



Procurement and Payment Services Newsletter
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Welcome

Procurement & Payment Services 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

In a continuation of the strategic sourcing initiative, a Preferred Vendor Contract has been awarded to the following vendor:

OfficeMax Workplace Print & Document Services (CopyCat replacement)

OfficeMax Workplace Print & Document Services (PDS) will provide all Auburn University end users with print and copying services formerly provided by CopyCat. OfficeMax PDS was selected based on a full offering of print and copying services and is in compliance with the state bid law. The program is live and became available to Auburn end users on March 1, 2013.

Who do I contact for assistance with this contract?

PPS Contact:

- John Corgill
 - Strategic Sourcing Analyst
 - Jpc0004@auburn.edu
 - 334-844-7771

OfficeMax Contacts:

- Keith Gray
 - Customer Service Representative (CSR)
 - csr1956c@officemax.com
 - 770-438-5448
- Nick Stabile
 - Strategic Account Manager
 - nickstabile@officemax.com
 - 678-620-4473
- Todd Miller
 - National Account Manager
 - toddmiller@officemax.com

- 502-500-7355

Preferred Vendor Contract Feedback Form

In an effort to provide additional/enhanced communication channels for feedback on the AU Preferred Vendor Contracts, PPS has developed and posted on-line the Preferred Vendor Feedback Form. The form will provide AU employees with a communication tool to offer their positive and negative feedback on those contracts to us.

The new Preferred Vendor Feedback Form is available at:

http://www.auburn.edu/administration/business_office/pdf/preferred-vendor-feedback.pdf

VWR Hosts Vendor Show at Research Week

Much thanks to our scientific supply Preferred Vendor, VWR, and their representatives for hosting a Vendor Show at the 2013 Research Week! VWR brought many of their top suppliers to campus so that AU employees could meet reps from those vendors and see some of their product offerings. Products from the vendors present at the show can be ordered through the AU VWR Preferred Vendor Contract. For more information on the VWR contract, see www.auburn.edu/administration/business_office/pps/contracts.html or contact Beth Owen at Beth.Owen@auburn.edu.

Cost Savings!

We are pleased to share just a sampling of the savings AU experienced through use of our Preferred Vendor Contracts in calendar year 2012:

* VWR- savings of \$1.9 Million for a total savings of \$4.19 Million over a 3 year period

* Grainger- savings of \$1.5 Million

In addition, through use of the Enterprise/National Rental Car contract, the expenditure of AU funds for rental cars has dropped 67% (\$700,000) in the last 4 fiscal years.

Vendor Rebates

We are equally pleased to announce that \$195,000 in Vendor Rebates for year ending June 30, 2012 was allocated in September '12 to Colleges and major administrative units. The allocations represent a pro rata share of the vendor rebates based on college/unit expenditures using each of the rebate enabled contracts.



What's New...

PPS is pleased to announce new additions to our staff

Tyler Adams, Contract Officer

Tyler Adams joined our staff in January, and is responsible for reviewing, negotiating, and signing contracts that Auburn enters into. He is responsible for the following types of contracts:

- Advertising
- Entertainment
- Equipment Rental
- Finance agreements
- Hotel contracts
- Lease agreements
- Maintenance agreements
- Software licenses
- Space rental
- Contracts not otherwise defined that impose a financial obligation to the University

Please contact Tyler with any contractual questions at adamstj@auburn.edu but continue to forward contracts for review/signature to ppstrct@auburn.edu.

John Corgill, Strategic Sourcing Analyst

John Corgill joined our staff in February. John will manage the FedEx, Cintas, Airgas, and OfficeMax Workplace Print & Document Solutions Preferred Vendor Contracts. In addition, he will be analyzing spend data and trends to identify new Preferred Vendor Contract opportunities. John can be reached at jpc0004@auburn.edu.

Beth Owen, Strategic Sourcing Analyst

Beth Owen has been with our staff since 2008 and assumed her new position in February. Beth will continue to manage the OfficeMax (office supplies), Grainger, Wesco, Enterprise/National, VWR, and Home Depot Preferred Vendor Contracts. In addition, she will be analyzing spend data and trends to identify new Preferred Vendor Contract opportunities. Beth can be reached at ejo0001@auburn.edu.

Mileage rate increased to 56.5 cents per mile

The Internal Revenue Service announced an increase in the standard rate for business use of a personal vehicle to 56.5 cents per mile. In accordance with that change, the Auburn University travel policy was revised to reflect a mileage reimbursement rate of 56.5 cents per mile for the business use of an employee's personal vehicle while the employee is on university travel status. The new rate became effective with travel that begins on or after 1/1/2013. For more information, contact Procurement and Payment Services at 844-7771.

Oce' Imagistics merged with the Canon Group

Effective January 1, 2013, Oce/Imagistics was acquired by The Canon Group and one new corporation has emerged, Canon Solutions America, Inc.

- Outside of the name change, there will be no changes in the daily operations or support provided to Auburn University. All telephone numbers for equipment ordering, service, supplies and billing issues will remain the same.
- Auburn University's new vendor number for Canon Solutions America is 903512993.
- Oce/Imagistics staff e-mail addresses will transfer at the end of June. At that time contact information for your Major Account Executive, William Brooks will be wbrooks@csa.canon.com William's cell number remains the same, 334-221-2245.

Procurement Tip:

How to Handle an Unexpected Sales Call

Questions to ask when you receive a call from a telemarketer:

- Who's calling...and why? The law says telemarketers must tell you it's a sales call, the name of the seller and what they're selling before they make their pitch. If you don't hear this information, say "no thanks," and get off the phone.
- What's the hurry? Fast talkers who use high pressure tactics could be hiding something. Take your time. Most legitimate businesses will give you time and written information about an offer before asking you to commit to a purchase.
- If it's free, why are they asking me to pay? Question fees you need to pay to redeem a prize or gift. Free is free. If you have to pay, it's a purchase — not a prize or a gift.
- Why am I "confirming" my account information — or giving it out at all? Some callers have your billing information before they call you. They're trying to get you to say "okay" so they can claim you approved a charge.

- What time is it? The law allows telemarketers to call between 8 am and 9 pm. A seller calling earlier or later is flouting the law.
- Do I want more calls like this one? If you don't want a business to call you again, say so and register your phone number on the [National Do Not Call Registry](#). If they call back, they're breaking the law.

FTC- Consumer Information, June 2012 issue.



Policy Updates/Reminders

Bid Law

Please be advised that the State of Alabama Bid Law threshold increased effective **August 1, 2012**. The new threshold was set at **\$15,000** per like item per fiscal year for the entire AU system. This means that, in most cases, purchases between \$2,500 and \$14,999 may not require bid action although they do require that a Purchase Requisition (PR) be submitted via Banner.

It is the PPS Buyer's responsibility to insure compliance with the bid law. There may be cases where a particular purchase falls below the new threshold but when combined with other like purchases elsewhere within the AU system the threshold is exceeded, thus requiring bid action.

The AU Spending Policies were revised to reflect this threshold change. Please share this information with others in your unit who have responsibility for the procurement of goods and/or financial management.

Did you know?

What is a Request for Proposal (RFP)?

A request for proposals is not just a request for a price estimate, but rather is a request for a detailed report that includes basic company information and history, financial data, technical abilities, product information, and verifiable customer references. The request for proposals generally includes detailed descriptions of the item, project or service requested in order to get accurate responses from providers.

A request for proposals serves to obtain necessary facts and figures in order to ensure sound business decisions for complex projects. Through the RFP process, companies have to compete to provide the best proposal for the commodity or service in question in order to win the buyer's business.

By Chris Ciolli eHow Contributor



Happenings

OfficeMax, Office Depot agree to merger

OfficeMax and Office Depot announced signing of a merger agreement in March. The merger will better position the newly formed company to better compete in the rapidly changing office solutions industry. Customers will benefit from enhanced offerings across multiple distribution channels and geographies. Information will follow regarding the impact of the merger on Auburn's contract.

Continued roll out of E-Travel Voucher system

PPS continues the campus roll out of the E-Travel Voucher system. Our goal is to have all of campus live with the system by the end of the fiscal year.

Electronic Processing of Purchasing Card Recons

PPS will begin roll out of electronic processing for Purchasing Card reconciliations in the near future. Debbie Griggs will be contacting campus reconcilers for set up and training.

Closing Notes

Procurement & 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.