1. Guest Vendor- VWR Kate McKee- Lab Safety Products

2. Guest Speaker- Todd Smith-SUA Payments and the new Symbols

3. The new HUB goals for FY2017 are as follows;
   
   (1) 11.20 % for heavy construction other than building contracts;
   (2) 11.67 % for all building construction, including general contractors and operative builders' contracts;
   (3) 25.51 % for all special trade construction contracts;
   (4) 20.91 % for professional services contracts;
   (5) 13.87 % for all other services contracts; and
   (6) 30.53% for commodities contracts


5. New bid limits effective January 1st!

   $15,000.00-anything below $15,000.00 will not require bids. It is still a best practice to get a quote and compare pricing with our contracted vendors.

   $15,000.00 to $40,000.00-At least three informal bids/quotes are required, two of the three must be from Texas Certified HUBS.

   Above $40,000.00- Formal bid/RFP will be required unless it is an exempt purchase or on a contract of any kind.

6. Discount letters will remain at $30,000.00. We are currently evaluating all discount letters for spend and will be looking at doing RFP's for contracts for the goods and services they are for. We will no longer allow a discount letter anything we have a current contract for (example-promo items and printing).

7. Holiday Deadlines for December 2016 are posted on our website under the news and also attached to last month’s forum. Please make for sure that for any shipments scheduled during the Christmas Holidays, someone will be present during the scheduled time or it will be returned back to the vendor.

8. Effective January 1, 2017 we will move forward with the new ship to addresses. We will not be inactivating the old addresses so it should be an easy transition. We will have upcoming announcements on this.

9. We have new Air Charter Contracts with Air Planning LLC, Charter Search, Private Jet Services Group.

10. We have new Bus Charter contracts with King’s Highway and Clark Travel.

12. We will be opening up an Amazon Business Account for use with TTU Pcards in late January. Joining will be by invitation from Amazon based on a ttu.edu email account. Personal purchases with Amazon that use their ttu.edu email addresses will need to change to a personal email address.

Some advantages of going to one Business Account:

- Free 2 day shipping for orders over $49,
- Orders will automatically be tax exempt,
- Business pricing and quantity discounts on select items.

All pcard rules will continue to be applied:

- Single purchases cannot exceed the $2,000 pcard limit,
- No office supplies that are on the mandatory Staples contract,
- No controlled purchases (computers, projectors, etc. over $500),
- No shipping to home addresses,
- No personal purchases allowed using the business account.

Additional information will be sent to reconcilers.

13. We have a Procure to Pay Classes scheduled for December:

12-16-16 Doak Training Room 156, 2:45- 5:00

Travel Training 12/8, 1/10 and 2/9
Account Code Training 1/25, 2/15

Registration is available in the Sum Total System Sum Total Registration.

14. The following Procurement Services Forums have been scheduled for the following dates;

Jan 18, 2017, 3:30 PM - 4:30 PM Lubbock Room
Feb 15, 2017, 3:30 PM - 4:30 PM Lubbock Room
Mar 22, 2017, 3:30 PM - 4:30 PM Lubbock Room
Apr 19, 2017, 3:30 PM - 4:30 PM Lubbock Room
May 17, 2017, 3:30 PM - 4:30 PM Lubbock Room

Contracting-please expect some minor delays as they are down a person.
16.3 TechBuy Changes

SciQuest (TechBuy) release will be available beginning sometime Sunday, November 13, 2016. Please see below for updates to view and functionality.

NOTE: Some views may vary slightly depending on permissions.

1. Main navigation menu items have been renamed. They have been shortened and now the name will be visible along with the icon. Should the names not automatically show up, use the arrow at the bottom to expand and collapse.
The home pages will also be renamed. Where it currently says “Contracts Dashboard” will be renamed to “Contracts Home.” “View Supplier Dashboard” will become “Supplier Management Home.”
2. Advanced search has some changes that have been added. Participants now has radio buttons. Choices are “Any,” “Me,” or “Pick…” The pick feature will allow one to view any one person that is not themselves.
If one is not at the end of the search page, a bar now shows at the bottom of the screen allowing to jump to various select searches. It also contains the “Search” button which used to be “Go.” This will
prevent scrolling to the top or bottom of the page to run the search.