

# Procurement Services Newsletter

December 2011

## Welcome!

Welcome to the first issue of what we hope will become a valuable resource for you. In this newsletter, we hope to provide you with information on new or changing University contracts, tips on improving processes for transaction savings, ideas to consider for cost savings, and information on what others may be doing to save money. If you have any suggestions for us to consider for future newsletters, send an email to [purchase@bc.edu](mailto:purchase@bc.edu). Your feedback is always appreciated! Keep your eyes open for our quarterly [Travel](#) and [Pcard](#) Newsletters with information on our Travel Contracts and important information on the University Purchasing Card Program.

## We have moved!

Our new address is 129 Lake Street, Brighton Campus. Purchasing is located in Room 250. Accounts Payable is located in Room 200. Visitor parking is located in the front of the building. You don't want to drive or walk down to Brighton Campus, so make sure all your vendors are set up for EFT payments! If you have any questions about this program, feel free to give us a call at 2-3366

For any purchasing questions, email [purchase@bc.edu](mailto:purchase@bc.edu) or call 2-3055. For all vendor questions, email [acctpay@bc.edu](mailto:acctpay@bc.edu) or call 2-3366 and for Pcard questions email [pcard@bc.edu](mailto:pcard@bc.edu) or call 2-3055.

## Contract Highlights

### *Boston Bean – Coffee*

Under this contract, coffee machines and related services are provided at no monthly cost to the departments, provided coffee is purchased through BostonBean. The new “pod” coffee service provides additional savings over K-cup and Flavia service. All additional coffee supplies (cups, sweeteners, cream, etc.) should be purchased through the WB Mason office supply contract as it provides lower costs and next day delivery.

### *AMS Imaging – Scanning*

Boston College has contracted with [AMS Imaging](#) to provide scanning services to the University. The new contract saves approximately 40% over previous rate. AMS Imaging has been providing secure, high quality document scanning and microfilm services for hundreds of universities, government agencies, and private industry clients throughout New England for over 40 years. Visit our [website](#), for more information and pricing.

## University Savings

### McMullen Museum of Art

Use of the BC XPEDX paper contract saved over 58% of the paper cost on the Museum Expedition Catalog by switching their paper to a comparable stock. Do you have a print project coming soon? For suggestions on paper alternatives, contact our XPEDX representative, [paul.beshai@ipaper.com](mailto:paul.beshai@ipaper.com) for options.

### Internally Mailed Publications Reduced by 50%

The new process for using email distribution lists for mail publication on campus has reduced internal mailing of publications by half, based on the reduction of labels requests. To read more on this process, please see [Reducing Print and Internal Mail Distribution Costs](#)

### Ground versus Air Freight

If a document cannot be scanned and sent, before you send that Fedex package...STOP...CONSIDER...SAVE! UPS Ground can save 70% by delivering packages NEXT DAY to most of New England. There are two drop off locations for UPS ground on Campus – Mailroom and Athletics. To get more information on UPS ground, contact [Mark McKay](#) at UPS.

### WB Mason's Swap and Save Program

WB Mason offers “Swap and Save” feature on their website. The system will show you an image of the item you have selected to purchase, and if a comparable item is available for additional savings, the image will display. Please join us in making this program a great success!

### Specialty Underwriters

Procurement Services has identified a supplier, The SU Group (Specialty Underwriters), that was able to reduce costs of laboratory maintenance contracts by a minimum of 15% and up to 30%. A leader in their field since 1982, Specialty Underwriters has provided valuable maintenance management services to corporations, governmental bodies, educational institutions, medical facilities, high technology industries and other organizations worldwide. The contract with this supplier was competitively bid and awarded through the Educational and Institutional (E&I) Cooperative. In addition to the minimum savings of 15%, some additional benefits include contract pricing for the life of the agreement, all repairs performed by the utilization of the original equipment manufacturers technicians, on line management reports, consolidation of contracts and single point of contact for all requirements. To date, this pilot program has resulted in savings of \$8,769 on contracts totaling \$43,675. If you would like more information on this agreement please contact Bill Corcoran at x20319.

# Have you Considered

## Are you contracting for writing, editing, web design, illustrations or photography?

Be sure you know who will own the rights to that report or other creative piece of work. Contractors should sign a “Creative Rights Agreement” for BC to be granted the right to publish, edit or use the material now or in the future. For more information contact Jerri Cole at [jerri@bc.edu](mailto:jerri@bc.edu).

## Independent Contractor Reminder

Are you paying outside individuals for services? The University has implemented a new policy and process to hire outside individuals for services. As a hiring manager, please ask the individual if they are working under their SSN or a TIN (Tax ID Number). If the individual is working under their SSN, the Independent Contractor Questionnaire must be completed. This questionnaire can be found on the [Controller’s website](#). If the individual is working under a TIN number, you do not need to complete the Independent Contractor Questionnaire. BC Professional Service Agreements may be required and all new vendors must complete [BC’s W9](#) before payment can be made. As of January 1<sup>st</sup>, all existing individuals in the Accounts Payable vendor file will be deactivated. Hiring managers will need to complete the IC questionnaire to reactivate the vendor in accordance with the new IRS requirements.

## Fire Department Regulations for Furniture

Why does Boston College care about the upholstered furniture in your office? Why would Accounts Payable deny a reimbursement for your beautiful couch and love seat from Jordan’s Furniture? The answer – Fire Department Regulations

All upholstered furnishings purchased for Boston College must be constructed to safely meet certain fire code manufacturing requirements; California Technical Bulletin 133 (CAL 133)

Typical manufacturers of furniture sold at places like Jordan’s Furniture, Bernie and Phyl’s, Ikea, Lazy Boy, in catalogues or from the internet are not equipped to manufacture upholstered goods that meet this standard. The fire rating requirement that Boston College, by law, is required to adhere to, is not mandatory for residential furnishing manufacturers as named above.

BC’s furniture dealers certify that our goods will pass CAL 133 requirements by working with trusted manufacturers who are capable of meeting this mandatory manufacturing process.

All upholstered goods must be ordered through Procurement Services to ensure that they meet the requirement. For further information on fire safety requirements on upholstered furniture or furnishings, please contact [Kathie Jameson](#) at 617 552-0318.

## Information for PeopleSoft Financial Users

### New Categories for Services

In order to assist users in selecting the proper category, related to services, we have revised the category listing and/or description.

If you are creating a requisition to a company/corporation, the category is Services by Company, account 68390. If you have a contract with the company, select Services Contract – Company, account 64410. For individuals, select Services Prof/Individual/PSA, account 68390.

In an effort to assist with searching the category listing, we have also revised the list for requisitions by removing rarely used categories. We hope you find these changes helpful. If you have any questions, contact Carolyn Donoghue at [Carolyn.donoghue@bc.edu](mailto:Carolyn.donoghue@bc.edu).

### New Helpful Forms Available on our website

New forms can be found on our [website](#):

- Voucher/Expense delete form – To delete a voucher or expense report.
- Check Stop Payment – To request a stop payment or void/reissue.
- Student Award request form – To be used as back up to request an award for a student.
- Honorarium Request form – To be used as an invoice to request payment for a speaker.

### Reference Field – Helpful Feature on an Expense Report

Has a traveler ever asked you what their reimbursement was for? You had to log into PeopleSoft and look up the expense report to find out. Now, you can use the **Reference** field on an Expense Report which is a 10 digit field to let the traveler know exactly what that payment is for. This field will print on the traveler’s EFT remittance. So employees no longer have to ask you.

### PeopleSoft Financials Training

Contact [fms@bc.edu](mailto:fms@bc.edu) to sign up  
PeopleSoft Travel Authorizations – 12/12/11 at 1:00pm  
PeopleSoft Vouchers – 12/13/11 at 10:00am  
PeopleSoft Requisitions – 12/14/11 at 10:00am  
PeopleSoft Travel Info & Expense – 12/19/11 at 10:00am

**Also, check out our website for an updated listing of category and vendor information! If you have any suggestions for us to consider for future newsletters, send an email to [purchase@bc.edu](mailto:purchase@bc.edu).**