



Purchasing Sense

Princeton University's Purchasing E-Newsletter



2004 & 2005 NPI Awards

Welcome

The Purchasing Department presents this e-newsletter to the Princeton University 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.

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Three E-Procurement Initiatives Announced

The Purchasing Department is pleased to announce three new e-procurement initiatives that will provide many direct savings and benefits for the campus community.

1. Purchasing Portal – Purchasing has partnered with OrgSupply (www.orgsupply.com) to develop a *Princeton Purchasing Portal* through which Princeton-specific pricing can be accessed from all the e-commerce vendor websites. Currently, each e-commerce relationship requires separate usernames, passwords and check-out procedures. The new *Princeton Purchasing Portal* will enable a single authentication and check-out procedure for all e-commerce vendors. In addition, both administrative and cost savings will be achieved. More details will be forthcoming this spring.

2. Online Bidding – Purchasing has also partnered with RFP Depot (www.rfpdepot.com) to upgrade and enhance our online vendor contract bidding capability. We have also added the ability to electronically bid individual purchase orders. This partnership will also create new opportunities for small, disadvantaged businesses through access to over 60 other institution bids. More information will be announced in the spring.

3. Apple Store – Purchasing and Apple have developed an on-line store for all our Apple needs. On Monday, March 6th, Apple is no longer active in PeopleSoft for requisition ordering. The new process is much like the current e-commerce Dell relationship where we have the ability to "checkout" directly from the e-commerce store. More information can be found on the Purchasing Homepage.

Science Fair

The Purchasing Department will be coordinating a Science Fair on Tuesday, April 25th to be held from 10:00 AM – 2:00 PM in the Multipurpose Room in the Frist Campus Center. Over 25 science-related product vendors will be represented. All campus users are invited to attend this scientific fair.

"How to Buy" Training

A comprehensive "How to Buy" training session is available for your department. The "How to Buy" session is aimed at educating the departments on the best buying practices and review of the procurement process. Purchasing can come to you or you can come to us, interested departments may contact the Purchasing Department to schedule a training session.

Sole Source vs. Bids

Departments have offered many reasons when submitting sole source justification with a purchase order. Sole source orders are frequently presented as rush orders, which limits Purchasing's ability to effectively evaluate the order.

Although many transactions meet the criteria for being sole source (proprietary items, exclusive capability, etc.), there are those transactions for which competitive bidding is available. Sole source justification should never be used as an excuse to avoid obtaining competitive pricing when competition is clearly an option.

When our governmental oversight agency performs a "Contractors Procurement System Review" (CPSR), they not only audit transactions funded by government grants and contracts, but also those transactions funded with University monies. Passing the CPSR audit and receiving an approved system rating is contingent upon following established policies and procedures for all transactions, regardless of the source of funds. An approved system makes the difference between not having to obtain sponsor approval on all transactions, and having to secure sponsor approval on every transaction, regardless of value.

Purchasing is taking a more active role in evaluating sole source orders. When we do not agree with the sole source justification, the department will be consulted promptly. Whenever possible, the order will be competitively bid through the new online bidding system to ensure that we are receiving the best value. Every effort will be made to process these orders in a timely manner.

Fly American Act

The Purchasing Department, with the Office of Research and Project Administration, has negotiated an agreement that guarantees a full refund in the event a federally funded airline transaction operating under Fly America Act regulations is kicked back for improper plating and or ticketing. The protection only works if the travel agency doing the booking has the Fly America Act Certified label under their name (see travel agency section of the Princeton Travel Portal for the list of agencies). The following two criteria must be met: (1) you must use one of the participating travel agencies with FAA Certified under their logo; (2) the travel agency doing the ticketing must be aware that the booking in question operates under Fly America Act requirements. Once those two criteria are met, you can be assured that you have financial protection against the inadvertent technical violation which might lead to a denial of federal reimbursement.

Online Travel Bookings


A new online travel reservation system has been developed for official Princeton business travelers by Marathon Travel, one of the five travel agencies authorized by Princeton. It is called TravelPort and incorporates, in much the same way as other online booking engines, easy user access and a wide range of airline, car rental and hotel options. Two value-added benefits are: (1) a Lowest Fare Guaranty, and (2) the inclusion of 24/7 Worldwide and Roadside emergency assistance, Concierge Service in the \$10 fee. Full information can be obtained by accessing the Travel Portal: <http://www.campustravel.com/university/princeton/> then clicking on travel agencies.

New Contracts

- Antech Diagnostics (*Clinical Lab Reports*)
- Applied Engineering (*Engineering Permits*)
- Aztec Graphics (*Promo Items*)
- Bruce White Photography (*Photography*)
- Buckman's (*Rock Salt*)
- Dynamic Design (*Architect*)
- GA Blanco (*AV Supplies*)
- Jefferson Medical (*Fixer/Developer*)
- Jeffrey Fleisher (*Architect*)
- JEM Cleaners (*Dry Cleaning*)
- Kraus (*Custom Banners/Displays*)
- Leigh Photo (*Photographic Service & Supplies*)
- Miele (*Residential Appliances*)
- Moon Doggie Café (*Catering*)
- Oak Hall (*Caps & Gowns*)
- Olympic Linen Services (*Linen Supply*)
- Pomco Graphics (*Printing*)
- Prism Color Corp. (*Printing*)
- R & S Northeast (*Generic OC Drugs*)
- Radiation Data (*Radon Testing*)
- Sheridan Printing (*Publications*)
- Support Sales (*Stainless*)
- The Seibel Group (*Printing*)
- Toppan Printing (*Admission Booklets*)
- Walsworth Publishing (*Yearbook Printing*)

Upcoming Events

- ShoeMobile, April 22, 2006
- Science Fair, April 25, 2006
- Capital Inventory, Summer 2006
- ShoeMobile, October 21, 2006
- Princeton University's Annual Vendor Fair, November 1, 2006

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