

Procurement Quarterly

2017 LSU PROCUREMENT SUMMIT HUGE SUCCESS



LSU PROCUREMENT SUMMIT



We want to thank all who attended the 2017 LSU Procurement Summit. Your participation helped to make the event successful. Over the two day conference, the Lod Cook Hotel & Conference Center welcomed over 225 participants ranging across the LSU campuses to procurement staff from other Louisiana higher education institutions and staff from the State of Louisiana Office of Procurement, LA DOTD and the LA Attorney General's office.

Participants were able to engage with one another during Procurement learning sessions covering: Methods of Procurement, Strategic Sourcing, Supplier Diversity, Sole Source Procurements, and many more. In addition to the learning sessions, a supplier expo was hosted with 39 suppliers in attendance including some of LSU's master contract and diverse suppliers.



Finance & Administration
Procurement & Property Management

Upcoming Training

Moveable Property: From Requisition to Disposal
Wednesday, November 29, 2017
8:30 AM – 9:30 AM

Methods of Procurement
Wednesday, November 29, 2017
10:00 AM – 11:00 AM

Strategic Sourcing 101
Tuesday, December 5, 2017
1:30 PM – 3:00 PM

Bid Types
Wednesday, December 13, 2017
8:30 AM – 9:30 AM

Professional, Specialty & Consulting Services
Wednesday, December 13, 2017
10:00 AM – 11:00 AM

All classes to be held in Peabody Hall Room 225.

To view classes and register:

- ⇒ Log in to myLSU
- ⇒ Click on 'Employee Resources'
- ⇒ Click on 'LSU Training and Event Registration'
- ⇒ Locate the appropriate training then click on 'View Classes'
- ⇒ Click 'Register'
- ⇒ Email confirmation sent to registrant

ANNOUNCEMENTS

- ⇒ **Apple** is now available in the CDW-G catalog in Workday. Most off-the-shelf Apple products (iPads, Apple TVs, Apple Care, and Apple-branded accessories) are aggressively priced at or below Apple institutional prices. CDW-G is in the process of negotiating with Apple to sell custom configurations at institutional pricing. In the interim, departments may obtain a quote from Apple and submit a non-catalog requisition for custom configuration purchases.
- ⇒ The **Fisher Scientific, Medline & McKesson** supplier websites/punch-out catalogs are now available in Workday. [Click here](#) for more on LSU master contracts and their product offerings.
- ⇒ **Purchasing Agents** are reminded to submit their PAC transcript to document training attendance. Instructions on how to access the assessment test will be sent thereafter. Once the test is successfully completed, the individual must generate the certificate of completion which serves as a prompt to send the Delegation of Authority MOU to the recipient. A copy of the fully executed MOU will be returned to the Purchasing Agent complete the certification process.
- ⇒ **Workday Attachments** have now been updated to allow you to right click on the attachment and download the pdf to view and print it.

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Supplier Diversity Highlight

The Supplier Diversity website highlight some of LSU's existing diverse suppliers on a quarterly basis as a brief introduction to the campus. This quarter's highlights are:



The Calling Card
design & print

World of Promotions



Did you know?



[CLICK HERE](#) for more information on the services they provide to LSU!

Procurement Reminders

- ◆ Specifications submitted to Procurement Services in Workday must be in a **Word** document.
- ◆ Visit the [Policies & Procedures](#) page to view the current procurement code policies & procedures.
- ◆ Alternate/Ad Hoc addresses **cannot** be used on requisitions that require an RFQ (solicitation). The 'Shipping Address' must be selected from the list of shipping addresses loaded in Workday. [Click here](#) to view the shipping address keyword crosswalk.
- ◆ Insurance must be obtained PRIOR to onsite work (installation, repairs, training etc.) provided by a supplier regardless of the payment method. Email purchase@lsu.edu or the commodity buyer directly to confirm if valid insurance is on file.
- ◆ LSU Employees are no longer permitted to complete enrollment applications on behalf of the supplier. However, they may assist in troubleshooting by forwarding them the [Supplier Registration Job Aid](#) or connecting them with the Supplier Help Desk by emailing suppliers@lsu.edu.



- ◆ A hand-signed W-9/W-8 is required for all supplier enrollment applications. Failure to submit the form may cause delay in supplier setup.
- ◆ The "Other Charges" field on a PO Change Order should not be used. If adding additional charges to a purchase order a new line item should be added. The spend category on the new line ensures the charge hits the appropriate ledgers. Also, Accounts Payable required a receipt be done to indicate receipt and acceptance of the charges.

Property Management

2017 Moveable Property Inventory

The certification deadline was October 31, 2017. Please make sure your inventory has been certified by both Asset Custodian and Department Head. Employees with either of these roles can verify status by going to the Track Progress tab of the inventory app (myLSU > Financial Services > Inventory Scanning Application) from their desktop computer. The mobile version does not include the Track Progress feature.

If you are unsure which Department Head your certification is pending with, or for any other questions related to this process please contact Property Management at property@lsu.edu.



GPS Devices on Fleet Vehicles

As mandated by the state, all new vehicles are being outfitted with a GPS tracking device prior to delivery through LPAA. Among other things, this will eventually pave the way for automation of the MV3 mileage logs. For now, however, MV3 logs are still required each month and must include all daily trip information.

Departments will be invoiced \$25.57 monthly by the Division of Administration/LPAA for each vehicle with a device. This does not apply to existing fleet, only vehicles purchased July 2016 and later.

Each department with at least one GPS-equipped vehicle should contact property@lsu.edu to request sign on credentials for access to reporting.

Please contact [Property Management](#) if you need additional assistance with the inventory process.

Staff Directory

Sally A. McKechnie

Assistant Vice President for Procurement & Property Management
Chief Procurement Officer

225-578-2307
smckechnie@lsu.edu

Michele M. Montero

Associate Director

Procurement Administration; Complex Request for Proposals (RFPs) and non-routine ITB's for Procurement of Goods and Operating Services; Supervision of Construction, Contracting & Procurement Staff

225-578-2306
mmorr12@lsu.edu

Barbara H. Lewis

Assistant Director

Professional, Specialty, and Consulting Services Contracts and Cooperative Endeavor Agreements Administration; Request for Proposals (RFPs) and non-routine ITB's for Contracting Services; Real Property Rentals and Leases; Supervision of Contracting Staff

225-578-2035
barabaralewis@lsu.edu

Tiffany N. Robinson

Business Development Manager

Workday Procurement Administrator; Procurement and Workday Training Supervisor; Procurement Security Access Data Steward; Newsletter; Website Management; MBE/WBE Reporting; Supervision of Front Desk, Student Workers, Supplier Management & Strategic Sourcing Staff

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Stephen D. Walczak

Strategic Sourcing Analyst

Strategic Sourcing & Spend Analysis; Supplier Website Error, Delivery & Supplier Issues

225-578-2303
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Procurement Staff

Alexandra T. Huber

Buyer

Appliances, Automotive equipment and supplies; Boats and Marine supplies; Furniture; Fuel; Charter Services

225-578-9398
atorre6@lsu.edu

Jamie P. Maddie

Contract Specialist

Professional, Specialty and Consulting Services Contracts/Amendments; Cooperative Endeavor Agreements; Sales of Service; Revenue Generating/Sharing Contracts/Amendments

225-578-7552
jphil41@lsu.edu

Allison B. Lansing

Buyer

Artwork; Audio/Visual equipment and supplies; Catering; Conference/Meeting & Facility Rentals; Courier/Freight Services; Food; Office, School, Library Equipment & Supplies; Paper; Printing Equipment, Services & Supplies; Publications & Copyrighted Materials; Promotional Items; Uniforms

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cwiney@lsu.edu

Amy H. Bourgeois

Buyer

Construction/Renovations Projects; Laboratory/Research/Clinical/Biomedical/Environmental/Nuclear, etc., supplies, equipment & services; Lab and drug testing; Hospital and Laboratory Gases; Pharmaceuticals; Police/Safety Equipment; Safety Equipment & Supplies; Veterinary Equipment & Supplies; Water Treatment Chemicals

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Jessica L. Price

Contract Specialist

Professional, Specialty and Consulting Services Contracts/Amendments; Advertising Contracts/Agreements; Art Museum Agreements; Software & Subscription Services and Implementation

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Support Staff

Jene' T. Ledet

Buyer

Athletic equipment & supplies; Brand Name products; Fitness equipment & supplies; IT Purchases (Computer Hardware etc); Moving/storage; Music equipment & supplies; Security Services; Telecom equipment & services; Telecom Manpower; Vehicles

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Barbara A. Daniel

Administrative Coordinator

Receptionist; Office Mail Distribution; State Contract Purchases under \$50,000; Professional, Specialty & Consulting Purchases less than \$2,000

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Charlotte Newman

Buyer

Agricultural equipment & supplies; Elevator Maintenance; Garbage Disposal Services; Grounds Equipment, Supplies & Maintenance; Heavy Construction Equipment; Supplemental Manpower Contracts; MRO Equipment, Tools & Supplies; HVAC equipment & supplies; Laundry Services; Pest Control; Janitorial services & supplies

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Supplier Enrollment & Maintenance; Public Bid Openings; Newspaper/LaPAC Bid Posting

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Procurement Support Services; Business System Purchases; State Contract Purchases under \$50,000

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Sharday D. Warner

Buyer

Construction/Renovations Projects

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This newsletter is posted at <http://www.procurement.lsu.edu> and emailed to Procurement Training Attendees, Department Purchasing Agents, Business Managers and those who have requested to be added to the email distribution list. To request addition to or deletion from this list, email Tiffany N. Robinson.