

ID	Task Name	7/12	10/12	1/13	4/13	7/13	10/13	1/14	4/14	7/14	10/14	1/15	4/15	7/15	10/15	1/16	4/16	7/16	10/16	1/17	4/17	7/17	10/17
96	<b>Administrative Initiatives</b>	<b>Administrative Initiatives</b>																					
143	<b>Strategic Procurement</b>	<b>Strategic Procurement</b>																					
144	Administrative Review Report	100%																					
145	<b>Travel and Expense Management</b>	<b>Travel and Expense Management</b>																					
146	Conduct a comprehensive assessment to document the travel service requirements .	100%																					
147	Secure favorable pricing and service guarantees for transportation, airfare, and lodging.	70%																					
148	Contract with preferred providers to the extent practical for specific needs of University travelers.	100%																					
149	Update the T&E APL for areas such as tipping, per diems rates and unigue travel needs.	100%																					
150	Establish unified travel administration systemwide with consistent policies, services and a dedicated support structure.	100%																					
151	<b>Strategic Sourcing</b>	<b>Strategic Sourcing</b>																					
152	Establish multi-campus advisory groups with expertise in products and services being considered for competitive bid.	60%																					
153	Develop spend analytics methodology/tools to better ID products/services to save or add value by competitive bid.	100%																					
154	Implement contract management processes to better manage suppliers, ensure consistent contract terms across the University system, eliminate redundant agreements, and identify opportunities for competitive public bids / re-bids.	60%																					
155	Conduct competitive public bids for key products and services such as electricity, IT hardware, promotional materials, custodial paper goods, scientific equipment, commercial print, temporary employment, etc.	100%																					
156	Expand the breadth of products available with favorable pricing and contract term by increasing MaineStreet Marketplace (MSM) catalog suppliers and migrating procurement activity from procurement card (Pcard) to MSM as appropriate.	100%																					
157	<b>Procurement Card (Pcard) Administration</b>	<b>Procurement Card (Pcard) Administration</b>																					



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158	Deliver system-wide Pcard service, support, and training for all locations as part a comprehensive support strategy for all procurement platforms .						100%																	
159	Establish benchmarks and standards for Pcard issuance and approvals to be administered consistently across the University system.						100%																	
160	Re-bid Pcard services following a competitive public process to better meet Pcard user requirements and administration and include travel expense management.						100%																	
161	Establish unified Pcard administration as part of a comprehensive University systemwide procurement strategy to provide consistent policies and services for all locations with a dedicated support structure.						100%																	
162	<b>Structural Resources and Efficiencies</b>																							
163	Transition to a unified strategic procurement organization operating as a shared system-wide service. The organization will have three functional units: Procurement Operations, Procurement Services, and Strategic Sourcing						100%																	
164	Create a procurement operations unit, responsible for accounts payable, travel and Pcard administration, procurement systems administration, and management of procurement related data.						100%																	
165	Create a procurement services unit to provide consistent, system-wide training and support, coordinate procurement activity for individual campuses, oversee quality assurance and compliance, and conduct special projects.						100%																	
166	Create a strategic sourcing unit 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.						100%																	
167	Establish assessment processes for each unit defining evaluation criteria and review process for achieving service, efficiency, and expense reduction goals.																							
168	Improve mechanisms for exception processes and feedback that provide flexibility for unique requirements and create a better process for incorporating suggestions from shoppers about goods or services.																							