

# UNIVERSITY OF WEST FLORIDA PROCUREMENT & CONTRACTS

Annual Report

FY 08/09

## Overview

Procurement & Contracts earned the 13<sup>th</sup> Annual Achievement of Excellence in Procurement Award for 2008 consecutively for seven years. We are one of the only two higher education agencies to receive this national award seven consecutive years and one of three higher education agencies in the nation to receive it seven consecutive years.

Operationally, Procurement & Contracts has continued to promote excellent customer service, and implement enhancements to our services and processes enabling us to better serve our public. Accomplishments this fiscal year are:

- ✓ PCard Program – implemented a new PCard contract with JP Morgan Chase increasing our rebate points to 128bps. Previous rebate points were 40bps with Bank of America and 76bps with GE Capital. 370 Cardholders.
- ✓ PCard Spend & Rebate - Spend: \$6,289,741. Received rebate for entire contract period of 20 months from GE Capital totaling - \$72,834.
- ✓ Purchase Orders – Total #: 904. Total Spend: \$25,243,619
- ✓ ECustoms – in coordination with Sponsored Research Programs developed and implemented process to check vendors for PCard and PO purchases to comply with state auditor finding.
- ✓ Buffalo Rock Pouring Rights Agreement – issued solicitation and contract. Received incentive check for \$110,000
- ✓ Employment Ads – negotiated with Graystone for CareerBuilder rate at \$289. Cost Savings by using Graystone for UWF ads for 07/08 - \$4197.30
- ✓ Small Business Conference – hosted to include 4 speakers from various regional organizations. 22 -Public Organization exhibits; 60 Small Business Owners attended; 4 businesses certified on-site as minority.
- ✓ 2009 Energy Vendor Fair – coordinated and hosted annual vendor fair 30 registered vendors and 160 attendees.
- ✓ Office Supply Contract – Office Depot annual spend for recycled products - \$65,097, annual spend with Minority vendors - \$11,735.
- ✓ Route IT – PCard agreement and applications converted to electronic
- ✓ OSD Matchmaker Conference – met with 26 minority vendors
- ✓ Vendor On-Line Registration – 2301 new vendors registered and 571 vendors updated
- ✓ Small Business Development Center Presentation- “How to do Business with UWF” - 19 vendors attended
- ✓ Contracts & Solicitations:
  - ✓ Contracts developed, issued and awarded: Bldg 73-54 Renovation Design Services, Wellness Center Design Services, Bldg 70 Design Services, COB Renovation Design Services, Bldg 79 Interior Renovation

Design Services, Design/Build Services for Residence Hall, Barkley House Renovation, Bookstore Management, Employee Assistance Program, Athletic Consultant Services, Lawn Care Services at W.E. Combs, Trademark Licensing Services, Science & Engineering Building Furnishings, Bldg 54 Renovation, Pest Management, Audiovisual Systems for Science & Engineering Building.

- ✓ Additional Solicitations - Contract Pending: Bldg. 73-54 CM@Risk Services, COB Renovation CM@Risk Services, Bldg 73-54 CM@Risk Services, Bldg 70 CM@Risk Services, Mechanical & Plumbing & Utility Contractors, Design Services for Residence Hall, Private Developer for Residence Hall.
- ✓ Communications – Quick Procurement & Contracts Guide designed and printed for UWF faculty and staff. PCard Reference Guide converted to an easy searchable direct link click to alphabetical listed subjects.
- ✓ Other Cost Savings – \$233,504 was saved through purchasing and negotiation skills
- ✓ MBE Expenditures – increase of spend by \$1,256,352 in comparison to FY07/08. \$2,250,439 - 08/09. \$994,087 – 07/08.
- ✓ Specialty Underwriters Contract – lowered the cost of equipment maintenance at least 20%
- ✓ University Directories – negotiated 21% - 23% increase in revenue share
- ✓ PCard Monitoring – newly delegated responsibility by IAMC to monitor all PCard purchases and work with departments to resolve and teach.
- ✓ Streamlining – efforts in all areas to continue to provide excellent customer service with two less staff.

#### Challenges & Future Plans:

##### Challenges -

- 1) To continue to provide excellent customer service and successfully accomplish newly assigned responsibilities with fewer staff members.
- 2) Search for and investigate potential revenue-generating contracts.
- 3) Replace aging computer equipment with limited budget.
- 4) Increase efforts for professional development with limited budget.

##### Plans -

- 1) Continue to pursue measures and requirements necessary for the National Excellence Award.
- 2) Renew accreditation through NIGP.
- 3) Continue to streamline processes if and where possible.
- 4) Explore different types of communications to assist our customers.