

Strategic Procurement Transformation

Status Report for June 2014 Activity

- I. Administrative Review Recommendations
- II. Status Report: Past 30 Days
- III. Implementation Time Line (re-set January 31, 2014)
- IV. Key Milestones - Thru FY2014 (re-set January 31, 2014)
- V. Attachments:
 - Governance and Advisory Groups
 - AP Invoice Processing Status
 - Strategic Sourcing Initiatives: In-Progress
 - Strategic Sourcing Initiatives: Completed
 - Strategic Procurement Organization Chart with Position Status

I. Recommendations

1. Procurement of Specific Goods and Services
a. Travel and Expense Management

- A. Conduct a Comprehensive Assessment** to document the travel service requirements for all traveler groups and locations.
- B. Secure Travel Management Company(S) and Electronic Travel Reimbursement System** through a competitive public process to provide unified on-line and agent assisted travel services that are integrated with a paperless travel reimbursement system.
- C. Contract with Preferred Travel Providers** for favorable pricing and service guarantees for transportation, airfare, and lodging to the extent practicable in the context of the specific needs of University travelers.
- D. Update Travel and Expense Administrative Practice Letter (APL)** with clear guidelines for areas such as tipping, per diem rates in high cost destinations, and exceptions for unique travel needs.
- E. Establish Unified Travel Administration** as part of a comprehensive University system-wide procurement strategy to provide consistent policies and services for all locations with a dedicated support structure. Staff would be located at both campus and system offices with emphasis on ensuring effective campus-based presence.

1. Procurement of Specific Goods and Services
b. Other Commodities and Services (Strategic Sourcing)

- A. Establish Multi-Campus Advisory Groups** with expertise in products and services being considered for competitive public bid.
- B. Develop Spend Analytics Methodology/Tools** to better identify products and services where the University system would save money and add value from a competitive public bid process.
- C. Implement Contract Management Process** to better manage suppliers, ensure consistent contract terms across the University system, eliminate redundant agreements, and identify opportunities for competitive public bids / re-bids.
- D. Conduct Competitive Public Bids** for key products and services such as electricity, IT hardware (in coordination with IT administrative review), promotional materials, custodial paper goods, scientific equipment, commercial print, temporary employment, books/periodicals, vehicle services and parts, and prospect lists.
- E. Expand the Breadth of Products** available with favorable pricing and contract Terms by increasing **MaineStreet Marketplace (MSM)** catalog suppliers and migrating procurement activity from procurement card (Pcard) to MSM as appropriate.

2. Procurement Card (Pcard) Administration

- A. Deliver System-Wide Pcard Service, Support and Training** for all locations as part a comprehensive support strategy for all procurement platforms (i.e., Pcard, MaineStreet Marketplace (MSM), Travel & Expense).
- B. Establish Benchmarks and Standards** for Pcard issuance and approvals to be administered consistently across the University system.
- C. Re-bid Pcard Services** following a competitive public process to better meet Pcard user requirements and administration and **include travel expense** management.
- D. Establish Unified Pcard Administration** as part of a comprehensive University system-wide procurement strategy to provide consistent policies and services for all locations with a dedicated support structure. Staff would be located at both campus and system offices with emphasis on ensuring effective campus-based presence.

3. Structural Resources and Efficiencies (Procurement Organization Structure)

- A. Transition to a Unified Strategic Procurement Organization** operating as a shared system-wide service reporting to the Chancellor or the Chancellor's designee and advised by the Shared Services Advisory Council and the President's Council. The organization would consist of three functional units: Procurement Operations, Procurement Services, and Strategic Sourcing with staff located at both campus and system offices with emphasis on ensuring effective campus-based presence.
- B. Create a Procurement Operations Unit** within the unified strategic procurement organization responsible for accounts payable, travel and Pcard administration, procurement systems administration, and management of procurement related data.
- C. Create a Procurement Services Unit** within the unified strategic procurement organization to provide consistent, system-wide training and support, coordinate procurement activity for individual campuses, oversee quality assurance and compliance, and conduct special projects as required by legislative and regulatory mandates.
- D. Create a Strategic Sourcing Unit** within the unified strategic procurement organization to facilitate public competitive bids, analyze spend data, develop research and reporting methodologies, establish campus-based advisory groups, monitor supplier performance, and manage contract activity.
- E. Establish Assessment Process** for each unit defining evaluation criteria and review process for achieving service, efficiency, and expense reduction goals.
- F. Improve Mechanisms for Exception Process and Feedback** that provide flexibility for unique requirements and create a better process for incorporating suggestions from shoppers about goods or services where they believe additional savings could be obtained.

Period Covered This Report:	FY 2014 - 4th Quarter: June
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Overall Project Status:	
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Status Color Key	
	Project On Track
	Some Concerns
	Project Off Track

Structure	
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Status:	
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Key Accomplishments	
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- Strategic Procurement Staffing (updated organization chart attached)
 - > Procurement Services:
 - UM/UMS Campus Procurement Coordinator filled: Kim Heath began new position on 06-23-14
 - Training and Communications Administrator position posted and applicant review in progress
 - Special Projects position posted
 - Procurement Services Director job description in process
 - > Procurement Operations:
 - Procurement Operations Director position posted. Applicant evaluations in progress
 - > Strategic Sourcing:
 - Contracts Coordinator Position posted. This is the last open Strategic Sourcing Position
- Accounts Payable
 - > Continue to monitor and manage invoice processing workflow (see attached)
 - > Invoice processing optimization (AP Director) implementation Steering Committee formed, kick-off meeting being scheduled
- Performance and Budget Tracking and Communication
 - > Released University-wide customer satisfaction survey. Received over 500 responses including more the 100 faculty

Areas of Concern	
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- Currently on-plan as reset in January 2014

Key Next Steps	
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- Strategic Procurement Staffing
 - > Schedule Interviews for posted positions: Training and Communications Administrator, Special Projects, Contracts Coordinator
 - > Complete evaluation activity for Procurement Operations Director
 - > Last Position Posting: Procurement Services Director
- Invoice Processing Optimization (AP Director)
 - > Schedule and conduct first implementation Steering committee meeting to provide project overview
- Performance and Budget Tracking and Communication
 - > Complete analysis of Customer Satisfaction survey and release summary results

Period Covered This Report:	FY 2014 - 4th Quarter: June
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Overall Project Status:	
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Status Color Key	
	Project On Track
	Some Concerns
	Project Off Track

Procurement: Travel and Expense

Status:	
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Key Accomplishments	
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- Travel and Expense Initiative
 - > Executed contract for Travel Management Company (Shorts Travel) and held kick-off meeting for rolling out athletic travel services
 - > Reviewed, updated and finalized implementation recommendation report from Huron consulting
 - > Held first Travel Steering Committee meeting
 - > Held first Travel Advisory Group meeting
 - > Scheduled "pause" in Concur implementation activity due to end of fiscal year responsibilities
 - > On track to have Travel and Expense system available in January 2015

Areas of Concern	
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- Currently on-plan as reset in January 2014

Key Next Steps	
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- Travel and Expense Initiative
 - > Roll-out Shorts Travel services for athletic travel
 - > Review Huron travel configuration recommendations with Travel Steering Committee
 - > Schedule next meeting of Travel Advisory Group
 - > Continue Concur implementation activity
 - > Continue to formalize implementation, communications, and training plans

Procurement: Strategic Sourcing

Status:	
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Key Accomplishments	
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- Key Sourcing Initiatives:
 - > Microsoft Office Enterprise agreement executed
 - > HP Desktop Hardware agreement executed
 - > Full listing of completed and in-progress initiatives attached
- Spend Analysis and Savings Methodology
 - > Spend analytics tool (Spikes Cavell) available for all campus data, training scheduled for July 18th for Strategic Sourcing staff
 - > Held kick-off meeting with Huron Consulting to develop savings calculations and modeling methodology

Areas of Concern	
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- Currently on-plan as reset in January 2014

Key Next Steps	
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- Key Sourcing Initiatives
 - > Move forward with key initiatives and identify new opportunities
- Spend Analysis and Savings Methodology
 - > Complete Spikes Cavell spend analytics training and begin developing Strategic Sourcing initiative pipeline
 - > Develop savings methodology for Sourcing initiatives with Huron consulting

Period Covered This Report:	FY 2014 - 4th Quarter: June
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Overall Project Status:	
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Status Color Key	
	Project On Track
	Some Concerns
	Project Off Track

Procurement Card (Pcard)

Status:	
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Key Accomplishments

- PaymentNet 4 Conversion:
 - > Worked with campuses on Pcard reconciliations for fiscal year end activity.
- New PCard Agreement
 - > Reviewed integration options for Travel and Pcard and new Concur travel and expense system being implemented
 - > Agreement for Higher Ed consortium based contract under review

Areas of Concern

- Execution of new Pcard consortium agreement behind schedule due to issues encountered during PaymentNet4 transition
- June focus has been on Pcard reconciliation in preparation for fiscal year end plus review of Pcard integration options with Concur Travel and Expense system
- Expecting Pcard consortium contract execution in July

Key Next Steps

- New Pcard Agreement:
 - > Complete Higher Ed Consortium based publically bid Pcard agreement
 - > Begin Pcard implementation planning activity

Recommendation Focus Areas	FY2013				FY2014				FY2015				FY2016			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1 Procurement of Specific Goods & Services																
A Travel and Expense																
a Comprehensive Assessment			Blue	Blue	Blue											
b1 Travel Management Company					Orange	Orange	Orange	Yellow	Yellow	Blue	Blue	Blue	Green	Green	Green	Green
b2 Travel & Expense System					Orange	Orange	Orange	Yellow	Yellow	Blue	Blue	Blue	Green	Green	Green	Green
c Contracts with Preferred Providers								Orange	Orange	Blue	Blue	Blue	Green	Green	Green	Green
d Update T&E APL Practice Letter				Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
e Unified Travel Administration				Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Green	Green	Green	Green	Green
B Other Commodities and Services / Strategic Sourcing																
a Multi-Campus Advisory Groups			Blue	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
b Spend Analytics Methodology/Tools							Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
c Contract Management System / Process									Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
d Competitive Public Bids:																
d1 Electricity					Orange	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
d2 IT Hardware							Orange	Yellow	Green	Green	Green	Green	Green	Green	Green	Green
d3 Custodial Paper Good							Orange	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
d4 Scientific Equipment							Orange	Blue	Green	Green	Green	Green	Green	Green	Green	Green
d5 Commercial Print													Orange	Orange	Blue	Green
d6 Temporary Employment								Orange	Yellow	Blue	Green	Green	Green	Green	Green	Green
d7 Books / Periodicals											Orange	Blue	Green	Green	Green	Green
d8 Vehicle Services and Parts										Orange	Orange	Blue	Green	Green	Green	Green
d9 Prospect Lists										Orange	Orange	Blue	Green	Green	Green	Green
d10 Vehicles								Orange	Orange	Blue	Blue	Green	Green	Green	Green	Green
d11 Shipping			Orange	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
d12 Sourcing Other Opportunities					Orange	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
e Expand MaineStreet Market Place	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
2 Procurement Card (Pcard) Administration																
a System-Wide Pcard Support, Training							Blue	Blue	Green	Green	Green	Green	Green	Green	Green	Green
b Pcard Benchmarks and Standards							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
c Re-bid Pcard Services							Orange	Orange	Yellow	Green	Green	Green	Green	Green	Green	Green
d Unified Pcard Administration							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
3 Structural Resources and Efficiencies (Org Structure)																
a Unified Strategic Procurement Org				Blue	Blue	Blue	Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
b Procurement Operations Unit							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
c Procurement Service Unit							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
d Strategic Sourcing Unit							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
e Assessment Process							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green
f Exception and Feedback Process							Blue	Blue	Blue	Green	Green	Green	Green	Green	Green	Green

Legend	
Orange	Public Competitive Bid Process
Yellow	Implementation Activity
Blue	Transition Activity
Green	New System / Process in Place
Light Green	Bid / Contract process ongoing
Dark Green	Continuous Improvement

IV. Key Milestones

Key Activity	FY13 Q4		
	April	May	June
Structure / Organization (3A-F)*	<ul style="list-style-type: none"> - Interim Leadership Task Assignments 	<ul style="list-style-type: none"> - Presidents / CFOs Briefed - Meet w/ Current Procure Staff - Continue Interim Task Assignments - CPO Position Posted 	<ul style="list-style-type: none"> - Current Procure Positions: > Continued Communications
Procurement: Travel & Expense (1a A-E, 3F)*		<ul style="list-style-type: none"> - Kick off: Travel & Expense RFP 	<ul style="list-style-type: none"> - Travel APL Update (APL) > Draft complete
Strategic Sourcing (1b A-E, 3F)*	<ul style="list-style-type: none"> - Sourcing Contracts in place: > Shipping > Added MaineSt Market suppliers: Lowes, FW Webb 	<ul style="list-style-type: none"> - Sourcing Kick-off: > Electricity > Energy Management Consulting 	
Procurement Card (2A-D, 3F)*			<ul style="list-style-type: none"> - Kick off: Pcard/Travel Card RFP
Key Communications (3F)*	Presidents Council: 4/10 SSAC: 4/1	Presidents Council: 5/8 BoT Finance/Facilities: 05/16 BoT: 05/19-20 Campus Visits: TBD ~05/13-17	SSAC: 6/10 ~Admin Review Mthly Rpt: 06/03

IV. Key Milestones

Key Activity	FY14 Q1		
	July	August	September
Structure / Organization (3A-F)*	- Current Procure Positions: > Same broad-based job duties > Continued Communications	- 1st Wave New Positions in Place: > CPO and others - Procurement Operations: > AP Efficiency Module: Due Diligence and ROI	
Procurement: Travel & Expense (1a A-E, 3F)*	- Travel & Expense RFP > 1st Draft Complete	- Travel APL Update and RFP > Drafts distributed for review	- Travel APL Update > Review complete and released - Travel Services RFP > Review completed and RFP posted > RFP Response Eval Team in place
Strategic Sourcing (1b A-E, 3F)*			
Procurement Card (2A-D, 3F)*		- Pcard APL Update drafted and distributed for review - Pcard RFP Drafted	- Pcard APL Update > Review complete and released - Pcard RFP > Draft distributed for review
Key Communications (3F)*	BoT: 07/15	SSAC: 8/29	BoT: 09/23

IV. Key Milestones

Key Activity	FY14 Q2		
	October	November	December
Structure / Organization (3A-F)*			<ul style="list-style-type: none"> - Strategic Sourcing Dir in place - Interim Sourcing Service Dir in place - FY2015 Budget Allocation Planning
Procurement: Travel & Expense (1a A-E, 3F)*	<ul style="list-style-type: none"> - Travel Services RFP > RFP Responses Received 	<ul style="list-style-type: none"> - Travel Services RFP > RFP Responses Scored > Additional eval activity scheduled 	<ul style="list-style-type: none"> - Travel Services RFP > Vendor Presentations Scheduled
Strategic Sourcing (1b A-E, 3F)*			<ul style="list-style-type: none"> - Sourcing Kick-off: > IT Hardware
Procurement Card (2A-D, 3F)*	<ul style="list-style-type: none"> - Pcard RFP > Review complete > Review Consortium Contracts 	<ul style="list-style-type: none"> - Pcard RFP / Consortium Contract > Review consortium contracts 	<ul style="list-style-type: none"> - Pcard RFP / Consortium Contract > on hold - due to required system upgrade for current Pcard Provider
Key Communications (3F)*	SSAC: 10/7	SSAC: 11/21 9-11 BoT: 11/17-18	

IV. Key Milestones

Key Activity	FY14 Q3		
	January	February	March
Structure / Organization (3A-F)*	- FY2015 Budget Allocation Methodology in place	- Procurement Operations: > AP Efficiency Module (AP Director): Go / no go decision for upgrade	- Dept Management Tools in place: > Performance Assessment Plan > Communication and Feedback Plan
Procurement: Travel & Expense (1a A-E, 3F)*	- Travel Services RFP > Vendor Presentations Scored > Reference calls completed	- Draft final recommendation - Project planning and System configuration	- Contracts in place: > Travel Management Company (TMC) > Travel & Expense System
Strategic Sourcing (1b A-E, 3F)*	- Sourcing Kick-offs: > Washer / Dryers	- Sourcing Kick-offs: > Vehicles > Fuel Credit Card - Sourcing Other > Engage Spend Analytics Firm	- Sourcing Kick-offs: > Custodial Paper Goods > Scientific Equipement - Sourcing Other > Provide Data to Spend Analytics Firm
Procurement Card (2A-D, 3F)*	- Pcard System Upgrade > Develop Training Materials > Develop communications plan	- Pcard System Upgrade > System upgrade completed > Provide training and support	- Pcard RFP / Consortium Contract > Resume Consortium contract review, configuration and planning
Key Communications (3F)*	'SSAC: 01-13 9-3 BoT: 01/27	'SSAC: 02-24 10-3	BoT: 03/24

IV. Key Milestones

Key Activity	FY14 Q4		
	April	May	June
Structure / Organization (3A-F)*	- 2nd Wave New Positions in Place		- Final Wave New Positions or Interim Assignments in Place
Procurement: Travel & Expense (1a A-E, 3F)*	- Travel & Expense > Implementation Activity Begins	- Travel & Expense > Implementation Activity Continues	- Travel & Expense > Implementation Activity Continues > TMC review of service contract opportunities (Air, Car Rental, Lodging)
Strategic Sourcing (1b A-E, 3F)*		- Sourcing Other > Spend Analytics database available	- Sourcing Kick-offs: > Temp Employment
Procurement Card (2A-D, 3F)*	- Pcard RFP / Consortium Contract > begin implementation activity as required		
Key Communications (3F)*		BoT: 05/18-19	
			Time Period Covered in this Report

IV. Key Milestones

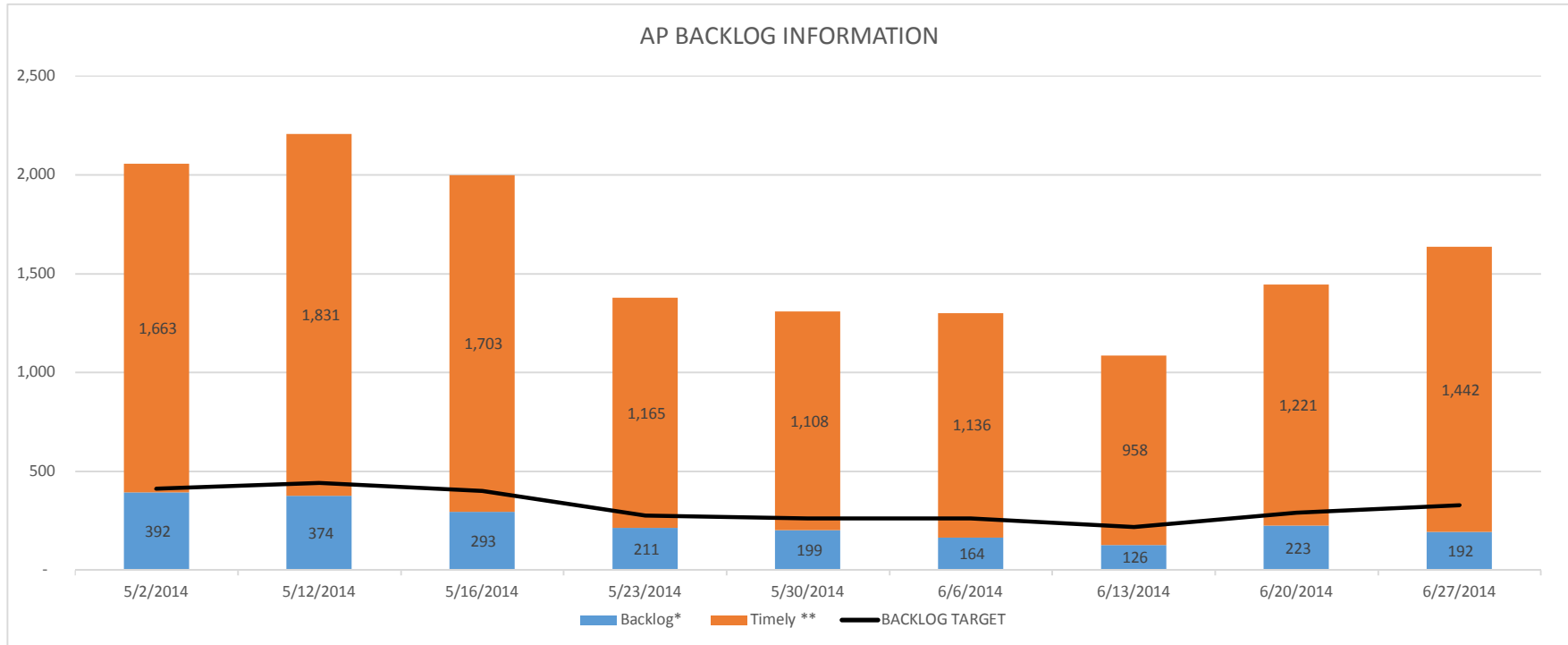
Key Activity	FY15 Q1		
	July	August	September
Structure / Organization (3A-F)*			
Procurement: Travel & Expense (1a A-E, 3F)*	- Travel & Expense > Implementation Activity Continues	- Travel & Expense > Implementation Activity Continues > Select Pilot Site > Compile Training Materials	- Travel & Expense > Implementation Activity Continues > Pilot Site confirmed - TMC service contracts in place (Air, Car Rental, Lodging) - New Travel Policy Available (APL)
Strategic Sourcing (1b A-E, 3F)*	- Sourcing Other > Additional Opportunities Identified > FY 15 Work Plan in place		
Procurement Card (2A-D, 3F)*			
Key Communications (3F)*	BoT: 07/15	SSAC: 8/29	BoT: 09/23

**STRATEGIC PROCUREMENT INITIATIVES
Governance and Advisory Groups**

Administrative Review:
Strategic Procurement

Travel and Expense: Implementation		AP Invoice Processing: Implementation		Procurement Card: Evaluation		Procurement Support Transition Team		Restricted Funds Advisory Group	
Travel Steering Committee		AP Steering Committee		Core Team					
Rudy Gabrielson - Lead	UMS	Rudy Gabrielson - Lead	UMS	Kevin Carr - Lead	UMS	Kevin Carr - Lead	UMS	Mike Hastings	UM
Marty Parsons	UMPI	Tim Brokaw	UMA	Lisa Fournier	UMFK	Adam Corrigan	UMS	Greg Kolvoord	UM
Chip Gavin	UMS	Laurie Gardner	UMF	Kim Moody	UMA	Anne-Marie Nadeau	UMS	Robert Lad	UM
Cindy Mitchel	UMS	Chip Gavin	UMS	Kelly Bannen	UM	Greg Allen	UMS	Rick Guthrie	UM
Claire Strickland	UMS	Kevin Carr	UMS	Rudy Gabrielson	UMS	Heather Kennedy *	UMPI/UMM/UMFK	William Otto	UMM
Tracy Elliott	UMS	Mike Noblet	UMS	Alison Cox - ITS PM	UMS	Jeff Joy	UMS	Trish Bola	USM
Amy Blaisdell	USM	Tracy Elliot	UMS	Kate Van Dine - ITS	UMS	Kelly Bannen *	UM	Larry Waxler	USM
Travel Advisory Group		AP Advisory Group		Subject Matter Experts (SME)		Kim Moody *	UMA/UMF		
Bob Rice	UM	TBD		Dianna (Dee) Dipaolo	USM	Leslie Guerrette	UMFK		
Emmanuel Boss	UM			Nicole Vinal Harvie	USM	Melissa Groleau *	USM		
John Mahon	UM			Robert Spencer	USM	Kim Heath *	UM / UMS		
Patti McPheters	UM			Asita Albert	UMFK	Mike Noblet	UMS		
Sue Randall	UM			Lisa M Ellrich	UMF	Rachel Piper	UMS		
Jamie Beaudoin	UMF			Lauren Dubois	UMA	Sarah Hopkins	USM		
Leslie Guerrette	UMFK			Diane Blanchette	UMA	Stephanie LeBlanc	UMS		
Tom Potter	UMM			Jodie Feero	UM	Paulette Newcomb	UMA		
Vanessa Pearson	UMPI			Ranae Byard	UM				
Bill Kelley	UMS			Hiedi Chan Buck	UM				
Ellen Doughty	UMS			Owen Smith	UM				
Al Bean	USM			Bill Kelley - Risk	UMS				
Lori Arsenault	USM			Tracy Elliott - Finance	UMS				
Marjorie Jarry	USM								
Tammy Blair-Kirk	USM								

* Procurement Support Coordinator

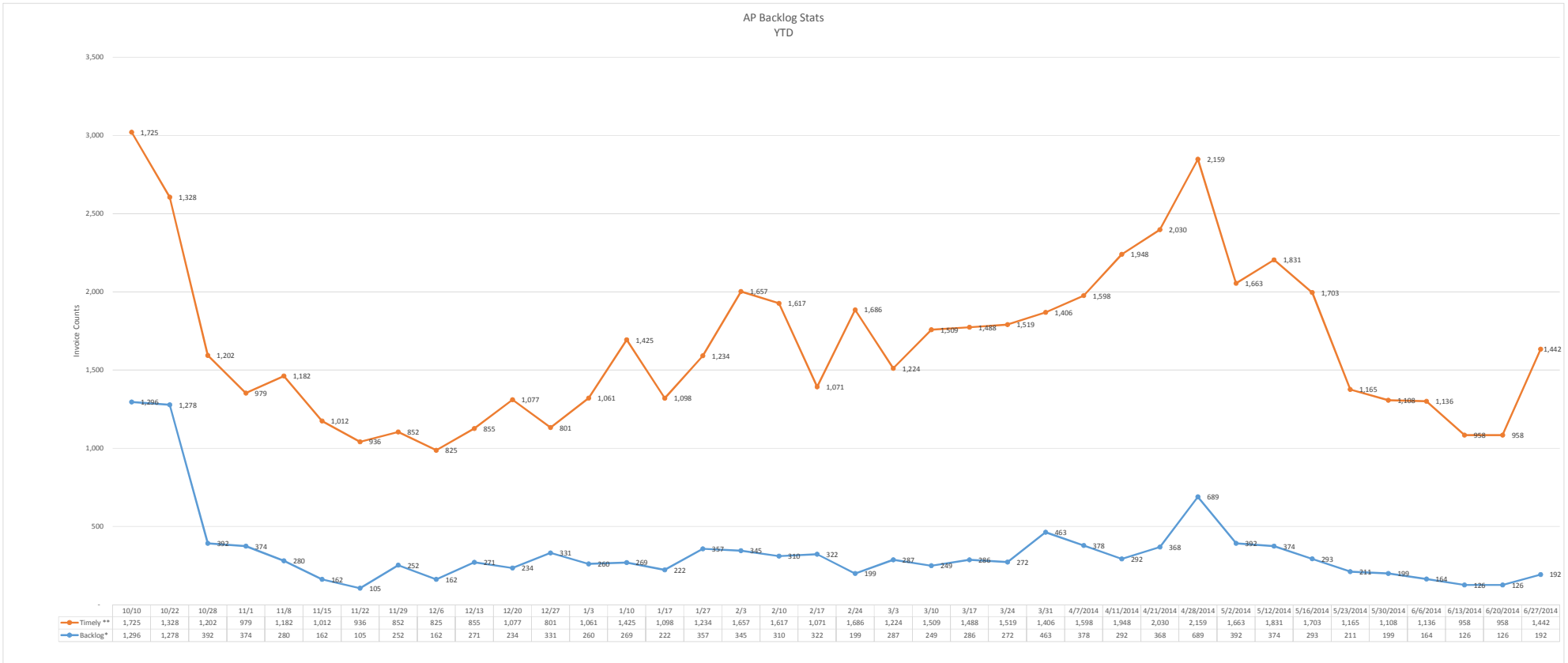


Date	5/2/2014	5/12/2014	5/16/2014	5/23/2014	5/30/2014	6/6/2014	6/13/2014	6/20/2014	6/27/2014
Backlog*	392	374	293	211	199	164	126	223	192
Timely**	1,663	1,831	1,703	1,165	1,108	1,136	958	1,221	1,442
Total Invoices to be Processed	2,055	2,205	1,996	1,376	1,307	1,300	1,084	1,444	1,634

BACKLOG TARGET	411	441	399	275	261	260	217	289	327
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* Backlog: Invoices in the queue longer than 21 days from invoice date.

** Timely: Invoices expected to be processed on time



Project Start	Title	Description	Campus	Status	State or Consortium Contract Available?	Multi Campus?
4/30/2014	Bio-Waste Disposal	System-Wide RFB for BioWaste	UM	Bid	No	Yes
TBD	CISCO Enterprise License Agreement	Support & Maintenance for Software Licenase	UMS	Analysis	Yes	Yes
5/25/2014	Mass Alert System	Unified Mass Alert System (Omnilert)	UMS	Award	Yes	Yes
TBD	Copier RFP	System wide- Copiers/MFP	UMS	Design	Yes	Yes
11/23/2013	Laundry Services	Laundry services for student residents @ UM, UMF and USM. Contract will be expanded to include UMPI, UMFK & UMM	UMS	Award	No	Yes
7/1/2013	Energy Consultant	Energy Consultant	UMS	Analysis	No	Yes
TBD	Electrical Supplies	Gilman Electric Ballasts and Bulbs- State of Maine Piggy back	UMS	Award	Yes	Yes
TBD	Compressed and Liquid Gasses	inhouse contract vs E&I	UMS	Concept	Yes	Yes
2/10/2014	Retention Services	Student Retention Services	UMS	Bid	No	Yes
3/31/2014	Constituent Engagement Management (CEM)	Online giving site with appeals, event invitations, etc.	UMS	Bid	No	Yes
6/17/2014	Student Conduct Software	USM & UM currently using	UMS	Concept	Pending	Yes
TBD	Shredding Services	Shredding Services for USM (and others?)	USM	Concept	Possible	Yes
TBD	Mini-Bus	Mini-bus Lease for Athletics-USM and UMA System-Wide	USM	Design		Yes
4/30/2014	Temporary Tradesmen	USM contract for Tradesmen Services	USM	Award	No	Yes
7/1/2014	Temporary Labor (Clerical)	USM contract for Temporary Services	USM	Design	No	Yes
4/30/2014	On Call Services	General Facilities and Mechanical Maintance Bid - Pre qualify.	USM	Design	No	Yes
4/30/2014	Custodial Paper and Plastics	Multi Campus RFB for can liners and custodial papers (toilet paper, paper towels, copy paper etc.). Integrated into the project is a resource recovery plan tracking consumption, disposal,	USM	Design	Yes	Yes
2/1/2010	USM/UMA Re-Key	Re-key, update of building entry and card service.	USM	Bid		Yes
6/26/2014	TK20	Enterprise Software License Agreement for HlgherEd Software	USM	Analysis	No	Yes
6/17/2014	Academic/Professional Exam Software (e.g., Extegrity)	USM SOL Exam Software	USM	Concept	Pending	Yes
4/10/2014	Towing Services UMaine Campus	Mostly revenue contract to be the provider of choice for towing services.	UM	Design	No	Possible
8/7/2013	UMaine Elevator Maintenance	Elevator Maintenance Services for UMaine campus with option to add additional campuses during contract	UM	Award	Yes	Possible
12/12/2013	International Student Recruitment Agencies	Service contract to pre-qualify agencies to recruit international students to UMaine.	UM	Design	No	Possible
11/6/2013	Advanced Structures Software	UM Project Accounting Package w/ tie to MSM	UM	Concept	No	Possible
4/22/2014	Graduate Recruitment Services	Graduate Recruitment Services for UMaine.	UM	Award	No	Possible
4/28/2014	Board Book	Provide the Board of Trustees board bank electronic solution.	UMS	Bid	No	Possible
5/28/2014	College Board	Provides SAT information	UMS	Analysis	No	Possible

Project Start	Title	Description	Campus	Status	State or Consortium Contract Available?	Multi Campus?
6/9/2014	New Balance Fitness Center	Equipment upgrade	UM	Concept	No	No
1/1/2013	Memorial Gym ReNovations	UM Athletics Office Construction	UM	Design	Yes	No
1/1/2013	Estabrooke Hall	Estabrook Hall Construction	UM	Design	Yes	No
1/1/2013	Planetarium	Panetarium Construction	UM	Design	Yes	No
1/1/2013	Stewart Hall	Stewart Hall Construction	UM	Design	Yes	No
7/1/2013	Official Athletic Apparel Sponsorship	Uniforms and training gear for all UMaine sports	UM	Award	No	No
TBD	Aqua-Ventis 1 50-100% design contracts	UM Preload contracts for engineering and construction design of floating platform	UM	Prospect	No	No
6/17/2014	Ice Breakers Hockey Tournament	NCAA Div I Hockey Tournament	UMA	Concept	No	No
3/17/2014	Director of Developmental Services - Contractor	Position managed through coop agreement with UMF. Grant funded.	UMF	Design	No	No
3/18/2014	Arts Grant Writer	Grant writer for Arts funding to do Cap improvements on performance hall in Presque Isle	UMPI	Design	No	No
2/15/2014	UMPI Stem Upgrade	Lab ReNovation and Equipment	UMPI	Design	Yes	No
6/9/2014	Choral Group Travel	USM School of Music European Trip	USM	Concept	No	No
3/21/2014	Window cleaning Services UM	Contracted service to clean interior and exterior windows on UM campus.	UM	Award	No	
3/3/2014	Psychiatric Consultant	Psychiatric consulting contractor for UM Counseling Center	UM	Analysis		
7/1/2013	Athletic Ticketing System	UM New ticketing system for athletic events	UM	Prospect	No	
1/1/2014	CNG UMPI	Compressed Natural Gas RFP for fuel conversion	UMPI	BID		
4/25/2014	Office Supply RFP	State of Maine included UMS in recent proposal. UMS 7/15 exp	UMS	Concept	Yes	
TBD	Banking (Space Rental)	USM Student Life- renting space to banking institution	USM	Concept	No	
TBD	Dental Supplies	Dental Supplies- Enable Supplier	USM	Concept		
6/17/2014	Student Retention Services (Hobson)	Student Retention/Admissions Services	USM	Concept	Pending	
4/30/2014	Haz-Waste Disposal- Veolia Contract	USM to piggyback on UMaine Veolia Contract.		Design		

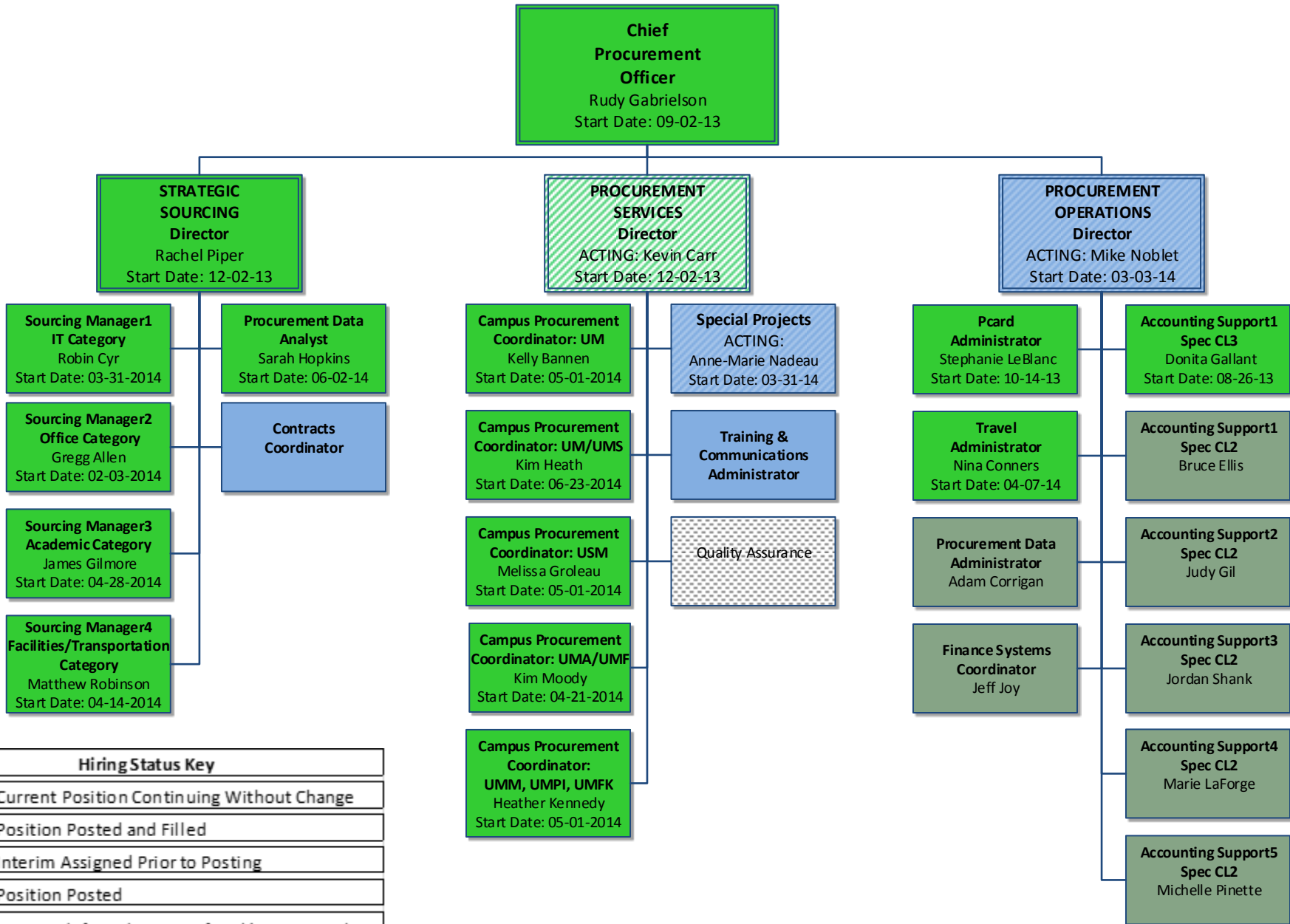
Project Start	Title	Description	Campus	Status	State or Consortium Contract Available?	Multi Campus?
12/7/2013	Alternative Heating Fuels	Alternative Fuels for UMA, UMF, UMM, UMPI	UMA	Complete	No	Yes
5/1/2013	Business Process Reengineering (BPR) for Facilities Management		UMS	Complete	No	Yes
41773	CISCO Enterprise License Agreement	Support & Maintenance for Software Licenase	UMS	Complete	Yes	Yes
11/26/2013	Collection Services	Collection Services	UMS	Complete	No	Yes
5/28/2014	Enterprise Microsoft License Agreement	Enterprise Software License Agreement (systems office, all campuses except UMaine for year 1 of 3 year contract - UMaine planned for years 2 & 3.	UMS	Complete	Yes	Yes
12/2/2013	F&A Rate Consultant	Facilities and Administrative (F&A) Rate Proposal Services	UMS	Complete	No	Yes
5/28/2014	iNFORME - CCAUE	Combined Charitable Appeal for University Employees (CCAUE)	UMS	Complete	Yes	Yes
4/1/2013	Network Data Center Review		UMS	Complete	No	Yes
6/25/2014	Target-X Amendment (qty 4 SOW)	Qty 4 SOW to include as Amendments to Target X Contract to add UMA, UMF, UMM to the MSA.	UMS	Complete	No	Yes
5/13/2013	Video Conferencing Equipment		UMS	Complete	Yes	Yes
9/11/2013	Travel and Expense Management	Travel and Expense Management Solution	UMS	Complete	Yes	Yes
TBD	WEX Fuel Card	System wide	UMS	Complete	Yes	Yes
10/7/2013	Personal Computers and Hardware, Services and Support	Desktop and Laptop computers - single contract for enterprise	UMS	Complete	No	Yes
6/18/2014	Quantum	Storage upgrade	UMS	Complete	No	Yes
12/3/2013	Police Vehicles	Police Vehicle(s) SUV's	USM	Complete	Not At Time Of Need	Yes
12/20/2012	Time and attendance Software	Software for tracking hourly employees	UM	Complete	No	Possible
4/18/2014	Symplicity	Comprehensive tools to manage career services operation, in addition to connecting students/alumni to the jobs network and employers.	UMS	Complete	No	Possible
10/10/2013	Customer Relations Management (CRM)	Customer Relations Management	USM	Complete	No	Possible
10/18/2013	Elevator Maintenance	Elevator Maintenance	USM	Complete	Yes	Possible
10/11/2013	Events Management	Events Management Solution	USM	Complete	No	Possible
10/28/2013	Professional and Continuing Education	Professional and Continuing Education Solution	USM	Complete	No	Possible
5/1/2013	Sign Language Interpreting Services	On Call services for ASL contractors	USM	Complete	No	Possible
11/16/2013	1/2 ton pickup	Half Ton Pickup for Cooperative Extension Service	UM	Complete	Not At Time Of Need	No
2/1/2013	16,500 GVW pickup and Flatbed	16,500 GVW pickup and Flatbed	UM	Complete	Not At Time Of Need	No
1/13/2014	2014 Fall Football Charters	Chatering Aircraft for the UMaine foorball team to attend three away games	UM	Complete	No	No
4/22/2014	4-Ton Asphalt Hot Box trailer	4-ton asphalt hot box trailer, FY2015 purchase	UM	Complete	No	No
4/16/2014	4WD Compact Utility Tractor	4WD Compact utility tractor,diesel, 42-55 HP with cab and accessories. FY2015 purchase-delivery 7/1/-8/30/2014	UM	Complete	No	No

Project Start	Title	Description	Campus	Status	State or Consortium Contract Available?	Multi Campus?
4/1/2013	Audit Services NCAA Compliance	Financial and procedural external NCAA audit	UM	Complete	No	No
5/1/2013	Capital Campaign Fundrasing Consultant	Consultant for feasibility and readiness study for cap campaign	UM	Complete	No	No
5/1/2013	Food Service Paper Products	Paper products for Aux Food services	UM	Complete	No	No
1/29/2014	Front End Loader FY2015 Purchase	SAE 30,000 pound Construction Front End Loader FY 2015 Purchase	UM	Complete	No	No
12/1/2012	Grounds Plow Truck	single Axle Dump/Plow Truck	UM	Complete	Not At Time Of Need	No
5/6/2013	Hazardous Waste Disposal Services		UM	Complete	No	No
8/1/2013	Landscaping and plowing services for the Hutchinson Center in Belfast	Landscaping and plowing services for the Hutchinson Center in Belfast	UM	Complete	No	No
6/25/2013	Mid-Size Utility Tractor	Small tractor for reasearch Farm work	UM	Complete	No	No
1/30/2014	Off-Road capable SUV	Off-Road research SUV for Environmentalanl Physics Department	UM	Complete	Not At Time Of Need	No
4/1/2013	On-Call Services: Flooring	Floor/carpet installs for Facilities	UM	Complete	No	No
4/1/2013	On-Call Services: Painting	Paiting Services for Facilities	UM	Complete	No	No
4/1/2013	On-Call Services: Roofing	Roofing work for Facilities	UM	Complete	No	No
2/3/2014	One Ton plow truck and plow rig	1 ton. regular cab, long bed, gasoline powered plow truck with 10' v-plow	UM	Complete	No	No
12/2/2013	Rear dump Recycling truck FY2015 Purchase	New Rear dump Refuse Packer Truck for collection of recyle and waster materials on campus. FY2015 Purchase	UM	Complete	No	No
1/23/2014	RFB Printing Services Copier/Printer	Wide-Format printer and copier System	UM	Complete	No	No
6/6/2013	Telecom Mini Cargo Van	Cargo Van for telecom department	UM	Complete	Not At Time Of Need	No
10/30/2013	UMaine Cutler Health Center Service provider Contract	Contractor to provide medical services to Student Health Health Center	UM	Complete	No	No
11/13/2013	UMaine Motor Pool Vehicles	Replace three vehicles in the UMaine motor pool inventory.	UM	Complete	Not At Time Of Need	No
9/23/2013	UMaine Today Magazine	Bi-annual printing and mailing services for UMaine Today Magazine. Contract term 1+4	UM	Complete	No	No
2/3/2014	Utility Tractor	48 HP grounds utility tractor for Facilities ground services. Must be compatible with existing UM attachments	UM	Complete	No	No
1/8/2014	Viewbook 2013-2014	Viewbook and first impression piece printing and mailing	UM	Complete	No	No
3/7/2014	Flight Simulator UMA	Enclosed, full motion flight simulator for UMA Aviation Program	UMA	Complete	No	No
3/22/2013	Construction Manager At Risk		UMFK	Complete	No	No
11/4/2013	Grounds Maintenance	Grounds Maintenance - winter snow removal and summer grounds care	UMM	Complete	No	No

Strategic Procurement Staffing Plan

Status as of June 30, 2014

Detail of Chart 14, Page 46 of Administrative Review Report
<http://thinkmissionexcellence.maine.edu/strategic-procurement/>



Hiring Status Key	
	Current Position Continuing Without Change
	Position Posted and Filled
	Interim Assigned Prior to Posting
	Position Posted
	Posting deferred to meet fiscal/savings goals