

Procurement Services Newsletter

January 2013

Newest Members of our Team

Procurement Services would like to welcome two new additions to the department: David Reynolds and Matt Dunn.

David Reynolds – Associate Director

David Reynolds has accepted our offer of employment as the Associate Director of Procurement Services. His first day was January 7, 2013 and he will be reporting directly to Paul McGowan.

David has over eighteen years of experience in increasingly responsible roles within Procurement at several Fortune 500 companies. In his most recent position, David was the Director of Sourcing for B/E Aerospace. In this role, he managed eleven business units for the Thermal & Power Management Division, executed cost savings of \$4.75MM, improved supplier quality, and enhanced the strategic vision for the Sourcing group. Prior to B/E Aerospace, David was the Director of Sourcing for TSI Group which was acquired by B/E Aerospace in October 2010. David was part of the leadership team at TSI that implemented significant business improvement, including the doubling of revenue and tripling of earnings. He is a graduate of San Diego State University and received his MBA from the Wallace E. Carroll Graduate School of Management at Boston College. David is married with two kids and enjoys staying active, which includes coaching his kids in youth soccer.

David will lead and direct sourcing efforts in designated services and commodity groups that lead to cost optimization, improved quality and improved processes. He will also, through collaboration with our internal customers develop procurement strategies for the University. In working with suppliers, he must entice them to participate with the university to deliver the best value while mitigating risk by managing contract terms and conditions appropriately. It is imperative that he finds ways to effectively enhance the value of the sourcing effort back to the internal customer. David will take a lead role in further developing the sourcing staff.

Matt Dunn – Accounts Payable Assistant

Matt Dunn recently graduated from St. Michael's College in Vermont. He worked for the Controller's Office for a short time before joining Accounts Payable.

Matt will be assisting with all vendor related transactions, including creating, updating and reactivating vendors, EFT and tin matching. He will also be overseeing the Independent Contractor process and the addition of authorized users for expenses.

Promotions

Laurie Simard has been promoted to Assistant Director, Strategic Sourcing. Laurie will be responsible for implementing University-wide strategic sourcing initiatives. This includes managing strategic supplier relationships, contracts and service agreements to leverage competition and volume. Laurie will report to the Associate Director of Strategic Sourcing.

Kathleen Coholan has been promoted to Strategic Sourcing Officer. Kathy will focus on providing strategic sourcing services that continuously improves the purchasing activities of her internal customers resulting in cost savings and operational efficiencies.

Kathleen Jameson has been promoted to Strategic Sourcing Officer. Kathie will focus on providing strategic sourcing services that continuously improves the purchasing activities of her internal customers resulting in cost savings and operational efficiencies.

In a positive step for her career, **Alyssa Dulude** has left the University to join Harvard University but we hope to welcome another new member of our team soon.

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New Addition to Campus - Stokes Hall

The first occupants of Stokes have moved in!

Furniture “punch list” items have already been noted and are being replaced so that we are now at the “finishing touches” stage.

Stokes’ design includes two four-story wings connected by a two-story link, with great attention to detail and also to the English Gothic tradition of Middle Campus. Primary furnishings were selected from Boston College’s “tried and true” performance products that make up our University standards. These products include National Arrowood desks and bookcases. National office chairs as well as National Tag side chairs which are the visitor’s chair in each office, to name just a few.

Additional products were selected in order to be responsive to the building’s primary functions and aesthetic, but also for their resiliency and ability to pass our stringent fire code! Material selections were made first with the intent of complementing the building’s stone exterior and the warmth of the wood interior, but also carefully selected to blend with the scale and the function of the spaces being used by the departments that now call Stokes home. As with any new building, there is a period of adjustment, and tweaking once occupants have moved in and discover how best to utilize their beautiful building and their individual spaces.

If you have any questions regarding our University furniture standards, or regarding our upholstered goods fire code, please contact Kathie Jameson, at 2-0318.



Automation

Accounts Payable is happy to announce a great tool for new suppliers

BC’s **W9 form is now available online** and should be completed by all new suppliers. Vendors will complete the necessary information and electronically sign the W9 form on-line. No more waiting for vendors to mail, fax or email the form. Vendors will be created in a timelier manner. If you need to create a requisition or pay an invoice for a company or individual who is not currently a BC supplier, please direct them to complete our new on-line [W9 form at www.bc.edu\supplier](http://www.bc.edu\supplier).

EFT for all Employees

As of January 1st, all employees will receive their Cash Advances and Travel & Expense reimbursements through EFT (electronic fund transfer). The funds will be deposited into your primary bank account on Agora. To view/change your account, please review the [step by step guide](#). If you have any questions on this process, please call Anna Branco at 2-3379.

Change to the Independent Contractor Process

Changes have been made to the Independent Contractor (IC) policy to improve the process for everyone. Current vendors will no longer have to recertify for each project. Only one certification is required provided their business remains the same. New vendors will now complete the IC questionnaire as part of the new online W9 form.

PeopleSoft Users

University Scanning Project for Vouchers

We have a number of departments who are now scanning vouchers into PeopleSoft Financials using a new tool called Nolij. This eliminates putting invoices in campus mail and lost paperwork. The new process ensures invoices are paid in a timely manner. Please contact Carolyn Donoghue, carolyn.donoghue@bc.edu, to learn how to increase efficiency using this new product.

Description Field on Vouchers

When processing your vouchers in PeopleSoft, it is important to enter meaningful information in the required description field. Not only does it print on reports but you can also search on that field. The new query BC_AP_Voucher_Data_Desc allows you to put in a word and get all the vouchers with that word in the description field. Keep that in mind when processing vouchers.

Vendor Spotlight

New Shredding Vendor – Cintas

Effective 12/31/2012, Shredx's document shredding business was taken over by our previous document shredding company, Cintas. Cintas is honoring all arrangements of the agreement that we had with Shredx;

- 64gal containers @ \$13.00 per "tip"
- 13 gal console @ \$8.00 per "tip"
- Letterbox @ \$2.50

For service or containers, please call 603-595-2033:

Cathy Holm - Customer Service

Adam MacDonald - Customer Service Manager

Paul Malzone - General Manager

WB Mason – Toner and Hardware

Boston College has partnered with WB Mason for great savings on genuine HP toner, genuine HP hardware, as well as a convenient Green Program for recycling your empty HP toner cartridges. Don't forget to order your HP toner from WB Mason and receive pricing that is 6% to 12% off of our regular discounted pricing.

SYSCO

Boston College Dining Services has contracted with Sysco to stock the various dining venues throughout the University. In addition to providing the actual food product, the contract with Sysco also supports local growers, provides for taste samplings to identify the quality of new products to be considered, identifies food trends, provides nutritional information reviews, and various ancillary services to support the University.

Federal Express

When considering Federal Express services – Be aware that *First Overnight* is not discounted. It is to deliver packages before 8 am but most places are not open and must wait for re-delivery. Use Priority instead to get it there by 10:30.

Also, 68 % of BC's express packages are sent to the Northeast. Please consider using Ground for deliveries in the Northeast. Most ground deliveries in the northeast can be made in 1 day, providing considerable savings.

Did you know

Federal Express Drop Boxes are located outside the Alumni Center at 2121 Comm. Ave. and inside Merkert Center at 2609 Beacon Street. These boxes are picked up at approximately 6 PM for your convenience.

Print Management

Boston College has recently kicked off a campus wide committee to review the print requirements of the university with the goal of reducing print costs, standardizing the processes and the print vendors used on campus, and gaining efficiencies. While this study is taking place, Boston College has identified a select group of vendors who should be able to meet most printing needs of the University. If Procurement does not already have a contract in place for your print requirement, please use these vendors so we can ascertain the needs of the University in order to complete the larger study. This list can be found on the Procurement web site categories page under "print". For more information, please visit www.bc.edu/printmanagement.

Technology - Staying Current

Technology changes are happening every day. Identifying the right solution can be a daunting task and should be discussed with your technology consultant. Various departments are working with Procurement to find solutions to help them meet the ever changing challenges of technology purchases. We work closely with Information Technology on tech product recommendations. As needs change, so do the RFPs and contracts. Procurement Services continues to attend conferences, seminars, and webinars in order to stay current on the latest issues and associated risks of technology purchases to better service the University.

Getting the most for your money

Procurement Services can help you negotiate deals and think of things you might not have considered. Even if the supplier offers you a product for a set price and gives you no room to negotiate, maybe they will offer extended warranty or free delivery. Procurement Services will help you consider other areas, in addition to budget, when making your large dollar purchases for the department, so give us a call!