

# Strategic Procurement Transformation

## Status Report for 4th Quarter FY2015 Activity

### I. Administrative Review Recommendations

### II. Status Report: Past 90 Days

### III. Attachments

#### - Structure

- > Strategic Procurement Organization Chart
- > Current Core Teams and Advisory Groups
- > FY2015 Training and Communication Statistics

#### - Strategic Sourcing

- > Completed Initiatives FY2015 (118 Initiatives)
- > In-Progress Initiatives (34 Initiatives)

#### - Procurement Operations

- > New Travel and Expense Management System Implementation Statistics
- > Invoice Processing Workflow Analysis: Past Five Weeks
- > Invoice Processing Workflow Analysis: Year to Day

I. Recommendations

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

Status Report for 4th Quarter FY2015 Activity

- 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.

<b>Period Covered This Report:</b>	FY 2015 - 4th Quarter Apr-Jun
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Status Color Key	
<span style="color: green;">■</span>	Project On Track
<span style="color: yellow;">■</span>	Some Concerns
<span style="color: red;">■</span>	Project Off Track

<b>Overall Project Status:</b>	<span style="color: green;">■</span>
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Status Report for 4th Quarter FY2015 Activity

### Structure

Status:	<span style="color: green;">■</span>
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**Key Accomplishments**

- **Strategic Procurement Staffing** (updated organization chart attached)
  - > Supporting UMS Students
    - UMA Web Design Intern: Developing new Strategic Procurement Web Portal
    - UM Work Study Student: Processing Travel Expense Vouchers
    - UMA Work Study for opportunities in the Fall
  - > Hiring Activity: Strategic Sourcing
    - Recently Open Positions to be posted: Strategic Sourcing Analyst, Facilities Category Manager
- **Accounts Payable**
  - > Automated Invoice Processing (AP Director) Project: major initiative providing greater control, accuracy and efficiency to accounts payable process.
    - Implementation activity in process including training and support and initial invoice processing
- **Performance and Communications** (Training Highlights attached)
  - > Professional Development
    - 2nd annual Strategic Procurement summit being held in August at UM Orono campus
  - > Customer Service Survey - Strategic Sourcing
    - Survey distributed to participants in major FY15 Sourcing initiative
  - > Travel and Expense/Purchase Card Communication:
    - Numerous eMails and web updates providing information, training and support for the new Travel and Expense and Pcard systems

**Areas of Concern**

- Currently on-plan as reset in January 2014

**Key Next Steps**

- **Strategic Procurement Staff Development**
  - > Formalize Strategic Sourcing Procurement process including finalizing Request for Proposal (RFP) Template, Procurement process check-list, Purchase Order (PO) creation, training
  - > Emphasis on providing consistent, effective, customer-focused procurement processes and support across the enterprise at a lower cost
- **Accounts Payable**
  - > Complete training and implementation of new automated invoice processing system (AP Director)
- **Performance and Communication**
  - > Continue to execute training and communications plans to support new procurement systems implementations:
    - New Travel and Expense system,
    - New Automated Invoice Processing system (AP Director)
    - New Procurement Card system (Pcard)

## II. Quarterly Report

<b>Period Covered This Report:</b>	FY 2015 - 4th Quarter Apr-Jun
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Status Color Key	
<span style="background-color: green; width: 15px; height: 10px; display: inline-block;"></span>	Project On Track
<span style="background-color: yellow; width: 15px; height: 10px; display: inline-block;"></span>	Some Concerns
<span style="background-color: red; width: 15px; height: 10px; display: inline-block;"></span>	Project Off Track

<b>Overall Project Status:</b>	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>
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Status Report for 4th Quarter FY2015 Activity

### Procurement: Travel and Expense

Status:	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>
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#### Key Accomplishments

**- Travel and Expense Initiative**

- > Status: Overall green - however IT testing for a couple of enhancements has been delayed, so IT Project Management reporting shows yellow.
- > Phase 2 Travel and Expense System Implementation - Full Roll-out (implementation statics attached)
  - Training and support strategy for Phase 2 delivered including 10 on-site training workshops delivered at all seven Universities
  - Developed comprehensive on-line training materials for self-learning and for travelers who were not able to attend on-site training
  - Developed and delivered weekly drop-in training sessions on numerous campuses
  - Sent numerous reminders to travelers to obtain the Travel Card
  - All reimbursements for Travel occurring after July 1 must be submitted via Concur travel expenses system, paper Travel Expenses Vouchers not accepted
- > Phase 2 Travel and Expense System Development
  - Working with individual campuses and departments on electronic approval work-flow configuration
  - Enhancing and testing processes and integration for guest travel, Travel Advance returns

#### Areas of Concern

- Currently on-plan as reset in January 2014

#### Key Next Steps

**- Travel and Expense Initiative**

- > Continue developing on-line support and training resources
- > Continue campaign to distribute Travel Cards (Tcard) to all travelers to eliminate cash advances and streamline travel expense management
- > Complete integration development and testing for electronic workflow, Guest travel, travel advance returns, personal expense payments

<b>Period Covered This Report:</b>	FY 2015 - 4th Quarter Apr-Jun
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Status Color Key	
<span style="background-color: green; color: black; display: inline-block; width: 100%; height: 100%;"></span>	Project On Track
<span style="background-color: yellow; color: black; display: inline-block; width: 100%; height: 100%;"></span>	Some Concerns
<span style="background-color: red; color: black; display: inline-block; width: 100%; height: 100%;"></span>	Project Off Track

<b>Overall Project Status:</b>	<span style="background-color: green; color: black; display: inline-block; width: 100%; height: 100%;"></span>
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Status Report for 4th Quarter FY2015 Activity

**Procurement: Strategic Sourcing**

Status:	<span style="background-color: green; color: black; display: inline-block; width: 100%; height: 100%;"></span>
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**Key Accomplishments**

- **Key Sourcing Initiatives (details attached)**
  - > In-Progress Initiatives: 34 initiatives in progress
  - > Completed Initiatives: 118 initiatives completed so far for FY2015
  - > Enterprise Card Access for Security Request for Proposal (RFP)
    - Completing evaluation process for RFP responses to establish enterprise target standard for card access
    - Card Access initiative team includes representatives from every campus and IT and Facilities (attached)
  - > Food Service Provider Request for Proposal (RFP)
    - Selected and retained food service consulting firm to facilitate food service provider RFP process (selection team attached)
    - Completed extensive surveys and interviews to assess current state of food service for all seven Universities
- **Management Reporting, Performance Metrics, Savings**
  - > Documented E&G savings for FY2015 completed initiatives over the life of contracts: \$3.3mm. Average contract length: 3-5 years
  - > On target for achieving E&G savings goals for FY2015 as established in the Administrative Review report
  - > Customer Service Survey - Strategic Sourcing
    - Survey distributed to participants in major FY15 Sourcing initiative

**Areas of Concern**




- Currently on-plan as reset in January 2014

**Key Next Steps**

- **Key Sourcing Initiatives, Spend Analysis and Savings Methodology**
  - > Expand and improve ability to monitor, manage and improve the Strategic Sourcing process
  - > Compiles results from Strategic Sourcing customer survey and implement feedback into the Strategic Sourcing process
  - > Compile and validate documented E&G savings for FY2015 relative to goals established in the Administrative Review report
  - > Post descriptions and complete interview process for open job positions

II. Quarterly Report


<b>Period Covered This Report:</b>	FY 2015 - 4th Quarter Apr-Jun
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Status Color Key	
	Project On Track
	Some Concerns
	Project Off Track

<b>Overall Project Status:</b>	
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Status Report for 4th Quarter FY2015 Activity

<b>Procurement Card (Pcard)</b>
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Status:	
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<b>Key Accomplishments</b>
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- **New Procurement Card (Pcard)**
  - > Status: Overall green - however IT testing for a couple of enhancements has been delayed, so IT Project Management reporting shows yellow.
  - > New Procurement cards received, organized and being distributed.
  - > Updated Pcard Administrative Practice Letter (APL) approved and posted
  - > Implementing Pcard communications and training plan for supporting the roll-out of the new Pcard
  - > The new Pcard features more robust administration and control, plus a higher rebate rate compared to current Pcard
  - > Pcard rebates are used to lower the cost of Procurement Services charged to the campuses
- **Travel Card**
  - > Continued outreach and distribution of New Travel Cards for all Travelers.

<b>Areas of Concern</b>
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- Currently on-plan as reset in January 2014

<b>Key Next Steps</b>
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- **New Pcard / Travel Card**
  - > Complete distribute new Travel cards in coordination with Phase 2 travel system implementation
  - > Complete implementation of communication, training, and distribution plan for new Pcard

### III. Attachments

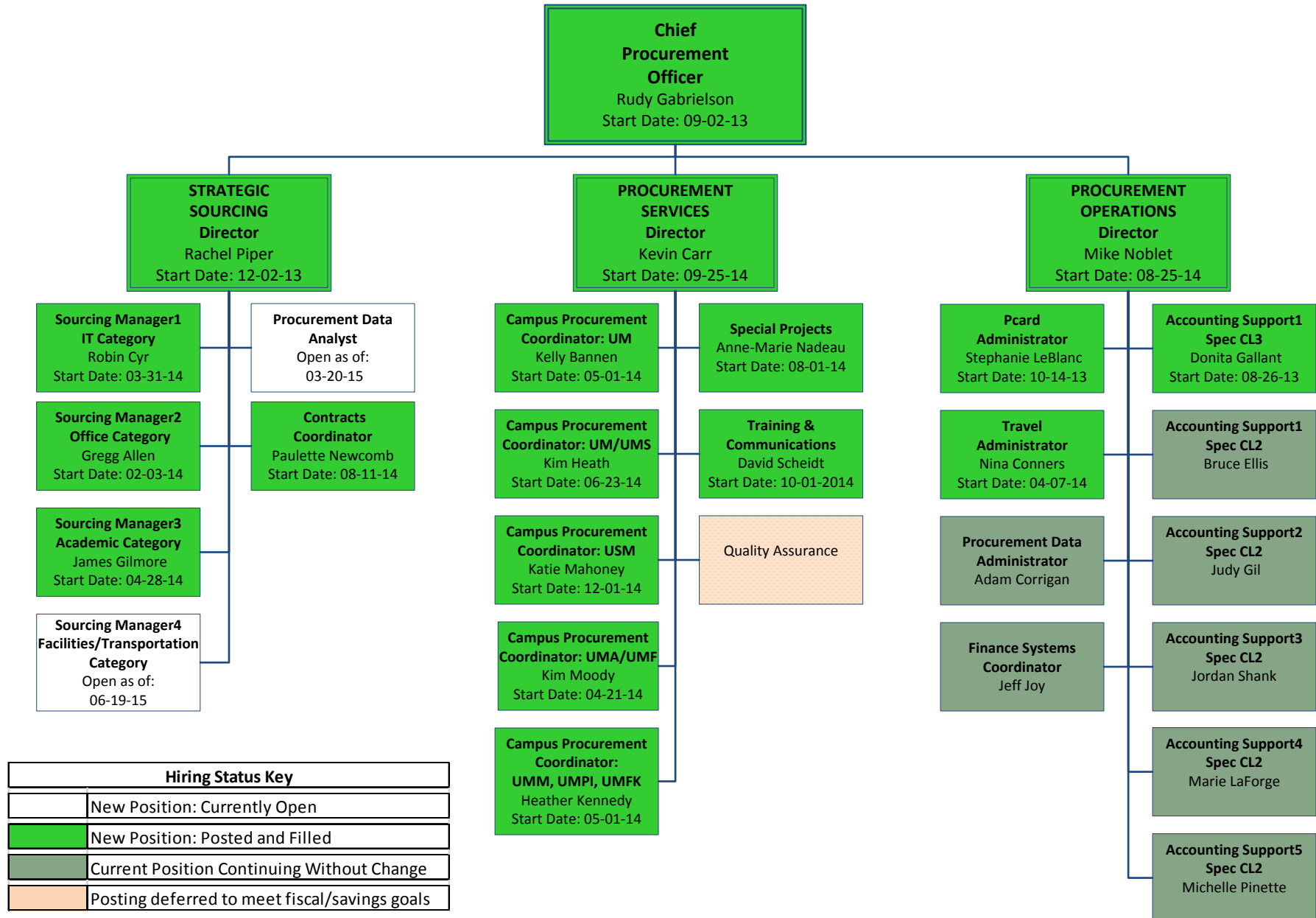
#### Structure

- > Strategic Procurement Organization Chart
- > Current Core Teams and Advisory Groups
- > FY2015 Training and Communication Statistics

# Strategic Procurement Staffing Plan

Status as of July 8, 2015

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





**STRATEGIC PROCUREMENT INITIATIVES**  
**Governance and Advisory Groups**

<b>Implementation: Travel and Expense System</b>		<b>Implementation: New Procurement Card (Pcard)</b>		<b>Request for Proposal: Enterprise Card Access Security Systems</b>		<b>Request for Proposal: Selection of Consultant for Food Service RFP</b>	
<b>Travel Steering Committee</b>		<b>Pcard Steering Committee</b>		<b>Core Team</b>		<b>Core Team</b>	
Amy Blaisdell	USM	Amy Blaisdell	USM	Adam Thibodeau	USM	Gregg Allen*	USM
Laurie Gardner	UMF	Laurie Gardner	UMF	Arthur Drolet	UMFK	Joe Moir	UMPI
Cindy Mitchell	UMS	Adam Green	UMS	Benny Veenhof	UM	Joy Puffall	USM
Claire Strickland	UM	Claire Strickland	UMS	Brandon Glenn	UMS	Laurie Gardner	UMF
Rudy Gabrielson*	UMS	Kevin Carr*	UMS	Fred Thomas	UMPI	Marty Parsons	UMPI
Tracy Elliott	UMS	John Grover	UMS	Gregg Bouchard	UMPI	Melvin Adams	UMM
<b>Phase 1: Travel Advisory Group (TAG)</b>		Mark Hatt	UMM	Jeffrey McKay	UMF	Timothy Brokaw	UMA
Matthew Curtis	UM	Darla Reynolds	UMS	Joe Moir	UMPI	Daniel Sturup	UM
Susan York	UM			Jim Cyr	UMS	Tyler Kidder	USM
Pamela Goding	UMA			Marteen Hester	UMPI	<b>Subject Matter Experts</b>	
Warren Newton	UMA			Peter St. Michel	UMA	Warren Newton	UMA
Cathleen McAnney	UMF			Robin Cyr*	UMS	Dennis Koch	UMPI
Shelby Childs	UMF			Stewart Harvey	UM	Glenn Taylor	UM
Michelle Beaulieu	UMFK			Susan Robinson	UMS	Greg Doak	UMPI
Yvaina "Joyce" Plourde	UMFK			<b>Subject Matter Experts</b>		Ray Phinney	UMFK
Kimberly Page	UMM			Bob Bertram	USM		
Rose Mondville	UMM			John Forker	UMS		
Pamela Easler	UMPI			Laurie Gardner	UMF		
Ellen Doughty	UMS			Mark Hatt	UMM		
Kim Heath	UMS			Marty Parsons	UMPI		
Kim Moody	UMS			Ray Phinney	UMFK		
Michael Noblet	UMS			Rudy Gabrielson	UMS		
Nina Conners*	UMS			Sheri Stevens	UMA		
Rudy Gabrielson	UMS			Dick Thompson	UMS		
Anthony Yeboah	USM						
Julie Atkins	USM						
Marjorie Jarry	USM						
Roberta Lops	USM						

\* Strategic Procurement Lead

**Email Communications:** informational emails sent to faculty and staff: 63 communications; 93,173 emails sent

- > Travel and Expense Reimbursement system: 39 communications; 63,230 emails sent
- > Maine Street Marketplace: 6 communications; 10,225 emails sent
- > PCard: 18 communications; 19,718 emails sent

**Live, In-Person Presentations and Training:** Group learning events for faculty and staff

- > Formal sessions: 34
- > Combined audiences of faculty and staff: More than 1,135
- > Dozens of additional "ad hoc" training and support meetings - primarily related to Concur and ongoing MSM training.

**Live, Online Presentations and Training:** Distance learning and communications using Citrix GoToWebinar, AdobeConnect, and Polycom

- > Webinars: 9
- > Polycom broadcasts: 2
- > Combined webinar audiences of faculty and staff: 674

**Recorded Webinars and Training:** Asynchronous distance learning using Adobe Captivate, Citrix GoToWebinar and YouTube

- > Recordings posted online: 5
- > Combined views: 874

**Online Surveys:** Email invitations to faculty and staff to participate in online surveys: 21,807

- > Strategic Procurement Customer Satisfaction Surveys
- > Webinar Participants Feedback Surveys
- > Live, In-Person Presentation Feedback Surveys

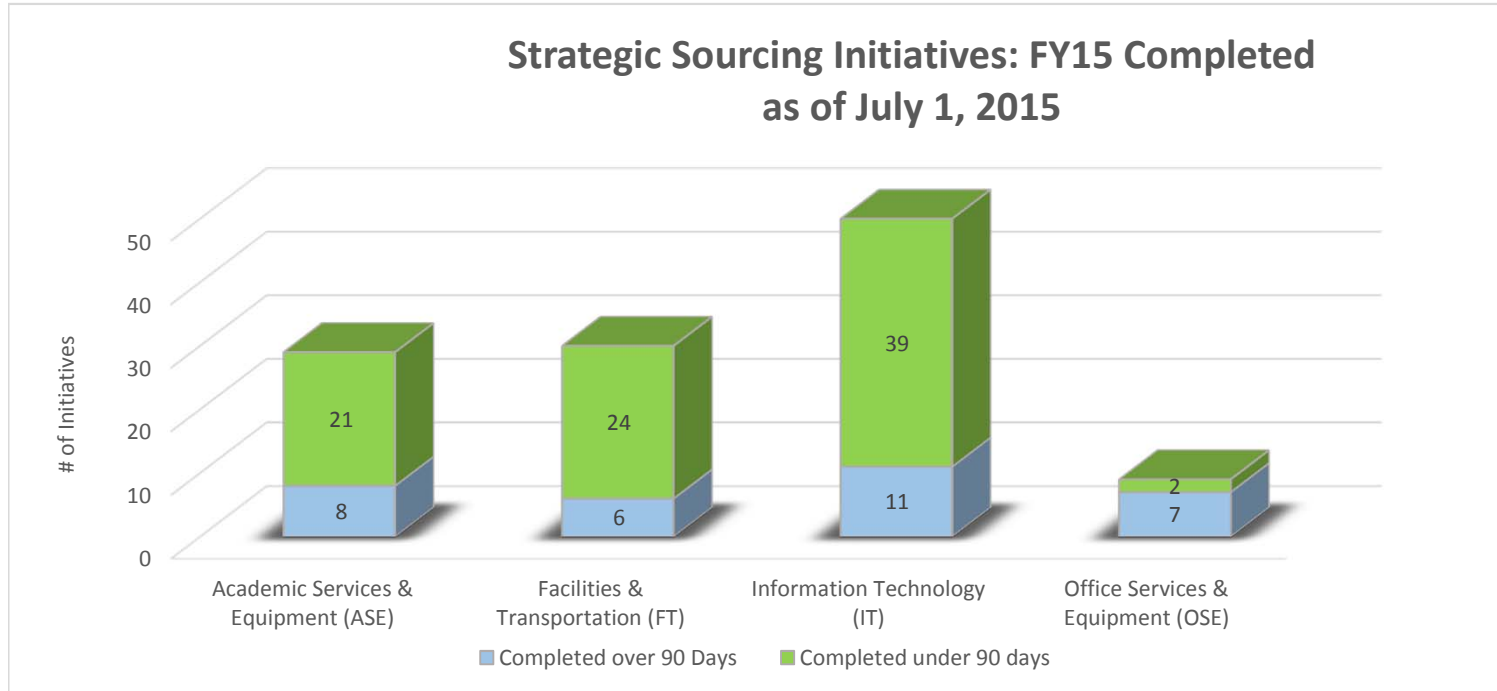
**Other Training and Communication Projects during FY15:**

- > External Communications Project
  - PowerPoint slide deck regarding the economic impact of Strategic Procurement
- > Communications Training for Strategic Procurement Staff
  - Four live, in-person and online sessions presented by Tamara Mitchell from Organizational Effectiveness (OE).

### **III. Attachments**

#### Strategic Sourcing

- > Completed Initiatives FY2015 (118 Initiatives)
- > In-Progress Initiatives (34 Initiatives)



Strategic Sourcing Initiatives Completed FY15					
Sourcing Category	Academic Services & Equipment (ASE)	Facilities & Transportation (FT)	Information Technology (IT)	Office Services & Equipment (OSE)	Total
Completed under 90 days	21	24	39	2	86
Completed over 90 Days	8	6	11	7	32
<b>Total Completed</b>	<b>29</b>	<b>30</b>	<b>50</b>	<b>9</b>	<b>118</b>
% under 90 Days	72.4%	80.0%	78.0%	22.2%	72.9%
Estimated E&G Savings*	\$ 429,373	\$ 402,130	\$ 1,398,169	\$ 1,117,337	\$ 3,347,009

\* Estimate for contract life. Average contract is 3-5 years.



**Strategic Sourcing Initiatives**  
FY2015 Completed Projects

University Services:  
Strategic Procurement

Project Start	Project Complete (contract executed)	# of Days	Project Title	Project Description	Sourcing Category *	Multi Campus? Yes/No	E&G (Fund 00) Savings Estimate for Contract Term **
6/11/2015	7/1/2015	20	HPC Parallel Cluster	HPC Parallel Cluster	IT	Yes	
5/27/2015	6/30/2015	34	Pave Systems	Pave Systems	IT	No	
6/19/2015	6/30/2015	11	SurveyMonkey	SurveyMonkey	IT	Yes	
4/30/2015	6/25/2015	56	Telecommunication Cable Installation & Services	Telecommunication Cable Installation & Services	IT	No	
6/3/2015	6/22/2015	19	USM Dark Fiber	USM Dark Fiber between Portland and Gorham Campuses	IT	No	\$63,167
4/16/2015	6/19/2015	64	UMaine Audio/Visual System Design & Installation Services	UMaine Audio/Visual System Design & Installation Services	IT	Yes	\$117,465
5/13/2015	6/17/2015	35	UM Tractor Purchase	Jake Dyer working with John Deere to purchase tractor from SoM MA	FT	No	\$13,813
4/29/2015	6/3/2015	35	USM Wishcamper Cleaning	Paul K seeking assistance to notify vendor of poor performance	FT	No	\$41,988
3/1/2015	6/1/2015	92	Specialty Paper for UM Print Services	Paper Bid for UM Print Services	OSE	No	\$0
4/24/2015	5/26/2015	32	Network Optical Equipment	Network Optical Equipment	IT	Yes	\$53,636
4/24/2015	5/26/2015	32	Network Optical Equipment	Network Optical Equipment	IT	Yes	\$34,849
10/29/2014	5/26/2015	209	Trademark Licensing Services	Trademark Licensing Services	ASE	No	\$0
4/27/2015	5/22/2015	25	Symplicity	Career Service Manager, etc	IT	Yes	\$4,672
3/18/2015	5/22/2015	65	Consultant- Market Research	Consulting partner to provide market research relevant to Maine and the New England region	OSE	No	\$0
4/27/2015	5/22/2015	25	ProctorTrack	Remote Proctoring Solution	IT	Yes	
2/23/2015	5/20/2015	86	Air Charters	Air Charters for football team	ASE	No	
3/13/2015	5/18/2015	66	UM Dump Truck	Initial bid for three vehicle yielded no quotes for a dump truck. Solicited quotes directly by email after no responses	FT	No	\$2,592
12/8/2014	5/18/2015	161	Lab Equipment	UMA Nursing program is purchasing some new lab equipment	ASE	No	
2/20/2015	5/13/2015	82	Cutler Health Center Lease	Cutler Health Center Lease for EMMC Agreement	ASE	No	
3/13/2015	5/8/2015	56	UM Sweeper Truck	Jeremy Chubbuck looking to purchase new sweeper truck for UM FM	FT	No	\$0
4/16/2015	5/7/2015	21	UM Rock Salt	Standing PO >\$30k. SoM agreement should resolve. Matt to verify UM is getting same price from Orono as granted by SoM contract	FT	Yes	
12/5/2014	5/6/2015	152	UM 4x4 Extended Cab Pick Up	Michael Sauda has need for truck, adding to SoM list of vehicles. Will wait on State bid publish to order	FT	Yes	
2/20/2015	5/5/2015	74	EMMC/Cutler Professional Services Agreement	EMMC/Cutler Professional Services Agreement	ASE	No	
4/9/2015	5/4/2015	25	Microfridge	Refridgerator/Microwave oven packages for us in residence halls	ASE	No	
2/13/2015	4/30/2015	76	USM/UM Box Trucks	Paul Kuplinski interested in purchasing box truck for USM, needs specifications. Seeing about other needs across system.	FT	Yes	-\$383
2/6/2015	4/30/2015	83	UM Passenger Van	2/6 Lisa Carter from Maine Bound Adventure Center exploring options for van, GMC Savana	FT	No	
4/6/2015	4/17/2015	11	NetApp Storage Equipment & Services	NetApp Storage Equipment & Services	IT	Yes	\$358,257
10/7/2014	4/9/2015	184	Services Engagement to Support Oracle PeopleSoft Product	Support Oracle PeopleSoft Product	IT	Yes	
10/7/2014	4/9/2015	184	Services Engagement to Support Oracle PeopleSoft Product	Support Oracle PeopleSoft Product	IT	Yes	
10/7/2014	4/9/2015	184	Services Engagement to Support Oracle PeopleSoft Product	Support Oracle PeopleSoft Product	IT	Yes	
11/6/2015	4/7/2015	(213)	Data Transport Services for NetworkMaine	Data Transport Services for NetworkMaine	IT	Yes	
2/17/2015	4/6/2015	48	UM Forestry 4x4 ¾ ton Pickup	Bob Wagner requesting assistance purchasing vehicle. Sent RFB template for <\$50k purchases. Bob to modify and return for review	FT	No	\$3,964
2/17/2015	4/1/2015	43	TouchNet	TouchNet	IT	Yes	\$10,664

\* Categories:  
ASE: Academic Services and Equipment  
FT: Facilities and Transportation  
OSE: Office Services and Equipment  
IT: Information Services

\*\* Average Contract Term: 3 - 5 years



**Strategic Sourcing Initiatives**  
FY2015 Completed Projects

University Services:  
Strategic Procurement

Project Start	Project Complete (contract executed)	# of Days	Project Title	Project Description	Sourcing Category *	Multi Campus? Yes/No	E&G (Fund 00) Savings Estimate for Contract Term **
1/5/2015	3/26/2015	80	Internet Transit Services	Internet Transit Services	IT	Yes	
2/27/2015	3/26/2015	27	IMAGETREND	IMAGETREND - HireTouch	IT	Yes	\$71,552
8/8/2014	3/26/2015	230	Food Services- RFP for Consultant	First step for Multi Campus RFB for Dining Services Contractor	OSE	Yes	\$0
10/21/2014	3/23/2015	153	Re-bid UMaine Today Magazine	Re-bid of RFB #18-14	OSE	No	\$20,000
2/11/2015	3/23/2015	40	Private Educational Loans	RFQ- Alternative Private Educational Loans	OSE	Yes	\$0
11/6/2015	3/23/2015	(228)	Data Transport Services for NetworkMaine	Data Transport Services for NetworkMaine	IT	Yes	
11/6/2015	3/23/2015	(228)	Data Transport Services for NetworkMaine	Data Transport Services for NetworkMaine	IT	Yes	
11/6/2015	3/19/2015	(232)	Data Transport Services for NetworkMaine	Data Transport Services for NetworkMaine	IT	Yes	
11/6/2015	3/18/2015	(233)	Data Transport Services for NetworkMaine	Data Transport Services for NetworkMaine	IT	Yes	
2/26/2015	3/10/2015	12	UPLC Grant for Dept of Food Science	UPLC grant for Ultra High Pressure Liquid Chromatographic System	ASE	No	
2/23/2015	2/25/2015	2	Ice Breaker	Ice Breaker Tournament room contract	ASE	No	
1/9/2015	2/24/2015	46	UM Co-op Wagons (2)	1/9 Request from Co-op to buy two All-Wheel Drive Wagons, preferably Subaru's	FT	No	\$412
11/17/2014	2/18/2015	93	Apple Repair Services	Apple Repair Services	IT	No	
1/14/2015	2/18/2015	35	PCI Data Security Penetration Testing	PCI Data Security Penetration Testing	IT	No	\$61,338
9/23/2014	2/18/2015	148	UMaine Website Template Services	UMaine Website Template Services	IT	Yes	\$8,559
12/9/2014	2/11/2015	64	American Power Conversion (APC) Equipment	American Power Conversion (APC) Equipment	IT	No	\$3,571
10/24/2014	2/1/2015	100	VWR	VWR Contract Renewal	ASE	Yes	\$79,365
10/20/2014	1/5/2015	77	Fisher Scientific Contract Renewal	Fisher Scientific Contract Renewal	ASE	Yes	\$77,000
1/13/2015	1/28/2015	15	Laboratory Upgrade	Laboratory Upgrade for Climate Change Institute	ASE	No	
8/29/2014	1/14/2015	138	RFP/RFQ for Benefits Consulting and Actuarial Services	RFP/RFQ for Benefits Consulting and Actuarial Services	OSE	Yes	\$350,000
12/17/2014	1/13/2015	27	UMM President Vehicle	Request from Mark Hatt to evaluate purchasing options for new President's vehicle	FT	No	\$1,159
12/12/2014	1/13/2015	32	Finance & Admin Org Consultant	Consulting Services to develop a unified financial management structure, model and implementation plan	ASE	Yes	\$66,078
12/31/2014	1/8/2015	8	Network Optical Module Equipment	Network Optical Module Equipment	IT	No	\$16,713
12/17/2014	12/22/2014	5	TOAD Software	TOAD Software	IT	No	\$666
11/14/2014	12/19/2014	35	USM Ecomaine	11/15 USM requesting contract extension for ecomaine to sync hauling and waste contracts	FT	No	
11/11/2014	12/18/2014	37	Wood Pellet Bid	CES UMFK Wood Pellet Bid	FT	No	\$2,451
9/23/2014	12/17/2014	85	Towing Services UMaine Campus	Mostly revenue contract to be the provider of choice for towing services	FT	Possible	
12/10/2014	12/16/2014	6	IB Controls	USM Facilities requesting SSJ for IB controls	FT	No	
7/28/2014	12/15/2014	140	USM Banking Center	USM to allocate space in student center for bank to lease. Initiated by UCU as means to educate students on use of SBC/ATM in student center	FT	No	\$90,597
6/30/2014	12/10/2014	163	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, reprocessing, and remanufacture back to UMS	FT	Yes	\$202,779
11/14/2014	12/3/2014	19	Sierra-Cedar, Inc.	Assess the Commitment Control functionality within PeopleSoft	IT	No	
11/7/2014	12/2/2014	25	VMTURBO License & Maintenance Services	VMTURBO License & Maintenance Services	IT	Yes	\$2,598
8/20/2014	12/2/2014	104	PCI Compliance Validation Service	PCI Compliance Validation Services	IT	No	\$78,276

\* Categories:  
ASE: Academic Services and Equipment  
FT: Facilities and Transportation  
OSE: Office Services and Equipment  
IT: Information Services

\*\* Average Contract Term:  
3 - 5 years



**Strategic Sourcing Initiatives**  
FY2015 Completed Projects

University Services:  
Strategic Procurement

Project Start	Project Complete (contract executed)	# of Days	Project Title	Project Description	Sourcing Category *	Multi Campus? Yes/No	E&G (Fund 00) Savings Estimate for Contract Term **
10/23/2014	11/21/2014	29	Portland Expo Building Rental	Portland Expo Building will be rented for UM men's basketball game in January	ASE	No	
10/28/2014	11/21/2014	24	UMF Gym Equipment	UMF Gym Equipment	ASE	No	
10/14/2014	11/21/2014	38	UM Hutchinson Center ABM Janitorial Contract Extension	Hutchinson Center (UM) to extend cleaning contract with ABM for 1 year	FT	No	
10/21/2014	11/20/2014	30	UM Hutchinson Center Landscaping	Request from Nancy B. to extend contract. Verifying validity through original contract	FT	No	
9/1/2014	11/17/2014	77	Electricity Bid	CES multi campus Electricity Bid	FT	Yes	\$20,000
11/1/2014	11/14/2014	13	Lab Equipment	School of Biology and Ecology is adding some equipment to their lab	ASE	No	
10/15/2014	11/5/2014	21	Navocean Unmanned Sail Powered Vehicle	Unmanned sail powered vehicle for the Center For Autonomous Marine Survey (MCAMS)	ASE	No	
10/15/2014	11/5/2014	21	Candidate Search - VP for Enrollment	Candidate Search - VP for Enrollment position	ASE	Yes	\$31,500
10/24/2014	10/31/2014	7	Professional Services Agreement with Cianbro	Professional services agreement with Cianbro to provide consulting services to for the Aqua Ventus Project	ASE	No	
10/1/2014	10/29/2014	28	#2 Fuel Oil Bid	CES multi campus Oil Bid	FT	Yes	\$19,222
2/10/2014	10/28/2014	260	Retention Services	Student Retention Services	IT	Yes	\$244,389
10/8/2014	10/28/2014	20	Symantec Software	Symantec License Renewal	IT	No	\$245
9/9/2014	10/28/2014	49	4H Online	Online membership and event registration management services through a web-enabled application maintained by 4HOnline	FT	No	
10/24/2014	10/24/2014	-	USM Abromson Center, Heating and Cooling Pump	USM requesting Emergency Purchase Justification for non-functioning heating/cooling pump	FT	No	
6/17/2014	10/23/2014	128	Ice Breakers Hockey Tournament	NCAA Div I Hockey Tournament	ASE	No	
10/14/2014	10/22/2014	8	USM Gorham Snow Plow Contract Extension	USM to extend snow plow contract with Peter D. Pinkham for 1 year	FT	No	
9/12/2014	10/15/2014	33	UMA Plow Truck	Bid for plow truck at UMA	FT	No	\$3,780
9/12/2014	10/15/2014	33	UMA Front Mount Mower / Snow Plow	Bid for front mount mower / snow plow at UMA	FT	No	-\$244
6/9/2014	10/1/2014	114	Choral Group Travel	USM School of Music Choral Trip	OSE	No	\$0
4/1/2014	9/28/2014	180	Copier/MFD Project	System wide- Copiers/MFD	OSE	Yes	\$747,337
9/23/2014	9/26/2014	3	Alcohol Transport Permit	Application for transportation of ethyl alcohol purchase. 4 gallons of 140 proof for UM campus	ASE	No	
9/18/2014	9/23/2014	5	NFORMD.NET, LLC	Sexual and Interpersonal Violence Prevention Program	IT	Yes	
8/20/2014	9/19/2014	30	CenturyLink Communications. LLC	Extended Existing Agreement - Freeze on price increases for 2.5 years	IT	No	
4/30/2014	9/17/2014	140	Bio-Waste Disposal	System-Wide RFB for BioWaste	ASE	Yes	\$126,000
8/13/2014	9/15/2014	33	UM President Vehicle	UM President to trade in current vehicle (Rav4) for new, to be leased for 2 years	FT	No	
7/1/2013	9/12/2014	438	Collins Center & Athletic Ticketing System	UM New ticketing system for Athletic and Collins Center events. Agreement contains Multi-Institution Capabilities. Contractor agrees to provide products/services to any UMS campus.	IT	Yes	\$46,350
8/28/2014	9/10/2014	13	Alcohol Permit	Application for basic permit to purchase, import and transport alcohol was in need of renewal	ASE	No	
8/29/2014	9/10/2014	12	Alcohol Transport Permit	Application for transportation of ethyl alcohol purchase. Five 55 gallons drums of 190 proof for UM campus.	ASE	No	
4/28/2014	9/5/2014	130	Board Book	Provide the Board of Trustees board bank electronic solution	IT	Yes	-\$8,605
6/17/2014	9/5/2014	80	Student Retention Services (Hobson)	Naviance State Handbook Exclusive Advertising	IT	Yes	
6/27/2014	9/4/2014	69	Athletic Compliance Recruitment Software	Athletic Compliance Recruitment Service. Agreement contains Multi-Institution Capabilities. Contractor agrees to provide products/services to any UMS campus.	IT	Yes	-\$113
3/3/2014	9/2/2014	183	Psychiatric Consultant	Psychiatric consulting contractor for UM Counseling Center	ASE	No	
8/15/2014	9/2/2014	18	360Training	OSHA RESELLING & REFERRAL AGREEMENT	IT	Yes	

\* Categories:  
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3 - 5 years



**Strategic Sourcing Initiatives**  
FY2015 Completed Projects

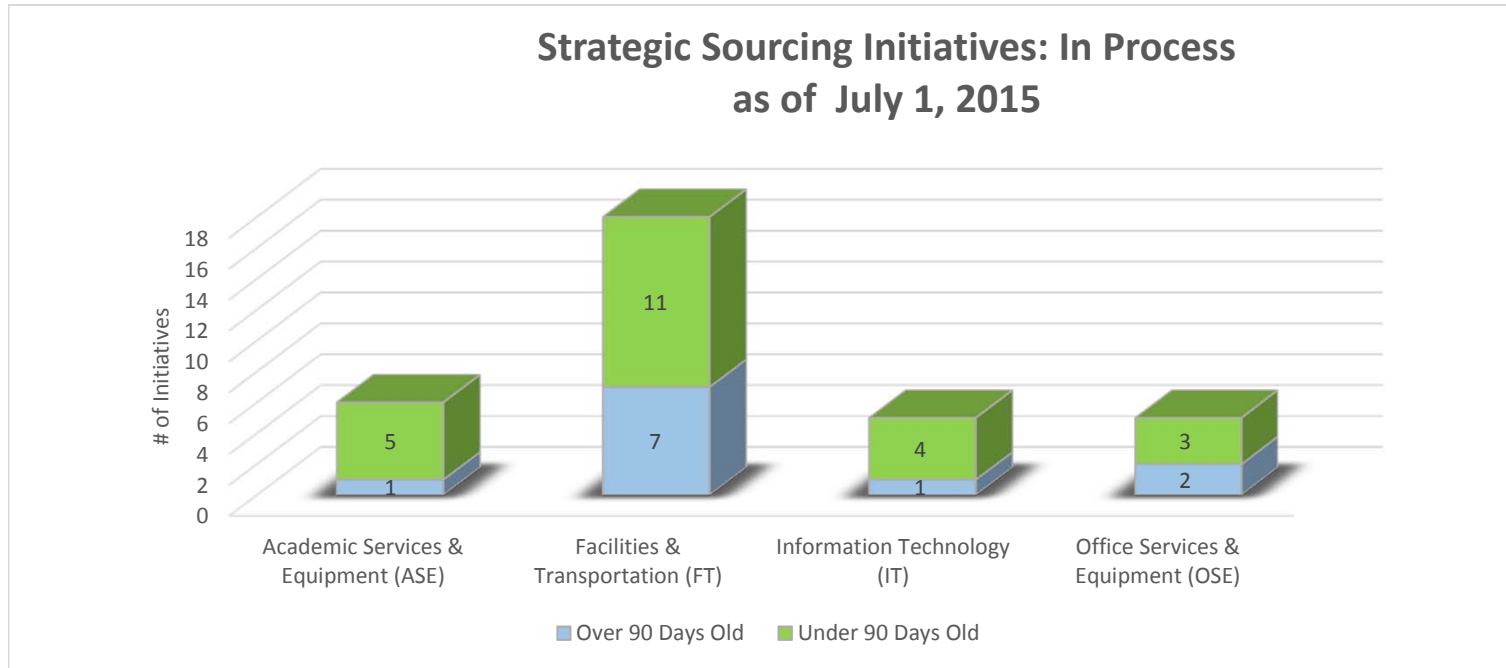
University Services:  
Strategic Procurement

Project Start	Project Complete (contract executed)	# of Days	Project Title	Project Description	Sourcing Category *	Multi Campus? Yes/No	E&G (Fund 00) Savings Estimate for Contract Term **
3/31/2014	8/28/2014	150	Constituent Engagement Management (CEM)	Online giving site with appeals, event invitations, etc.	IT	Yes	\$108,277
7/31/2014	8/25/2014	25	Noel Levitz	Noel Levitz MSLA. Agreement contains Multi-Institution Capabilities. Contractor agrees to provide products/services to any UMS campus.	IT	Yes	
4/30/2014	8/12/2014	104	Haz-Waste Disposal- Veolia Contract	USM to piggyback on UMaine Veolia Contract. Contract expanded to include UMA, UMF, UMFK, UMM and UMPI	ASE	Yes	\$28,000
6/27/2014	8/12/2014	46	Undergraduate Recruitment	Undergraduate Recruitment Services	IT	Yes	\$15,000
3/21/2014	8/12/2014	144	UM Window Cleaning	UM bid service in FY2014 Qtr 4, contract execution only	FT	No	\$0
8/10/2014	8/12/2014	2	Carbon Analyzer	Total Organic Carbon Analyzer	ASE	No	
7/30/2014	7/31/2014	1	Water Isotope Analyzer	Picarro L2130-i Laser Cavity Ring Down Isotope Analyzer	ASE	No	
6/26/2014	7/31/2014	35	Infosilem License Agreement	Title III Grant to solve issues with declining enrollments. Assistance with development of new markets, etc.	IT	Yes	
11/23/2013	7/28/2014	247	Laundry Services	Laundry services for student residents @ UM, UMF and USM. Contract will be expanded to include UMPI, UMFK & UMM	OSE	Yes	
2/15/2014	7/24/2014	159	UMPI Stem Upgrade	Lab Renovation and Equipment	ASE	No	
6/30/2014	7/23/2014	23	USM Cold Room	-30C Cold Room	ASE	No	\$21,430
2/1/2014	7/23/2014	172	USM/UMA Re-Key	Re-key, update of building entry and card service (solution for physical keys only)	FT	Yes	
4/22/2014	7/14/2014	83	Graduate Recruitment Services	Graduate Recruitment Services for UMaine. Agreement contains Multi-Institution Capabilities. Contractor agrees to provide products/services to any UMS campus.	IT	Yes	
6/27/2014	7/11/2014	14	TK20	Enterprise Software License Agreement for HgherEd Software	IT	Yes	
6/26/2014	7/4/2014	8	Portal Development Project	Web Portal	IT	No	\$7,370
10/7/2013	7/3/2014	269	Personal Computers and Hardware, Services and Support	Desktop and Laptop computers - objective is one contract for windows computers and one for Mac	IT	Yes	\$65,042
5/28/2014	7/3/2014	36	College Board	Provides SAT information - Student Search	IT	Yes	
6/18/2014	7/2/2014	14	Quantum	Storage upgrade	IT	Yes	\$34,228
1/1/2014	6/1/2014	151	CNG UMPI	Compressed Natural Gas RFP for fuel conversion	FT	No	
						<b>Total</b>	<b>\$3,347,009</b>

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3 - 5 years





Strategic Sourcing Initiatives in Progress					
Sourcing Category	Academic Services & Equipment (ASE)	Facilities & Transportation (FT)	Information Technology (IT)	Office Services & Equipment (OSE)	Total
Under 90 Days Old	5	11	4	3	23
Over 90 Days Old	1	7	1	2	11
<b>Total Initiatives</b>	<b>6</b>	<b>18</b>	<b>5</b>	<b>5</b>	<b>34</b>
% under 90 days	83.3%	61.1%	80.0%	60.0%	67.6%

Project Start Date	Report Date	# of Days Active	Project Title	Sourcing Category *	Status	State or Consortium Contract (Yes or No)	Multi Campus? Yes/No
6/28/2015	7/1/2015	3	UM Cargo Van/Refridgeration Van	FT	Design	No	No
6/19/2015	7/1/2015	12	Panapto - Video Capture System	IT	Emergency Justification	No	Yes
6/2/2015	7/1/2015	29	Liferay 6 EE Solution	IT	RFP	No	Yes
6/1/2015	7/1/2015	30	Title IX Training	IT	BID	No	Yes
5/27/2015	7/1/2015	35	USM Healthcare After Hours Call Center Services	ASE	Bid	No	No
5/14/2015	7/1/2015	48	Advanced Structures and Composites 3D Printer	ASE	Award	No	No
5/14/2015	7/1/2015	48	Advanced Structures and Composites Thermoforming Press	ASE	Award	No	No
5/7/2015	7/1/2015	55	Consulting Services for the University of Maine Athletic Department	ASE	Bid	No	No
5/1/2015	7/1/2015	61	UM Aux Milk and Dairy	FT	Award	No	No
4/28/2015	7/1/2015	64	Printing of UM Viewbooks	OSE	Live	No	No
4/23/2015	7/1/2015	69	UMF Pest Control	FT	Design	No	No
4/22/2015	7/1/2015	70	Direct Mail Campaign- UMA	OSE	Live	No	No
4/16/2015	7/1/2015	76	UM John Deere Maintenance	FT	Design	Yes	Yes
4/16/2015	7/1/2015	76	UM Maintenance - Large Vehicles	FT	Design	Yes	Yes
4/16/2015	7/1/2015	76	UM Filters	FT	Design	No	No
4/16/2015	7/1/2015	76	UM Uniforms and Equipment	FT	Design	Yes	No
4/16/2015	7/1/2015	76	UM Equipment Maintenance	FT	Design	Pending	No
4/16/2015	7/1/2015	76	UM Safety shoes	FT	Design	Pending	No
4/16/2015	7/1/2015	76	UM Salt Crystals	FT	Design	Pending	No
4/16/2015	7/1/2015	76	UM Fire Alarms Maintenance	FT	Design	Pending	No
4/15/2015	7/1/2015	77	Facilities Master Plan	IT	RFP Design	No	Yes
4/6/2015	7/1/2015	86	University of Southern Maine Athletic Department Sales & Marketing Services	ASE	Bid	No	No

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**Strategic Sourcing Initiatives**  
 In Process as of 07/01/2015

Project Start Date	Report Date	# of Days Active	Project Title	Sourcing Category *	Status	State or Consortium Contract (Yes or No)	Multi Campus? Yes/No
4/2/2015	7/1/2015	90	USM President Vehicle	FT	Bid	No	No
4/1/2015	7/1/2015	91	Bus Transportation- UM, UMF Athletics	ASE	Design	No	No
3/30/2015	7/1/2015	93	Production Printer- UM Printing Services	OSE	Live	Yes	No
5/1/2015	7/1/2015	61	UMS Food Service Provider	OSE	Design	No	
3/19/2015	7/1/2015	104	UMS Mini-Bus	FT	Award	No	Yes
2/18/2015	7/1/2015	133	USM Asbestos Abatement	FT	Design	No	No
2/1/2015	7/1/2015	150	Office Supplies	OSE	Design/Discussion	Yes	Yes
12/16/2014	7/1/2015	197	16 Central Street Building Appraiser	FT	Award	Yes	No
11/10/2014	7/1/2015	233	Food Items for UM	FT	Award	No	No
10/15/2014	7/1/2015	259	Grounds Maintenance Services, Landscaping and Snow Removal	FT	Award	No	No
9/30/2014	7/1/2015	274	Access Control Solution	IT	RFP Release - Bids Received	No	Yes
4/30/2014	7/1/2015	427	On Call Services for UMPI	FT	Bid	No	No

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### **III. Attachments**

#### Procurement Operations

- > New Travel and Expense Management System Implementation Statistics
- > Invoice Processing Workflow Analysis: Past Five Weeks
- > Invoice Processing Workflow Analysis: Year to Date

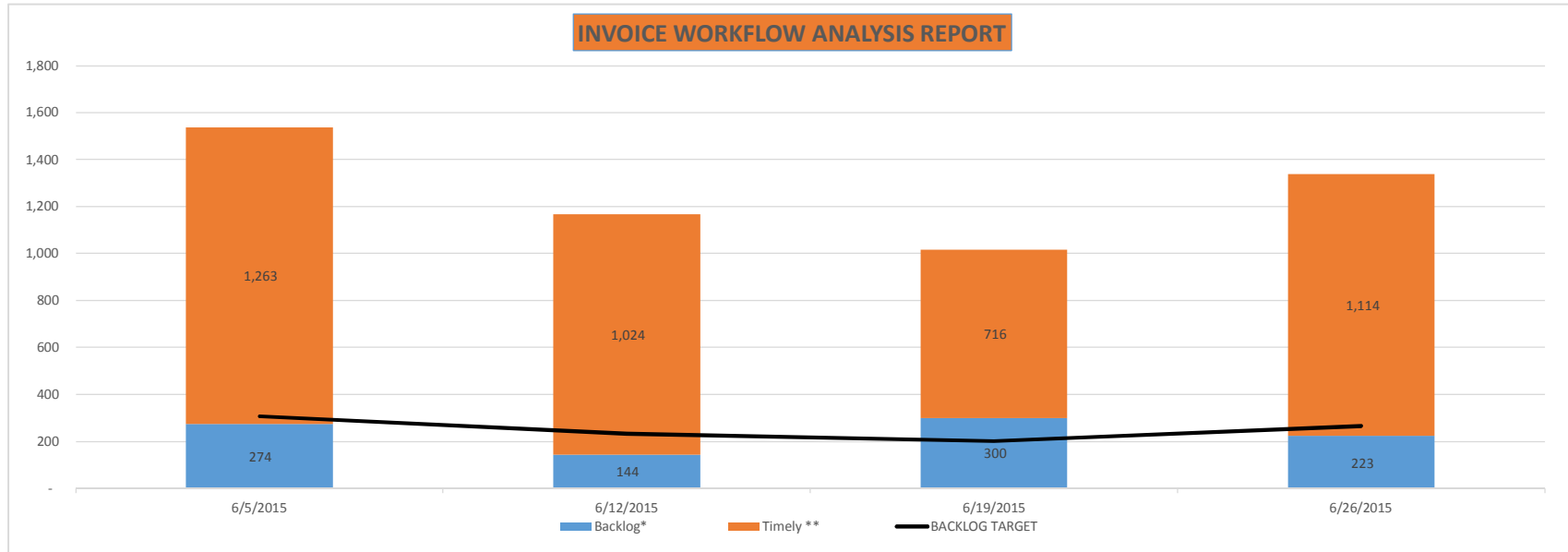
**Concur Travel and Expense System**  
Procurement Operations Implementation Statistics  
as of July 08, 2015

**New Travel Card (Tcard) Distribution**

- > Estimated number of Travelers needing a Travel Card: 4,431
- > Number of Travel Authorization forms returned and Tcards Distributed: 1,801 or 41%

**Concur Travel and Expense Management**

- > Number of Concur Traveler Profiles updated and active: 1,471
- > Number of Travel Requests processed via Concur: 1,155
- > Number of Concur Expense Reports Submitted and Processed: 1,495
- > Total dollars in process via Concur Expense system (includes pending): \$609,458
- > Total dollars fully processed via Concur Expense system: \$371,334
- > Total dollars spent via new Tcard: \$218,875



**IMAGE NOW AND MSMP DMR**

Date	6/5/2015	6/12/2015	6/19/2015	6/26/2015
<b>Backlog*</b>	274	144	300	223
<b>Timely**</b>	1,263	1,024	716	1,114
<b>Total Invoices to be Processed</b>	1,537	1,168	1,016	1,337

<b>BACKLOG TARGET</b>	307	234	203	267
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\* Backlog: Invoices in the queue longer then 21 days from invoice date.

\*\* Timely: Invoices expected to be processed on time

\*\*\*Backlog Target 20% of total Invoice Count

### AP INVOICE WORKFLOW ANALYSIS FY15

