

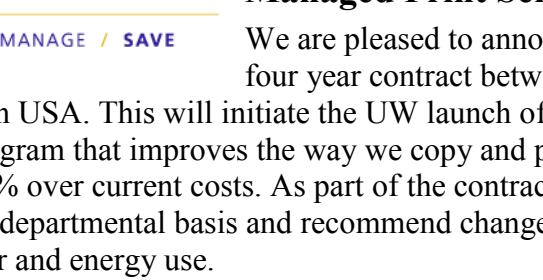


*Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.*

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**FOR ALL OF YOUR SUPPLIER CONTRACT NEEDS GO TO:**  
[UW CONTRACTS](#)



## Headline News



### Managed Print Services

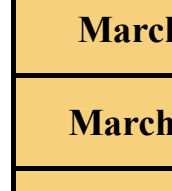
MEASURE / MANAGE / SAVE

### Contract Signed for Managed Print Services

We are pleased to announce the signing of a four year contract between the University of Washington and Ricoh USA. This will initiate the UW launch of Managed Print Services (MPS), a program that improves the way we copy and print documents while saving up to 25% over current costs. As part of the contract, Ricoh will assess current practices on a departmental basis and recommend changes that result in lower costs and reduce paper and energy use.

MPS includes simplified billing based on a "cost per page" model. Equipment, toner, supplies (excluding paper), maintenance, guaranteed service levels, and detailed account usage are all included in the service. Departments will no longer need to sign copier leases or purchase toner cartridges!

For more information, please go to the new [MPS website](#) or contact [Carla Helm](#) at 206-543-8056.



### Save the Date: Procurement Services Winter Forums

Here we go again. Please plan on attending one of our winter forums coming this March. With so many ongoing projects in Procurement Services, you need to attend one of these forums to stay current with new purchasing processes and to get a heads-up in what's coming in the near future.

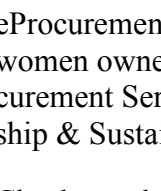
We will be highlighting [Managed Print Services](#) and [eProcurement projects](#) and timelines in addition to opening up the floor to your questions and providing you with networking opportunities.

We have four forums scheduled at this time at four different locations (see below). Please take time to [register here](#) for the one that is most convenient for you. Registration is not a requirement to attend but it helps us manage attendance and insures that you will get an electronic version of the forum presentation.

#### Procurement Services Fall Forum Schedule

Date	Time	Location
March 8, 2013	10:00-11:30	UW Bothell Building UWI, Room 280
March 13, 2013	1:30-3:00	UW Tower Auditorium
March 20, 2013	10:30-12:00	South Lake Union Room 123A
March 26, 2013	10:00-11:30	William H Foege Auditorium S060

If you have any questions please contact [Donna Ickman](#) at 206-685-0448.



### Ramping Up for Biennium Close

We're working on updating the Procurement Services Biennium Close website to reflect 2011-2013 biennium instructions and recommended cut-off dates for all purchasing processes and financial document types.

We will soon announce when it's up and running, but in the meantime, if you plan on making a purchase of a major piece of equipment or furniture, you need to be aware of the potential lead time required to complete the purchase. Purchases that need to be accounted for in the current biennium must be paid and received by June 30<sup>th</sup> 2013. **The recommended deadline for major, complex purchases is March 29, 2013.**

## Event Reminder



### Don't Miss Next Wednesday's 7th Annual UW Supplier Fair

The UW Supplier Fair is being hosted by Procurement Services and the Business Diversity Program. The fair will showcase suppliers in eProcurement, suppliers with a UW contract, as well as small, local, minority and women owned businesses. You will also have a chance to meet with staff from Procurement Services, the Business Diversity Program, and the Environmental Stewardship & Sustainability Office, so be sure to stop by our tables.

Check out the [complete list of suppliers attending the fair](#). And if you want some advice in how to maximize your benefits in attending the supplier fair, read [Ebonny Office Interiors Newsletter](#) for some handy tips.

If you plan to attend, it's not a requirement to register for the supplier fair but it's very helpful if you do. [Please register here](#).

**7th Annual UW Supplier Fair**  
**February 20th, 2013** 11am - 2pm  
**The HUB** North Ballroom  
\*light refreshments will be served\*

For more information please [read the flyer](#) or contact [Angela Battle](#) at 206-543-0847.

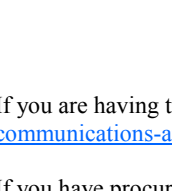
## Strategic Sourcing News



### Discounts Sought for Limo Services

Another transportation solicitation has hit the streets. It's a Request for Quote and Qualifications (RFQQ) for Limousine and Town Car Services. The request is soliciting discounts and amenities for this type of transportation service. It will be awarded and available to campus on April 1.

## Procurement Tips & Tricks



### Supplier Return Policies

There isn't a standardized return policy for suppliers, including our UW contracted suppliers. Return policies vary between suppliers and you can probably imagine how return policies will even vary within a supplier's product line based on the product. Short life span products will have a different return policy than a piece of equipment or furniture for instance.

Return policies for UW contracted suppliers are described in some of the supplier's terms & conditions found in contracts on the [UW Contracts web page](#). But the bottom line is "buyer beware". Be an educated consumer and ask the right questions. Know what the return policy is before you buy, particularly if it's a considerable investment.

If you have any contract questions or problems that a supplier isn't resolving to your satisfaction, you can always get in touch with the buyer who manages that contract. Contact info for contract owners are in a box in the top right hand corner of each contract page.

## eProcurement Supplier News



### Read Office Depot's 1st Quarter Newsletter

Office Depot publishes newsletters specifically for the UW 4 times a year. Check out the [winter edition here](#).

## Green Stuff



### Visit UW Environmental Stewardship & Sustainability at UW Supplier Fair on February 20<sup>th</sup>!

Learn about our many programs and resources to help you reduce your carbon footprint. Meet with staff members who can answer any questions about greening your work space, reducing your computing carbon and starting your own green team program.

### eNews Subscriptions

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**Procurement Services is a Division of Financial Management within University of Washington's Finance & Facilities**

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If you have procurement related questions please email: [pschelp@uw.edu](mailto:pschelp@uw.edu)



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