New Contracts for Temporary Personnel Services

As part of our responsibilities under the Broader Public Sector guidelines, Procurement Services has recently engaged in the negotiation process for Temporary Personnel Services.

We are pleased to announce the awardees for Temporary Personnel Services contract:

Adecco Employment Services Limited
Contact: Lisa Goetz
Lisa.goetz@adecco.ca
Phone: 519-667-7774 ext. 232
www.adecco.ca

Kelly Services
Contact: Tracey LeClair
Ks76740@kellyservices.com
Phone: 519-673-0345
www.kellyservices.com

Talentcor (formerly The People Bank)
Contact: Dawn Adams
dadams@talentcor.com
Phone: 519-672-6888 ext. 1238
www.talentcor.com

When filling your temporary personnel needs, please select from any of the above listed vendors. The selection process involved several members from across the campus community working with Procurement Services to evaluate and select temporary personnel service providers based on Western accountabilities and the needs of campus users. These vendors have met all Western requirements which included Human Resources best practices, pricing, and high customer service standards. We are confident that they will be able to meet your needs.

Asset Disposal

Do you have equipment, furniture or other unused items you no longer need in your department? Maybe you don’t want to throw it out, but somebody somewhere just might need it!

At a recent gathering of EMOP members (an Elgin Middlesex, Oxford Purchasing collaborative buyers group), we were introduced to a new web-based asset disposal system called Gov Deals. Here’s how it works: items are advertised on their website (www.govdeals.ca) using an open bid process. If your item sells, you will receive a certificate of sale and the money will be deposited directly into your Western account, less a 7% admin fee.

This new process has proven quite successful in its early stages.

Simply complete your asset disposal form as usual: http://www.uwo.ca/finance/purchasing/docs/adr.pdf and send it to Jenn. Pictures of the items are requested and can be emailed to Jenn at jhmaxwel@uwo.ca. The more pictures the better.

ThermoFisher Scientific

Thermo Fisher has signed a definitive agreement to acquire Life Technologies, a leading life sciences company. The closing of this transaction will be early 2014. Until then, both companies will continue to operate independently.
Potential Service Disruption of VIA Rail Trains

Due to a potential service disruption of VIA Rail trains as of June 14, 2013 at 1:00 am by a portion of VIA Rail’s unionized employees, VIA Rail has implemented a contingency plan to ensure basic services on all its routes. Economy class services will be offered on all routes.

To find out if your particular train(s) and any connecting train(s) will still be in operation, visit the VIA website at http://www.viarail.ca/en/collective-bargaining.

You are able to modify your travel plans if required before your scheduled departure. If service disruption does affect your travel plans, you may exchange your ticket or get a full refund with no service charges.

Conflict of Interest Agreement

A Conflict of Interest agreement is required when Western is purchasing a good or service from an individual or company that is affiliated with a staff or faculty member. MAPP Policy 3.4 Conflicts of Interest can be viewed in its entirety at http://www.uwo.ca/univsec/mapp/section3/mapp34.pdf.

The preamble of the policy states: “Each member of the Faculty and Staff occupies a position of trust in dealing with others outside the University. Whatever the area of activity or degree of responsibility, the University expects each member of the Faculty and Staff to act in a manner which will enhance the University’s reputation for ethical performance in all its dealings”.

Procurement Services works within this policy to ensure that purchases going through our office are made in an open, transparent and ethical manner and follow our procurement policies, as well as any other policy that may apply. If we come across a purchase that we feel may be a conflict of interest, we will contact the requisitioner and provide them with a copy of the Conflict of Interest Agreement or direct their request to the appropriate area, such as Human Resources.

The Conflict of Interest Agreement outlines the terms and conditions of the agreement, asks the staff or faculty member who is involved in the conflict to declare the name and address of the individual or the company in question, their position relative to the company and then requests a signature from the staff/faculty member involved, their Dean or Budget Unit Head and the Director of Procurement. Once Procurement receives the completed and signed agreement, a file will be kept with the information and any subsequent purchases will be reviewed by Procurement to ensure that all policies and procedures have been followed. Procurement Services will request an updated copy of the conflict agreement every five years to ensure no changes have occurred.

Grand & Toy

3M has decided to discontinue their line of transparency products. Grand & Toy’s product # PP2950 (a “Western Favourite”) has been replaced by Apollo Laser Printer Film # 7509318.

OE Canada has tested the remaining transparency products carried by Grand & Toy to ensure they are compatible with OE’s photocopier and printer fleet. Inferior products tend to melt during the printing process resulting in expensive repair costs to the department.

We have added the transparency code in the Western Favourites section on the Grand & Toy website.
Financial Services has spent the last several years working on process improvements and researching procurement best practices from leading institutions. Over the last year, we have been working diligently on a project that involves the implementation of an eProcurement solution at Western. Western led an RFP process on behalf of the Ontario University Procurement Managers Association (OUPMA) to find a provider that could potentially supply all Ontario universities with an eProcurement solution, should they choose to implement one. The RFP was awarded to SciQuest Inc. in December 2012. Procurement Services also had to prove that the SciQuest solution would be beneficial to our University and successfully submitted a business case that was approved by the Board of Governors in March 2013.

An eProcurement solution is an online, one stop shopping marketplace similar to an Amazon shopping experience. Procurement Services will work with all of our contracted suppliers to obtain online catalogues that will be uploaded onto the Western marketplace. You will be able to make all of your purchases through this website. One of the many benefits of this solution is that Procurement Services can ensure that every department is purchasing items at our contracted price and no one department is receiving better pricing than another. We also recognize that for the majority of you, procurement is not your primary role. This tool will significantly speed up the requisition and approval process, allowing you to spend more time on other tasks and projects. Suppliers will also benefit as they will have the ability to submit invoices electronically to Accounts Payable and track the status of their own payments. We will also have the opportunity to convert some currently manual processes, such as cheque requisitions to an electronic form.

Another benefit to us putting this new solution in place is that Procurement Services can collectively see what everyone is buying and put more effective contracts in place. We want to be able to negotiate with suppliers to obtain better pricing for Western and this solution will help us identify more areas that we should be negotiating contracts for.

Implementation will take approximately 9 months with the implementation phase of the project starting in September 2013. Rollout of this new solution will begin in late Spring 2014.

You will be hearing a lot more on this initiative in the upcoming months. The eProcurement implementation team will be sending communications, forming focus groups, holding information sessions, and providing multiple types of training over the next year. We know you will have many questions as this project begins to roll out and we can’t wait to have a chance to answer them all. Expect to hear a great deal more about this exciting initiative.

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**Did you know...**

The cost of processing a purchase order is about $100 versus $25 for a p-card transaction. This is the cost from the requisitioner entering in the order to the payment of the vendor’s invoice.

Please consider using your p-card for all your smaller dollar purchases – not just up to $100. Your p-card can be used for purchases within your p-card single transaction limit, i.e., if your limit is $1000 per single transaction you should be using your p-card for items within that dollar value.

When ordering from non-Canadian vendors on a p-card there are just a few extra steps to follow:

- Your ship-to address MUST show University of Western Ontario as the first line, followed by your actual delivery location. This will ensure that the paperwork is forwarded to our customs broker and that your shipment will clear quickly.

- You must provide Elaine Roswell with the details of your purchase along with a speed code for her to charge the customs charges to. You can email Elaine at Roswell@uwo.ca

If you would like to get a Western p-card or would like more information on its use please contact Pina Sorbara at psorbara@uwo.ca