

The Procurement Services Department has started this *Quarterly Newsletter* to keep the campus community informed of the work we are doing in our department. We have several important initiatives coming up in 2019 that will impact the entire community. We want to keep everyone apprised of our progress as we work towards these initiatives, some of which are discussed below.

## Coming Soon – USD Marketplace!

You may have already heard that we will be implementing an *e-procurement system* starting in January 2019. This will help us reduce manual processes within the procure-to-pay environment, drive compliance with contracts, and minimize wasteful spending. The system includes a marketplace where you will purchase much of the goods and services needed to support the University. Kick-off meetings are set to begin in March 2019. End-users will have an opportunity to participate in the testing and implementation and provide their feedback. The goal is to have the software fully implemented at the start of the new fiscal year on July 1, 2019.

## Strategic Sourcing

As we move forward with our strategic sourcing initiative we want to keep you updated regarding our sourcing efforts. Below is a list of open RFPs which will result in several Campus-Wide Agreements.



## Competitive Bidding

In light of recent changes to our competitive bidding threshold we want to remind everyone that competitive bidding starts at \$10,000. Although quotes are not required under this threshold, we highly recommend comparing prices from at least 2 vendors, when possible, on smaller purchases.

When the purchase is expected to exceed \$10,000 a minimum of 2 informal quotes should be obtained for price comparison.

A formal competitive bid is required for purchases over \$50,000. Please contact our procurement team for assistance.



RFP #	Title	Due Date	Purpose
18-1002	Printing Services	21-Jan	Printing Services for USD Magazine & Miscellaneous Print Projects
18-1003	Managed Print	8-Feb	Managed Print Services
18-1005	Audio Visual Services	31-Jan	Production and Management Services for Commencement Ceremonies
18-1007	Small Construction Projects	1-Feb	To develop a registry of contractors for small construction projects (various disciplines and/or areas of expertise)