Training Dates

- **eProcurement Training on Wednesday—April 21st**—contact Joe Pickul at jpickul@admin.umass.edu or 545-2119
- **Procard Trainings to be held on Friday—April 9th and Monday—April 26th**—contact Leasa Roberts at ljroberts@admin.umass.edu or 545-0363
- **Procard Reallocation Training is arranged as needed**—contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748

**Procard/Travel Card Bank Services**

Our campus has two separate credit card programs to support the functions of travel related purchasing and small dollar consumable supply purchasing. These programs are known as Corporate Travel Card and Procard and are currently supported by two different banking institutions. U. S. Bank manages our Travel program and JPMorgan Chase handles our Procard program. The University of Massachusetts system will be going out to bid shortly to solicit proposals from banking/financial entities to provide both Procurement Cards and Travel Cards. The University is interested in exploring the possible benefits of managing both cards with a single Financial Institution. This new contract will be effective September 1. Procard and Travel Card Program Managers as well as Procurement Directors from all campuses are participating in this bid process. More information to follow.

**Free Printer Giveaway**

There may be no such thing as a free lunch but there is a way to get a free printer or fax machine. The University belongs to a Program called **Purchase Edge** that is sponsored by Hewlett Packard. Basically, we collect points for every dollar we spend on HP products and supplies. About a year ago, we offered the first “free printer giveaway”. At that time, we awarded 50+ printers valued at over $33,000. We have again accumulated enough points to allow us to offer “free” printers and fax machines. With budgets tight, this is a good opportunity to get a new printer or fax for your department at no cost.

If your department is in need of a printer or fax, please send Holly Lankowski an email at lankowski@admin.umass.edu with what you are interested in. **It must be an HP Model** but they offer a wide variety of choices including ink jet, laser jet and multi-function models. In your request, please provide a 1st and 2nd choice.

**Please forward your request to Holly by April 9th** so we can review all the requests. If we get more requests than we can fill with the points we have we’ll have a drawing to determine who gets the printers.

You will be notified by late April of the awards to be made. Deliveries should be made by early May.
A new RFB (Request for Bid) for the Management and Operation of the University Bookstore has been issued and is scheduled to open in April. A selection committee made up of Faculty, Staff and Students will evaluate the bid responses and make recommendations for award of the contract to Campus Administrators. The contract will be for a five year term, with an option to extend for an additional five year period at the discretion of the University. The projected start date of the contract is July 1, 2010. Services to be provided by the selected contractor will include all financial resources, personnel and labor, equipment, goods and supplies necessary to manage and operate a full service professional bookstore that will provide the highest caliber of services to the campus community. The University Bookstore provides the UMass community with a full range of student and staff materials and supplies, including books, clothing, greeting cards, computer equipment, peripherals and supplies, etc. The current University Bookstore operator is Follett Higher Education Group, which has managed the bookstore since winning the previous bid in 2000.

Management & Operation of the University Bookstore

EPro Requisitions—Contact Information, Ship To & Location Codes

Perhaps you were one of the more than 100 people who attended the PO Data Entry Operators Meeting on March 11, which was held in the Student Union Ballroom from 2 p.m. to 3 p.m. Presentations were made by Controllers, Procurement, and A&F staff on various topics that pertain to the purchasing aspect of the Finance System. The meeting notes will be emailed to all PO Data Entry Operators of record by the end of the month.

One of the presentations that was made at that meeting explained the significance of the Contact Information, Ship To, and Location codes on an eProcurement Requisition and when they should be changed. This data translates on the printed purchase order to information that is necessary to insure the accurate and timely delivery of goods. It also provides a resource for vendors and administrative staff when there are questions or information about the purchase that needs to be relayed to the department. A complete explanation for how to use and look up these codes can be viewed at the Procurement Department Website, http://www.umass.edu/procurement/docs/Significance_of_Location_Ship_To.doc.

Example: PO Print Report – PO Header – Results of Data Entry Operator Selections for UMass Req Info page, Ship to Code, Location Code
New Culinary Uniforms are in store for the staff in the Dining Commons in the Auxiliary Services Department. The department reserved $27,000 for new uniforms. When they went out to bid they were able to get the exact uniforms and accessories they wanted for only $16,999.40! This resulted in a savings of $10,000.60 or 37.3% from what was anticipated!

Every dollar saved during these tough economic times counts - Let us help you!

During this past academic year, we have brought in extra support from work study students. Xiumei Huang and Amy Gallagher have been a great addition to our staff and have quickly settled in with helping with PO mailings, telephone coverage and front desk reception.

When you call or stop by the Procurement Department, Carol Blajda or Leasa Roberts will be there to assist you.

Carol has been in Procurement for over 13 years, working on Purchase Order (PO) dispatching, construction plans and bids, staffing our main telephone line, greeting our steady stream of visitors and helping out with a myriad of department projects.

Leasa joined us about a year ago but has immersed herself in fast order in supporting the Procard Program, bid process, department web updates and providing back-up coverage for our front desk.

The cost of copper wire and cable are commodity purchases that can fluctuate with the market. Picking the right time of year to source these products can be risky and very profitable, indeed. Just ask John Ghidinelli, Electrical Maintenance Manager at the Physical Plant.

In a recent request for bid for copper wire and cable, John reviewed what he spent the last time and anticipated spending around $152,641.00 this time. Due to the downturn in the economy and the fluctuation in the market the bid responses that came in were much lower than expected. The Physical Plant ended up purchasing the copper wire and cable for $105,290.00! By engaging in the bid process, John was able to save the Physical Plant a total of $47,351.00 or 31% from what was anticipated. Good timing, John.

Sprucing Up for Spring

When Purchasing Copper Can Turn to Gold

Staff Profile.....who are you going to call...

Procurement Department—Administrative Support

Check out the two great success stories resulting from the public bid process!
MHEC Web Site Training Session at UMass Amherst

Due to the snow storm on February 24, 2010 the MHEC Training Session was cancelled and has been rescheduled for Wednesday, May 5, 2010.

So, MHEC will again be coming to the UMass Amherst campus to conduct a training session on Contracts and usage of their Web-Site. Contracts can be confusing and hard to understand. Many of you have told us that you would like to learn how to utilize the MHEC Contracts and their web-site better.

The next session is scheduled for:

- **Date:** May 5, 2010
- **Time:** 9:00am to 11:30 am
- **Location:** Campus Center—Room 917

Campus personnel who utilize MHEC Contracts should attend. Due to the outstanding response we have reserved a larger room. There are limited seats still available.

R.S.V.P. to: Rosemary A. Hasssay – Purchasing Manager in Procurement @ rhas-say@admin.umass.edu

FAQ—Frequently Asked Questions

- **How should charges for bottled water on our Campus Contract—CA10-RH-3242 with DS Waters / Belmont Springs and Nestle Waters / Poland Springs be paid?**
  
  Any charges for bottled water should be paid on Procard.

- **Our department uses UPS for Express Mailing, how do I pay for these charges?**
  
  Brett Castellano is our campus representative for UPS. If you use UPS, you should contact Brett to set up a UPS account that can be tied to a Procard. Each month, you can go into the account to run a report for your Procard receipt documentation. Any staff in your department can use this account for shipping needs without having access to your Procard number. Brett can be reached at bcastellano@ups.com or 877.593.1056—Ext.. 3334.

- **If I have a copier from a vendor other than Xerox do I have to get rid of it?**

  No—the Xerox contract is only for when you want to purchase or lease a new copier. All current leases with other vendors...such as IKON...will continue until they expire. You would move to Xerox after the IKON lease expires. Your current vendor will also continue to service the equipment under their lease.

- **Is it true that I can get a used fax machine from the Procurement Department?**

  Yes—we have a few used machines available—please contact Holly Lankowski @ 5-0361.