

Newsletter

Volume 14 / Summer 2018

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WELCOME

Procurement & Business Services presents this e-newsletter to the Auburn University/AUM community with the goal of providing timely and effective information to assist you with your procurement and payment needs. We welcome any comments or suggestions for future articles.

What's New...

Procurement and Business Services has named Brad Cooper and John Corgill as Assistant Directors, effective July 1.

Cooper is the Assistant Director of Payment Services and is responsible for the day-to-day operations of accounts payable and the procurement card program. Cooper has previously worked as an accountant in the Harbert College of Business and most recently as the manager of the Office of Development Accounting. He holds undergraduate and graduate degrees from Auburn in accountancy and a CPA.

Corgill is the Assistant Director of Procurement Services and is responsible for the day-to-day operations of the procurement and the strategic sourcing program. Corgill has previously worked in Procurement and Business Services as a strategic sourcing analyst and as the interim assistant director of Procurement Services. He holds a bachelor's degree in accounting from Auburn.

AU PBS Bid opening now takes place in the conference room on the third floor of Ingram Hall



Name Change:

Procurement & Payment Services changed the department name to Procurement and Business Services.



Preferred Vendor Contracts - In continuation of our strategic sourcing initiatives,
Preferred Vendor Contracts have been awarded to the following vendors:

B&H Photo

Auburn University's Procurement and Business Services has selected B&H as our preferred vendor for miscellaneous cameras, and some audiovisual supplies. B&H offers a complete line of photo, video, audio, lighting, pro accessories, entertainment, projection and surveillance devices, as well as the broadest selection of security, multimedia, optics and A/V presentation technology in the industry.

How do I place my order?

All authorized users will have to access the B&H checkout portal from the following URL (<https://www.bhphotovideo.com/bnh/controller/home?O=&corporateId=Auburn2016&Q=&A=corporateDiscount&BI=20376>). Unauthorized users will be redirected to the retail site. Auburn University users who would like to be authorized to access the site should email eProcurementSupport@BandH.com. **Always identify yourself as an E&I member when requesting a quote or placing an order to ensure you receive contract pricing.**

Please contact Burnette Tolbert in Procurement and Business Services for additional information at tolbebn@auburn.edu or (334) 844-3572.

Portable Restrooms

Auburn University's Procurement and Business Services has awarded East Alabama Portalet for the rental of portable toilets and restroom trailers. This contract began on 08/01/2018 and will end on 07/31/2019. Upon mutual agreement, the agreement may extend this contract for an additional four (4) one (1) year terms. Pricing for the units covered under this contract are as follows:

Portalet - \$50.00

Restroom Trailer - \$1100.00

Service Event - \$25.00/per service

Contact information for East Alabama Portalet:

Ladon Dansby

334-288-1500

ldansby@alabamadumpton.com

Please contact Matthew Pike in Procurement & Business Services for additional information at pikemat@auburn.edu or (334) 844-3630.



Preferred Vendor Contract Feedback Form

In an effort to provide additional/enhanced communication channels for feedback on AU Preferred Vendor Contracts, PBS developed and posted on-line the Preferred Vendor Feedback Form. The form provides AU employees with a communication tool to offer their positive and negative feedback on those contracts to us.

The Preferred Vendor Feedback Form is available at:

http://www.auburn.edu/administration/business_office/pdf/preferred-vendor-feedback.pdf

Happenings...



Procurement & Business Services hosted their ninth Preferred Vendor Show for the University community on Thursday, October 11, 2018 from 9:00 AM to 12:00 PM in the Grand Ballroom at the Auburn University Hotel & Conference Center. The event showcased Auburn's preferred vendor contracts, providing an opportunity to view new product offerings and talk directly with company representatives. The event included refreshments and door prizes.



Achievement of Excellence in Procurement Award

Auburn University Procurement Services was awarded the prestigious 23rd Annual Achievement of Excellence in Procurement, or AEP, for 2018 from the National Procurement Institute Inc, or NPI. The AEP Award is earned by public and nonprofit organizations that obtain a high application score based on standardized criteria. The AEP is awarded annually to recognize innovation, professionalism, e-procurement, productivity and leadership in the procurement function. Auburn is the only agency in Alabama to receive the honor this year and has received it for three consecutive years.

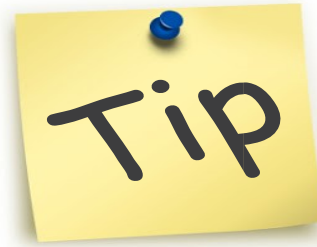
For 2018, there were 201 successful applicants, including 45 counties, 65 cities, 27 higher education agencies, 26 school districts, 29 special districts and nine state agencies.

Procurement and Business Services is the customer service unit within Business and Finance that is responsible for the acquisition and timely payment of all goods and services on campus. This encompasses procurement, payables, contracting and procurement card administration.



From left to right bottom row: Cynthia Caldwell-Jackson, Burnette Tolbert, Misty Kennedy, John Corgill
From left to right top row: Beth Owen, Matthew Pike, Antisha Felton, Tonya Hollis Tyler Adams and Courtney Raville.

Policy Updates/Reminders



In-State Travel

The State of Alabama has increased the per diems for in-state travel! As you may recall, the overnight per diem was \$75 for each travel day, and the partial day per diem was \$11.25 for travel of 6-12 hours and \$30 for travel of 12 or more hours. The following rates will be effective for in-state travel occurring on or after July 1, 2018:

- For travel requiring one overnight stay, the traveler will be paid \$85 per day.
- For travel requiring stays of two or more nights, the traveler will be paid \$100 per day.
- For travel that does not require an overnight stay, the traveler shall be paid a meal allowance of \$12.75 for a trip of 6-12 hours duration.
- For travel in excess of 12 hours' duration, the traveler shall be paid a meal allowance of \$34.

Also, travel arrival and departure will now be allowed the day prior and day after the event regardless of start or end time.

Human Participant Incentives Policy

Auburn University recognizes the value of involving human participants in research studies/projects. Incentives to human participants may be utilized in support of an AU study/project, provided they adhere to all applicable University policies, and federal and state laws. Please review the following procedures and forms for guidance on how to provide incentives to research participants and ensure compliance with all applicable laws and regulations governing such disbursements:

- [Human Participant Incentives Policy](#)
- [Human Participant Incentives Guideline Procedures](#)
- [Human Participant Incentives Fund Agreement](#)
- [Human Participant Incentives Fund Request](#)
- [Human Participant Incentives Reconciliation](#)

If you have any questions related to the new human participant incentives policy, please contact Brad Cooper for assistance.

Vendor Disclosure Statement

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services.

<https://ago.alabama.gov/Documents/File-AL-Vendor-Disclosure-Statement.pdf>



Electronic Process for Pcard

PBS has implemented an electronic process to request a purchasing card. The pcard reconciler in the department will initiate the process by sending anyone requesting a card the link for the training video and test in Banner Finance on the Request Card tab. The training video and test will be completed in the pcard system in Banner Self Service under the Employee tab by the employee requesting a card. Once the employee has completed the training and test and the approved application has been uploaded by the Admin, PBS will request a card from Sun Trust. Additionally, you will now be able to follow the process in the Purchasing Card System in Self Service Banner.

Training Opportunities

Contact our department to inquire about the following training opportunities:

E-Requisitions - The e-Requisition System is a system that PBS has implemented campus wide. The e-Requisition System allows users the ability to attach supporting documentation electronically; monitor the approval process, and track internal processes in PBS such as Bids, E-Verify, Purchase Orders, Purchases, etc. related to the requisition.

Closing Notes

Please contact us with your comments, questions, or concerns at (334) 844-7771.

We enjoy hearing from you and we welcome your feedback!

War Eagle!



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