transition to Office Depot: We are very close to rolling out the new Office Depot platform for our University Office Supply contract. We anticipate the roll out will take place in October but we will send out a separate communication prior to the actual date to give you time to prepare. Stay tuned…!

Employee purchases: As part of the move to the Office Depot platform OfficeMax has already moved the employee purchase program to the Office Depot platform. If you currently use this option you will have to sign-up on the Office Depot site the next time you place an order. If you haven’t already received a notice directly from Office Depot there are instructions on the order site. Let me know if you experience any issues.

Procard Staff Updates

Rebecca Schwartz - Rebecca has recently transferred to another position in the BDIC department located in the Commonwealth College complex so she is no longer with the department. Carolyn Blajda is taking over the Procard issues from Rebecca so if you have a question please contact her at: Procard@UMass.edu or call her at: 545-1088.

Holly Lankowski: Holly has left the University and Gary Duggan has taken over managing the Procard Program until a new manager is hired. Please contact him at Procard@UMass.edu or call him at: 545-6231.

Note: please use the Procard@UMass.edu email for Procard questions because if either Carolyn or Gary are out this email is monitored by another staff member to insure your issue gets prompt attention.
CHANGE TO THE SALE OF SURPLUS PROPERTY PROGRAM

The Amherst Procurement Department will no longer be doing quarterly request for bids (RFB) for the Sale of Surplus Property. Property that is surplus to the needs of the University will be posted on an “as-needed” basis throughout the year on the Municibid.com web-site. Municibid is an online auction platform that government agencies utilize to auction surplus property to the public. Only government agencies can auction items on Municibid and bidding is open to the public across the United States. To register and access the Municibid site go to: https://municibid.com

The Department of Residential Life recently had some electric stoves that were sold through the quarterly RFB process and the average selling price of the stoves was $112.00 each. We posted some remaining stoves on the Municibid site and the average selling price of the stoves increased to $215.00 each. This was an increase in the average selling price of 92%!

The Amherst Procurement Office continues to seek out new technology for use in projects such as in the Sale of Surplus Property as well as in other areas. The best part is that most of this program is paperless; it attracts a greater bidding audience and the additional revenue that is generated goes directly into the department’s budget.

Furniture Requisitions

With the new academic session approaching, many departments are purchasing new furniture. Please refer to the Procurement Buyline Newsletter for July 2014 for a quick reference chart on the appropriate Account and Commodity codes to use. There has recently been changes in what upholstered furniture must meet fire codes so if you have any questions please call Procurement or email Ed Mientka in EH&S directly @ ejm@ehs.umass.edu for review. Attach his emailed response to your requisition in the Internal Attachment area.

Updated Procurement Forms

Periodically, as policies and procedures change, we update the forms on our website. Sometimes the changes are small, but they apply to current situations and are important to protect the University and better meet audit requirements. A good habit is to go to the Procurement website each time you are completing a required form. Whether it be for purchasing or credit card requirements, you will always be using the most updated form available. The Contract for Services Long Form has been updated! Please use the 8-2016 version found on the Procurement website. Clauses referring to PCI Compliance have been added and Section 5E now allows text. Forms can be found at www.umass.edu/procurement under “Forms” in the list on the left side of the page.
The UMass Store

There's a new University Store on the Amherst Campus. If you wish to purchase products using BuyWays the new vendor name is “UMass Store” Vendor code #0000138091 and the new website is www.umassstore.com. Visit them and see the new products and lower prices! If you use your Procard for University purchases your department will receive a 30% discount on most items. Personal credit card or cash purchases receive a 10% discount.

BuyWays Walk-in Sessions

Having trouble navigating BuyWays or have a question about a specific purchasing policy? Stop by our Walk-in sessions where no appointments are necessary. Sessions will be held in various locations where a staff member of the Procurement Office will be available to answer your questions. For dates and locations of all sessions please visit the Workplace Learning and Development Website http://www.umass.edu/wld/.

Xerox Copiers

We are asking departments with a Xerox copier to enter a change order requisition into BuyWays for Fiscal Year 2017 against your existing purchase orders. The required format for the change order requisitions is shown below.

The format should be:

- Change Line 1: Net Monthly Base Charge, Increase QTY from (XX) to (XX) months and Extend PO End Date from (X/X/XX) to 6/30/17
- Change Line 2: Overage Black and White, Increase QTY from (XXXXXX) to (XXXXXX) copies and Extend PO End Date from (X/X/XX) to 6/30/17
- Change Line 3: Overage Color, Increase QTY from (XXXXXX) to (XXXXXX) copies and Extend PO End Date from (X/X/XX) to 6/30/17

If you have any questions or need assistance, please reach out to Nancy Rule at 545-1093 or nrule@admin.umass.edu.

Reminder – WL&D Class Scheduled for October

Join the Procurement Staff at our next Workplace Learning and Development class scheduled for October 20, 2016 - 9am to noon. This session will cover Procurement Department functions; including purchase order (PO) requirements, contracts and policies for purchasing, contract for services, requests for bids, ProCard/Travel Card, in addition to Mail and Print Services.

Registration can be completed from the WL&D website - http://www.umass.edu/wld/procurement. Hope you can join us!
Price Changes on Bottled Water– Contract: GR034

State Contract – GRO 34 – Bottled Water, Emergency Bottled Water, Water Filtration, Reverse Osmosis, Coffee Services and Supplies has had a contract renewal effective: 8-1-16 to 7-31-18. There have been some price increases that the campus needs to be aware of. Specifically in terms of 5-gallon Purified and Spring Water. Here are the updated costs by vendor.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready Fresh/Nestle Waters North America- Spring Water</td>
<td>$4.29</td>
</tr>
<tr>
<td>Ready Fresh/Nestle Waters North America- Purified Water</td>
<td>$3.29</td>
</tr>
<tr>
<td>DS Services of America/Belmont Springs-Both Waters</td>
<td>$2.59</td>
</tr>
<tr>
<td>W.B. Mason – Spring Water Only</td>
<td>$2.19</td>
</tr>
</tbody>
</table>

For more details on the other price changes under this contract please go to: http://www.mass.gov/osd

Citibank Commercial Card Alerts

Starting in September 2016, Citibank has activated the following 5 email alerts, on your behalf, if you do not already have them turned on. In order to receive these alerts, your account must be registered on the Citibank Web Site.

- **New Statement Available** – to help you complete expense reports faster, receive an alert when your statement is available to view, download, and/or print.
- **Payment Due / Invoice** – to help you avoid delinquencies and late fees and receive an alert when your payment is due.
- **Declined Transaction** – to help you use your Corporate Card for all business-related purchases and receive an alert in real-time when a transaction is declined so you know how to quickly resolve the issue.
- **Available Credit Remaining** – to help you avoid declines due to exceeding your credit limit and receive an alert when only 20% of your credit balance remains.
- **Card Activation Reminder** – to help you begin making business-related purchases when you need to and receive an alert reminder to activate your new Citi Commercial Card.

To receive these alerts by SMS (Short Message Service), log into the CitiManager® tool and select the alerts you would like to have sent via SMS, then follow the steps below:

1. Enter your mobile number on the CitiManager Alerts page and select the alerts you want to receive.
2. Check the T&C’s box and click on the “Save” button on the bottom of the Alerts page.
3. If you are enabling Citi’s SMS alerts for the first time, or if you require a mobile number change, you will need to complete the PIN confirmation process once you have selected which SMS alerts you would like to receive. You will receive a text to your mobile phone with a PIN number. Enter the PIN number received on your mobile device in the PIN confirmation number field on the CitiManager Alerts page, then click the Confirm button. A confirmation text message will be sent to your mobile device upon successful completion.

To learn more about the Citi Commercial Card alert offering, log into the CitiManager tool and access the Alerts section.
**Recruitment and General Advertising**

The University recently did a bid for recruitment and general advertising for all campuses. The current vendor under the old contract was Buyer Advertising. After review of all responses under the new bid the University has again selected Buyer Advertising for the new contract. This was a unanimous decision approved by the University Human Resources Departments on each campus. The new contract information has been loaded into BuyWays so please select the new contract when doing a requisition for BuyerAdvertising. Call with any questions.

**eSourcing Vendor**

Currently the Procurement Department uses BidExpress to host all bid documents so that vendors can electronically access and respond to them in an efficient and timely manner. This vendor will be changing in the next month to a vendor called BonFire. The reason for this is that BonFire has the ability to do all of the functionality that BidExpress has as well as additional features that will allow us to be more efficient when department review vendor responses. One main feature is the ability for Procurement to push out the bid documents to each department electronically where they can review and respond with their comments and award recommendations electronically. This will be more efficient and also allow us to keep information confidential until a decision is made. Training is simple but only needed if you are involved in a bid so we will train you at that time.

**Contract Vendor Sponsored Event**

**UMASS Faculty & Staff Night**

**Enjoy pregame festivities at the brand new Champions Center**

**Join Whalley Computer Associates, Dell and your fellow UMASS Faculty & Staff for an opportunity to eat, drink, collaborate and socialize in a fun and relaxing environment. Then watch UMASS take on Temple in an exciting game.**

Contact: teamsheil@wca.com or wcabiz@wca.com

**Details**

**Date:**
Thursday, November 17, 2016

**Agenda:**
5:45pm Champions Center Doors Open
6:00pm Food and Beverages Provided
7:00pm Game in the Mullins Center