



Purchasing Sense

Princeton University's Purchasing E-Newsletter

- "How to Buy" Issue -

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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NPI Excellence Award

The Purchasing Department has been awarded the 2004 Achievement of Excellence in Procurement Award. The Award recognizes organizational excellence in procurement and is achieved by those organizations, public or nonprofit, that demonstrate excellence in procurement by obtaining a high score on a rating of standardized criteria. The program is designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement function.

The program was founded in 1995 by the National Purchasing Institute (NPI) to recognize organizational excellence in public and nonprofit procurement, encourage development of excellence, provide benchmarks for continued excellence, and increase awareness of public procurement as a profession.

The award is sponsored by the National Purchasing Institute (NPI), the Institute for Supply Management (ISM), the California Association of Public Purchasing Officers (CAPPO), the Florida Association of Public Purchasing Officers (FAPPO), and the National Institute of Governmental Purchasing (NIGP).

"How to Buy" Contest

As part of our ongoing campus community outreach efforts, the Purchasing Department recently organized a "How to Buy" contest, sponsored by Dell computer, for a drawing for a free AXIM X3i PDA. To participate, individuals had to successfully answer the ten Purchasing 101 "How to Buy" questions. The questions covered areas concerning general purchasing policies and procedures at Princeton. The winner was randomly selected from successfully submitted entries.

Congratulations to the following five individuals who correctly answered all ten questions:

- Kyle Subramaniam – Music
- Debora Macy – History
- Pat Barwick – Physics
- Jason Alvich – Facilities
- Carol Morea – OIT

We are pleased to announce that Debora Macy was randomly selected from the five successful entries to receive the free AXIM X3i PDA. Complimentary Vendor Fair Luncheon tickets were awarded to the other four individuals who also correctly answered all ten questions. Again, thank you to all those individuals who took the time to participate in this contest!

“How to Buy” Sessions

Many expenditures are required for the University to fulfill its educational/research mission. The Purchasing Department has the responsibility for obligating the University and for making the final determination of the source of supply and bidding/price negotiations, consistent with University policy, state and federal acquisition regulations, and sound purchasing practices.

A comprehensive “*How to Buy*” information session has been developed and will be offered this winter in conjunction with the Treasurer’s Office training sessions. The “*How to Buy*” sessions will be aimed at educating the departments on the best buying practices and review of the procurement process. Details will be forthcoming, interested departments may contact the Purchasing Department to set up individual appointments.

Web Tools

The Purchasing Department website is organized around the basic “how to buy” philosophy aimed at providing more information to the campus on the various sources and methods for ordering goods and services. www.princeton.edu/purchasing

Several features include:

- Purchasing Wizard – An interactive tutorial of the purchasing process.
- Purchasing Basics – A summary of the six keys to success for acquiring a good working knowledge of the procurement policies.
- Purchasing Policies – On-line reference directory of all the

purchasing policies and procedures.

- Vendor Business Gateway - A state-of-the-art e-bidding process for the University's contract requirements.
- “How to Buy” Section – A matrix of all active vendor contracts and the preferred methods for ordering.
- “How to Do Business” Section – An outline of the process by which qualified businesses can register to access the available contracting and individual order bid opportunities.

Brochures Available

The following brochures provide more information for our campus community and service providers. Call or email to request copies.

- Purchasing Services - An Overview - A general overview of the history, responsibilities, and services that are provided by the Purchasing Department to the campus community.
- How to Buy @ Princeton - A Guide for Departments – A summary of the six “keys to success” that enable campus users to be good stewards of University resources and an outline of the authorized methods for procuring/paying for goods and services, and bidding and policy guidelines.
- How to Do Business with Princeton - A Guide for Vendors – A guide for vendors to provide access via the *Vendor Business Gateway* to view all the contracting and individual order bid opportunities through Purchasing in a wide variety of products and services.

10th Annual Vendor Fair

All faculty and staff are invited to join us on Tuesday, October 26th between 10:00 AM and 2:00 PM in Dillon Gym for the 10th annual Vendor Fair. Come see over 80 vendors and over 100 product displays and exhibits. Also see special sections for vendors offering environmentally friendly products, as well as a section for small, disadvantaged vendors.

New Contracts


- Massimo’s (*catering*)
 - AmeriSuites (*local hotel*)
 - Hampton Inn (*local hotel*)
 - Kistler O'Brien Fire Protection (*Fire Safety Inspection*)
 - Small Corp (*Custom Framing*)
 - Buck Mining & Materials (*Sand*)
 - UPS (*overnight delivery service*)
 - University Sleep Products (*Dorm Mattresses*)
 - Monarch (*Radiator Covers*)
 - Vandis (*Netscreen Products*)
- The complete list of all vendor contracts is on our website for your reference and is updated monthly:

Name Changes

- Baldwin & Associates is now SourceOne Healthcare
- Amersham is now GE Healthcare

Upcoming Events

- Princeton University’s Annual Vendor Fair, *October 26, 2004.*
- Treasurer’s Office & “*How to Buy*” Sessions, *December 2004.*

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