Procurement Services Announcements
February 2012

1. Presentation and door prize give away from SHI

2. Reminder – that IPads (and Apple products) are NOT allowed on the PCard. Any other tablet or electronic gadget less than $500 is allowable. You may review the allowable and non-allowable expenses for Pcards at: http://www.depts.ttu.edu/afism/AFISMformrepository/ProcurementDept/Pcard/PCARD%20PROGRAM%20GUIDELINES%20MASTER.pdf

3. For Apple apps, we are currently working on a better process to buy apps. There is currently an issue since Apply charges taxes when we purchase through the normal channels. Once we have a better solution in place, we will send out a new announcement. We expect a solution within two weeks.

4. Coming Soon
   a. B&H Photo (estimate – March 2012)
   b. Santa Cruz Biological (estimate – March 2012)
   c. Roche as hosted catalog and einvoicing (February 28, 2012). Orders transmitted by Cxml.
   d. Beckman Coulter – einvoicing (May 2012)
   e. GE Healthcare – einvoicing (May 2012)
   f. ATCC – einvoicing (May 2012)
   g. New England Biolabs – einvoicing (May 2012)
   h. Integrated DNA – einvoicing (May 2012)
   i. Chemglass – einvoicing (May 2012)
   j. Agilent Technologies – einvoicing (May 2012)

5. Level 2 Punchout functionality – so far just Grainger – with Level 2 functionality, you will be able to search for keywords at the “shop-at-the-top.” With most punchouts, the products are not brought back. Now, with vendors who has Level 2, it will bring this back in your search results. Grainger/Burgoon so far is the first vendor to enable the functionality. When you have a chance, search for “hammer” and you will see that the product is brought back and a link is provided to that page.

6. Dell quote availability – Dell will now have ability to provide all quotes within the punchout site. There will no longer be a need to have quotes on a non-catalog form. This functionality should be in place by March 16th.

7. New Senior Purchaser – Gretchen Dubec (email is Gretchen.glenn@ttu.edu) – Gretchen came to us from the State of Texas – Department of Health and Human Services. We will be reassigning commodities among all of the Purchasers. Once the reassignment is done, we will provide this information to the end-users.
8. New Exclusive Summus Industries/Staples Contract – please see attached announcement. TTUHSC has had an exclusive office supply agreement for several years. UT and Texas A&M also have similar agreements. The exclusive contract is expected to save us an additional 11.6%.

   a. History Tab will be removed (replaced with Document Search)
   b. We will provide two demonstrations of the new TechBuy functionality – reserved seating only. Email techbuy.purchasing@ttu.edu for a reserved seat. If you cannot attend one of the two demonstrations, then a training guide will be provided.
      i. Tuesday, March 20, 2012 – 4:00-5:00 p.m.
      ii. Thursday, March 22, 2012 – 8:15-9:15 a.m.

10. TechBuy vendor fair will be held on Wednesday, April 29, 2012 in the Student Union. The event will take place from 9:00-12:30. We anticipate at least 50 vendors this year. There will be refreshments and door prizes at the event.

11. Upcoming Procurement Projects
   a. New Direct Pay project (estimate completion in fall of 2012)
   b. New Total Supplier Manager Module for TechBuy. This module will allow vendors to register for bids, enroll to become a vendor, manage their information all in one portal. Estimated completion July-August 2012.
   c. New Sourcing Manager Module for TechBuy. This will be a new bid/RFP module that will replace our existing module. This module will be more user-friendly for vendors and will integrate better into the TechBuy system. Estimated completion July-August 2012.

12. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3 pm):
   a. Wednesday, March 28, 2012
EXCLUSIVE OFFICE SUPPLY CONTRACT

The Texas Tech University System is entering into an exclusive office supply agreement with Summus Industries/Staples. This contract will be mandatory for Texas Tech, Texas Tech System, Angelo State University, and Texas Tech Health Sciences Center employees. **This contract will be effective on April 4, 2012 and will apply to both purchase order and PCard transactions.** The projected savings from this contract are estimated to be at 11.6% from the current contract.

**Benefits include:**
- 100% HUB Credit
- Free shipping (in most cases within 24 hours)
- Free returns
- Desktop delivery for TTU and System employees
- Einvoicing
- Additional 1% discount on orders greater than $500
- Additional discounts on the top 500 market basket products
- Easy purchasing in TechBuy through the Staples punchout

**The exclusive products that will be mandatory under this contract include:**

<table>
<thead>
<tr>
<th>Appointment books</th>
<th>Erasers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>Fasteners</td>
</tr>
<tr>
<td>Binding systems and supplies</td>
<td>Fax supplies</td>
</tr>
<tr>
<td>Boards, bulletin boards</td>
<td>File carts</td>
</tr>
<tr>
<td>Calculators and supplies (non-scientific)</td>
<td>Files</td>
</tr>
<tr>
<td>Calendars, desk</td>
<td>Floor mats</td>
</tr>
<tr>
<td>Calendars, wall</td>
<td>Folders</td>
</tr>
<tr>
<td>Card filing and cards</td>
<td>Glues and adhesives (except industrial strength)</td>
</tr>
<tr>
<td>Chalk/Crayons</td>
<td>Highlighters</td>
</tr>
<tr>
<td>Clips, clamps, and clipboards</td>
<td>Hole punchers</td>
</tr>
<tr>
<td>Columnar pads/books</td>
<td>Index cards</td>
</tr>
<tr>
<td>Copyholders</td>
<td>Inserts, index tab</td>
</tr>
<tr>
<td>Correction fluid/tape/supplies</td>
<td>Label holders</td>
</tr>
<tr>
<td>Desk accessories and pads</td>
<td>Labels</td>
</tr>
<tr>
<td>Dictation tapes and diskettes</td>
<td>Label makers</td>
</tr>
<tr>
<td>Dry-erase boards</td>
<td>Letter openers</td>
</tr>
<tr>
<td>Easels and markers</td>
<td>Magnifiers</td>
</tr>
<tr>
<td>Envelopes: All purpose, business, inter-department, x-ray, specialty, mailers</td>
<td>Markers</td>
</tr>
<tr>
<td></td>
<td>Notebooks and organizer</td>
</tr>
</tbody>
</table>
Notepads
Paper: copier, color, card, and cover stock, photo, computer, wide format (does not include specialized paper that may be needed for scientific equipment, etc.)
Paper punchers and trimmers
Pencils and sharpeners
Pens
Pins, push, and straight
Planners
Post-It products
Report covers
Ribbons: typewriter, printer
Rolodexes
Rubber bands
Rulers
Scissors
Sheet protectors
Shredders
Stamps/stamp pads/ink
Staplers, staples, removers
Storage boxes (not including moving boxes)
Tape and dispensers
Telephone message pads
Thumbtacks
Typewriters

The following commodities and services will not be mandatory but will be optional under the awarded contract:

Adding machines
Arts and craft materials
Bathroom tissue
Batteries
Break room supplies (plates, napkins, cutlery, etc.)
Calculators (scientific)
Cameras
Cartridges/Toner/Ink
Coffee/creamer/sugar/tea
Desktop printers/scanners
Dictionaries and reference books
Facial tissue
First aid supplies
Furniture and interior furnishings
Janitorial supplies
Restroom supplies
Safes: fire resistant and impact
Safety equipment, supplies and locks
Shelving
Surge protectors
Time clocks, time cards and accessories
**Exception process:**

Employees of Texas Tech University or TTU System may request an exception for valid exceptions such as the need for a specialized product.

Send an e-mail to techbuy.purchasing@ttu.edu. Provide a description of the goods/services and the amount to be saved. Provide as much information as possible (i.e. catalog number, brand, or model) and price per unit.

The Purchasing and Contracting department will maintain and utilize this information to lower the overall cost and provide the best value of materials and goods for the entire university through the contract process.

University purchases of office supplies must be made on the exclusive contract for the commodities and services that are mandates by contract.

If a “significant” savings can be achieved (i.e. a savings greater than $2,000.00 or 20% of the Office Supply Contract price) please contact the techbuy.purchasing@ttu.edu for authorization to proceed.

Vendors, as a marketing tool, will advertise cost savings on certain commodities. This is known as a “Loss leader or Door buster.” We encourage you to send this information to the Purchasing and Contracting department for evaluation. The purpose of the “Loss Leader” is to offer one product at a very low price and with the hope that the customer will purchase additional items at a higher cost (example extremely cheap printer that requires a more expensive toner cartridge).