



## Procurement and Payment Services Newsletter: Vol: 3 Fall-Winter 2010

### Welcome

The Procurement and Payment Department presents this e-newsletter to the Auburn University/AUM community with the goal of providing timely and effective information to assist you with your procurement needs. We welcome any comments or suggestions for future articles.



### Preferred Vendor Contracts

As part of the strategic sourcing initiative, contracts have been awarded to the following vendors:

#### **Hewlett Packard – Laptops & Desktops**

HP was awarded AU's preferred vendor contract for laptops and desktops. The contract began August 1, 2010.

HP held an informative Kick-Off Event to announce its new partnership with Auburn University. The event was held at the Hotel at Auburn University and Dixon Conference Center on Wednesday, August 25, 2010. Representatives from Hewlett Packard in attendance were David Weise, South Central District Manager, David Lorino, Account Manager, Dan Gilbreath, Technical Consultant and Sheila Starns, Inside sales. The program started with a continental breakfast and a meeting with members of the Office of Information Technology and Distributed IT. After a HP welcome and presentation, HP conducted product reviews and demonstrations of selected HP Laptops and Desktops for university employees who were in attendance.

HP was recently announced as the preferred vendor for desktops/laptops computing products for Auburn University.



**Cartridge Solutions:** We have renewed our contract with Cartridge Solutions for an additional year ending in November 4, 2011. Cartridge Solutions offers toner refills of existing cartridges which in the past years have benefited Auburn University's Recycling and Auburn University's sustainability efforts.

### **What's the difference between refill and remanufactured toner?**

Refill simply means to add toner to an existing empty toner cartridge and a reman means rebuilt to manufacturers specifications ... aka 'like new' perhaps.

**OfficeMax** sells remanufactured cartridges which simply means that you can purchase a remanufactured cartridge at a much lower cost than a new cartridge.

Information regarding these contracts can be found on the PPS webpage at [http://www.auburn.edu/administration/business\\_office/pps/](http://www.auburn.edu/administration/business_office/pps/)

### **National/Enterprise Car Rental Contract**

Just a reminder that Enterprise Rent-A-Car and National Car Rental are our preferred suppliers for rental cars. At Enterprise and National, they are doing their part to make things easier by changing the way business travelers rent cars - with The Emerald Club. Membership in Emerald Club gives you services and perks designed to get you in, out, and on your way faster than ever before. With National, you can earn your choice of free rental days or frequent traveler miles/points - and get upgraded to elite membership levels. Enterprise offers the convenience of local branches in your neighborhood. Whether you choose Enterprise or National, please use the Auburn University account number, **XZ55028**, for business or personal use. If you have any questions concerning Enterprise/National, you may contact Beth Owen at 4-3559 or [beth.owen@auburn.edu](mailto:beth.owen@auburn.edu).



## What is a Contract?

### **A Contract is: “An Enforceable Agreement”**

Enforceable meaning the courts can make you comply and Agreement means both parties signify consent.

At its most basic level a contract is an agreement between two parties whereby one makes an offer that is accepted by the other and there is some mutual exchange of value.

## What is a Sole Source?

**A Sole Source is:** is a *non-competitive* purchase or procurement process accomplished after soliciting and negotiating with *only one source*, so-called *sole source*, thus limiting Full and Open Competition (FOC).

Specific products or services available from *only one* source, also called *sole source*, *sole provider*, *sole supplier*, *sole vendor*, or *sole distributor*.

At Auburn, sole source indicates that there is only one source for the product that is being requested, and that the product has qualities or capabilities that are essential to performing a specific function or research.

## **Procurement Tip: Adequate Lead Time**

To ensure University purchases are made in compliance with Federal, State and University policies, adequate lead time is essential. Generally, Procurement will approve and dispatch orders within three days. However, the larger the order, the more lead-time will be required for approval. For example, bid specifications must be developed and vendors must be given adequate time to respond to the RFBs/RFPs. RFBs/ RFPs must then be analyzed and an official award made. Plan ahead and do not fall prey to the pressure of end-of-quarter/end of year sales tactics and/or special promotions!



## **Policy Updates/Reminders**

Please be aware of the following Policy Updates and Reminders.

### **Vendors Assisting with Specifications**

Please remember that if a vendor provides or assists with providing specifications for a potential product purchase to an AU department, that vendor is then disqualified from bidding on that particular item.

### **Appropriate Use of P-Cards**

PPS has received questions recently regarding what types of purchases are appropriate on the P-card. The following list clarifies the proper use of P-cards. For more information regarding AU P-card purchases contact Debbie Griggs at 334-844-3634 or [griggdd@auburn.edu](mailto:griggdd@auburn.edu)

#### **Allowable Purchases:**

- Most AU purchases under \$2500 (including those on AU contracts).
- AUHDCC official guest lodging only
- Printing, including business cards (requires pre-order approval from OCM)
- Subscriptions
- Institutional Memberships
- Phone and fax orders
- Internet orders
- Conference registration fees
- Federal Express shipments
- UPS shipments
- Fuel purchases (University/State Vehicles ONLY)
- Airline Tickets for AU employees and students (reference purpose of trip)
- Guest meals – refer to Entertainment Policy for more information
- Cell phone service (New contracts must be approved by department heads)

#### **Unallowable Purchases:**

- Any professional service
- Repairs
- Rentals – (except vehicles through Enterprise/National)
- Travel related expenses other than airfares and conference registration fees
- Cash advances

- Capital items
- Controlled substances (including radioactive materials and drugs)
- Livestock and laboratory animals
- Maintenance or service agreements
- Software license agreements
- Airfare for AU guests, interviewees, and contractors

## **Did you know?**

"Did you know that Auburn's Strategic Plan directs us to build and strengthen partnerships with diverse communities, businesses, and civic and community organizations to support diversity and multiculturalism in the University and in external communities? As part of this effort campus units are encouraged to reach out and utilize small, minority, and disadvantaged (SMD) businesses whenever possible. Our spending with SMD businesses during the last quarter of FY 10 totaled \$3,042,350, and was over \$12.5 million for the fiscal year."

## **Digital Photocopiers loaded with Secrets...**

### **Your Office Copy Machine Might Digitally Store Thousands of Documents That Get Passed on at Resale**

In 2008, Sharp commissioned a survey on **copier security** that found 60 percent of Americans "don't know" that **copiers** store images on a **hard drive**. Nearly every digital copier built since 2002 contains a hard drive - like the one on your personal computer - storing an image of every document copied, scanned, or emailed by the machine.

Due to these facts, PPS is working with our copier vendors to establish procedures for all copier vendors to offer AU a **Hard Drive Overwrite Service**. This service will allow the copier vendor to remove all data stored on the copier's hard drive. Berney Office Solutions is already participating in this program. For more information concerning this program, contact Burnette Tolbert at 334-844-3572 or at [tolbebn@auburn.edu](mailto:tolbebn@auburn.edu)



## **Happenings**

### **AU's Preferred Vendor's Show**

PPS hosted the 2<sup>nd</sup> Annual Preferred Vendor Show at the AUHCC on September 9<sup>th</sup>, 2010. This event showcased all of Auburn's preferred vendor contracts, allowing the university community a chance to ask questions to company representatives and view new product offerings. The event was a great success, and we would like to send our sincere thanks out to the vendors and the AU family that participated!

Congratulations to **PPS** for winning **week 5** of the Orange and Blue Spirit Photo Contest hosted by the AU Bookstore!

### **Closing Notes:**

Procurement and Payment Services is here to help, please come see us or allow us to come see you if you are unsure about the correct procedures to follow when making a purchase/payment decision.

From the entire gang in PPS, Best Wishes for a happy New Year!