



# Procurement News



May 2009

Volume 1, Issue 1

## Training Dates

- eProcurement Training on Wednesday—May 13th and Tuesday—June 16th
- MHEC Seminar—May 27th—details inside
- Procard Training Dates for June are Tuesday—June 2nd and Wednesday—June 24th
- Procard Reallocation Training can be arranged as needed by contacting Holly Lankowski at [lankowski@admin.umass.edu](mailto:lankowski@admin.umass.edu) or 545-1748

## What's in a name...!

The Procurement Department is pleased to announce the publication of our first monthly newsletter. Our hope is that this will provide us with a useful means to share updates, reminders and policy changes. We would love to hear from you on ideas

for future issues as well as feedback on this first issue. We need your help... our newsletter needs a name. So, put your thinking caps on. Please send us any names you would like us to consider. As a

little incentive, a prize will be awarded to the winning entry. We look forward to hearing from you. Email your ideas to: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu) Please put "Newsletter name" in the Subject Line.

## Show me the money!!!

Jeanne Horrigan, Director of New Students Orientation has scooped up extra savings by going out to bid a little earlier year after year. For the past few years she has gone out to bid for towels and canvas tote bags with the UMass Logo for the Department of New Students Orientation. The bids in 2007 went out in May and for 2008 in April. This year the bids went out in March. Simply by going out to bid a little earlier each year with this annual bid, Jeanne has realized tremendous SAVINGS for her department. Vendors appreciate the longer lead times and the University reaps the savings.

Here is a recap on the SAVINGS:

	Canvas Bags	Towels	Total	Percent savings over previous year
<b>FY07</b>	\$ 9,315.00	\$ 40,875.00	\$50,190.00	N/A
<b>FY08</b>	\$ 8,514.60	\$ 31,712.98	\$40,227.58	20%
<b>FY09</b>	\$ 3,780.00	\$ 17,234.40	\$21,014.40	48%

Congratulations to Jeanne Horrigan and her staff for working with the Procurement Department by planning ahead and putting their best foot forward toward SAVINGS!!

## Inside this issue:

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## FREE Printers—we knew the word “free” would work!

The UMass – Amherst campus belongs to a program called “**HP Purchase Edge**” that is sponsored by Hewlett Packard. Basically, we collect points for every dollar we spend on HP products and supplies. Our enrollment in this program was offered through our University - Office Supply contract with W. B. Mason.

With budgets tight, this program provides a good opportunity to obtain printers for campus de-

partments at no cost. Earlier this spring, the Procurement Department announced this program and solicited requests for printers. There was an overwhelming response. We were able to supply printers to over 50 departments across campus through



this HP Purchase Edge program. These requests represented a total list price of over \$33,000 for 55 printers. In most cases, we were able to fill the first choice requested.

Our campus continues to accumulate points and our office will offer another opportunity for free printers in the near future. We are pleased that W. B. Mason has offered this program.

*Our web site has evolved over the past few years ....check it out....there are many helpful links.*

## Year End is coming soon

Details about year end closing and the new fiscal year opening for non-state funds are now posted on our Procurement Department Home Page under Announcements.

We will be unable to open FY10 budgets for Future Year Requisitions prior to year end. However, you may process most requisitions for goods/services to be received in FY10 using your current FY09 budgets. If the

requisition is in an approved status with a valid budget check by June 19th, it will source to a purchase order. We will continue to process purchase requisitions that require only departmental approval until June 26th, provided the requisition has been fully approved by the department and has a valid budget check. In order for a requisition to source to a purchase order, it must be fully approved and have

a valid budget check. On June 22nd, Procurement will begin to cancel requisitions that do not meet this criteria, and departments will be responsible for re-entering the requisition in FY10. A list of the canceled requisitions will be posted at the Procurement Department Website at <http://www.umass.edu/procurement/> on July 1st.

## Account Codes

Did you know that there is a revised listing of Account/Category codes that are appropriate for purchases available to you at our website? Like so many of the documents there, the listing is designed for web use and is updated frequently. The list includes the code short descriptions sorted alphabetically and numerically, with explanations for how to use the document. Also listed is

where the codes are used in the Purchasing System and the new codes for equipment. The list contains many helpful links to other documentation related to account code usage.

You are encouraged to check out this document, which is set up in an Excel spreadsheet. To access this document, go to the Procurement Department Website at <http://www.umass.edu/>

[procurement/](http://www.umass.edu/procurement/) and scroll down to Purchasing Requirements for Requisitions/ Purchase Orders for End Users, then click on [Alpha-Numeric List of Account Codes w/Links to Processing Charts, 05/2009](#).

Questions regarding this document or account code usage may be directed to Sue Green at 545-1092.

## We are listening...

At the recent Workplace, Learning and Development - Procurement Class, it was mentioned by several attendees that there was dissatisfaction with the service that some areas on campus were receiving on bottled water from the State Contract - GRO18. Upon learning of this, we decided to go out to bid for a Campus Contract for UMass - Amherst.

**SUCCESS!!** Our campus

now has our own contract for Bottled Water...and there are two vendors to choose from:

- o DS Waters / Belmont Springs
- o Nestle Waters / Poland Springs

There are no rental fees or other monthly charges allowed for coolers and no deposit charges allowed for the bottles. The supplier is also responsible for service and cleaning for all water coolers supplied to the Univer-

sity. Please go to the Procurement Web-Site and pull up Campus Contract - CA10-RH-3242 for other details and the price lists!!!



## Learning more can result in saving more

Sometimes contracts can be confusing and hard to understand. Many people on campus have told us that they would like to learn how to utilize the MHEC Contracts and their web-site better. *Again, we are listening to you!*

**MHEC will be coming to the UMass – Amherst campus to conduct a Web-Site training session.**

This session is scheduled for

- Wednesday – May 27, 2009
- 9:00 am to 11:00 am
- UMass – Amherst - Procurement Conference Room - 407 Goodell Building
- Class size is limited - 12 per session

We will add additional sessions if required.

R.S.V.P. to:

Rosemary A. Hassay  
Purchasing Manager  
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*We are listening...when you share an issue...we are right on it!*

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



**Peter Royer**  
**Associate Director**

Pete is responsible for all Labor & Materials contracts...that means all contracts for any building or parking lot that we repair or con-

struct. This aspect of Procurement is highly regulated by Massachusetts General Laws c149 and c30-39M. Don't worry you don't have to memorize them...that's Pete's job...and what a job it is. If the University doesn't follow the letter of the law we can end up at the State Attorney General's Office with a bid protest.

In addition to the Labor & Materials contracts, Pete has various other functions involving Physical Plant and Facilities contracting.

If you have any questions for him, Pete can be reached at 545-1095 or e-mail him at [proyer@admin.umass.edu](mailto:proyer@admin.umass.edu)

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## A few words from the Director—John O. Martin



Our goal in Procurement is to assist you in obtaining the product or service you require at the best possible cost for the University. In this time of shrinking funds and tight budgets the Procurement Department can help you achieve the maximum benefit from the funds you do have.

We have a multitude of contracts available thru the University, State of Massachusetts and MHEC that provide very good value for your dollar...these are great for your lower volume purchases...but the way to achieve the maximum savings is through the competitive bid process. This process takes a little longer but can achieve significant savings for the department. On page one of this newsletter is an example of how the bid process has achieved those savings for one department.

As available funds shrink vendors are seeing a decrease in their total sales volume. This means that in order for them to survive they must lower their prices to be more competitive...which is where we come in. After we prepare the bid we make sure it is advertised broadly so that it gets maximum exposure thus producing the greatest savings. We are consistently seeing prices being reduced by 20-25% when we bid versus when a vendor gives a department their "best" price. Vendors try to convince a department that they should "sole source" their product because it is "unique". If this happens the vendor doesn't have to deal with the competition and they can give a smaller discount. Time is indeed money...in this case; take a little longer and save a lot more. Call us for assistance.

In future newsletters we will highlight additional success stories that show how working together we can achieve the maximum return on your budget dollars. You get the product or service you want at the best cost...that's our goal.

## UMass – Amherst & W. B. Mason are partnering to “green up” the delivery process

As part of the new contract for Office Supplies, W. B. Mason will start using reusable plastic corrugated cartons when making deliveries. When orders arrive on campus, our staff should empty the boxes, flatten them, and set them aside in a designated location for pickup on the next delivery date. As an alternative you can have the boxes emptied upon delivery and have the driver take the boxes back the same day. Either way no additional work is involved since the current cardboard boxes are normally broken down for recycling anyway.



Judy Balicki at 1-888-926-2766, Ext. 8057 to have your cartons picked up.

Please respect that these cartons were purchased by W. B. Mason and are their property. The cartons are not for personal use. W. B. Mason's willingness to partner with us on this initiative is just another way that we are working with our vendors to produce cost savings while helping to make the environment greener.

The cartons will be phased in over the next few months. WB Mason has estimated that we will save approximately 140,000 trees per year once the program is fully implemented. Add to this the savings from the cost to produce and recycle the old cardboard boxes and the initiative will be a great program.

The flattened boxes should be stored in locations separate from recycling stations; otherwise they might be taken away for recycling. The next time W. B. Mason makes a delivery; the flattened cartons will be picked up and taken back to the Mason distribution center for reuse. Labels on old cartons are either peeled off or covered over with new labels. If your department does not receive regular deliveries, you can call

UMassAmherst



## Amherst Marketplace changes to take place

The eProcurement Amherst Marketplace will be updated with direct links to the vendor websites in the coming weeks. Instead of linking from an eProcurement requisition to a single catalog that contains items for all the Marketplace vendors, Requesters will be able to link out from their eProcurement requisition to an individual vendor's website. Each vendor's website is customized for UMass and contains our contract pricing.

Although each vendor's website may be set up differently, all websites are pretty intuitive. They offer the same basic search capabilities to look up, select, draw items into a shopping cart, and copy them into the eProcurement requisition.

The vendors that are currently available are Fisher Scientific, WW Grainger, WB Mason, MSC Direct, and Sigma Aldrich. More vendors will be added over time.

To help you through the process, we have posted to the A&F website a training exercise for new users that will help you at a detailed level with the W B Mason site (office supplies). We have also done a job aid at a pretty high level that addresses all five sites. The documents are listed under **Job Aids/eProcurement Requisitions** and are titled: **Enter an eProcurement Requisition Using the Amherst Marketplace Link for WB Mason**, and, **Create eProcurement Requisitions using the Updated Amherst Marketplace**. You may access these documents by clicking here — <http://www.umass.edu/af/systems/jobajds.htm> And, of course, help is just a phone call away through the Help Desk at 545-2119.