

Strategic Sourcing of Office Supplies

FACT SHEET

Strategic Sourcing is an approach that combines the purchasing of commonly-used supplies, equipment, and services in order to achieve more favorable pricing and more effective service. The University of Virginia recently awarded a strategically sourced cooperative contract for office supplies. The UVA contract provides for other entities to leverage high volume purchases and leverage total spending for all participating users. On Feb. 2, UMW will adopt this contract with The Supply Room “TSRC” as our exclusive office supply provider.

WHY

- Office supplies cost UMW more than \$250K annually.
- To leverage combined buying power for low cost, high-quality products, and superior customer service.
- Following an in-depth analysis, anticipated savings on everyday office supplies are expected to provide additional savings opportunities.
- Additional implementation bonus received from the vendor will benefit the University.
- UMW can reduce inventory carrying costs and delivery expenses for certain in-house products

WHAT:

- **The Supply Room Companies** is now UMW’s office supply vendor for common office supplies: toner, paper, binders, file folders, storage and shipping materials.
- The Supply Room is already a provider of choice for more than half of the University and has a reputation of outstanding customer service.

Look for the New “BEST VALUE” icon in the custom UMW eVA Punchout Catalog

WHEN: Starting February 2, purchases of common office supplies will be made through The Supply Room, a new UMW TSRC catalog will be available on the eVA site. The contract applies to all departments.

TSRC, Inc. will provide “how to webinars” for users on the following dates to introduce the new catalog:

- **Monday, February 2nd – 2pm**
 1. Please join my meeting: <https://global.gotomeeting.com/join/726464693>
 2. Call in using your telephone.
Dial +1 (872) 240-3412
Access Code: 726-464-693
- **Tuesday, February 3rd – 2pm**
 1. Please join my meeting: <https://global.gotomeeting.com/join/621130501>
 2. Call in using your telephone.
Dial +1 (571) 317-3112
Access Code: 621-130-501
- **Wednesday, February 4th – 2pm**
 1. Please join my meeting: <https://global.gotomeeting.com/join/781002189>
 2. Call in using your telephone.
Dial +1 (213) 493-0604
Access Code: 781-002-189

HOW:

- Purchasers will buy supplies using an eVA custom punchout catalog. There are two primary changes:
- eVA will support a UMW/Supply Room punchout catalog, and
- Copy paper, batteries, etc. will be purchased through the contract and no longer requested through the UMW Storeroom.

- Department purchasers will be invited to meet the vendor during an official kick-off later this Spring. The catalog will display the Supply Room's *BEST VALUE* icon for 500+ frequently purchased items at the top of the page. These supplies are under contract and provide the greatest savings.
- If a purchaser needs a specialty item not listed in the catalog, the purchaser contacts the Supply Room to determine if a similar or alternate item can be accommodated and if not, then the purchaser will purchase from another vendor.
- Department feedback on vendor quality and performance will drive vendor improvement efforts.
- Departments will receive office supply expenditure reports.
- Dale Elethorp, UMW Procurement Services Central Stores Manager, will monitor institutional spending to ensure adherence and continuous improvement of the office supply purchasing process.

BENEFITS:

1. One stop shopping – Easy to use!

- One vendor for basic office supplies, including HP ink and toner
- **Best Value items are already negotiated; no time wasted on price comparisons**

2. Great quality and service

- Next day delivery of in-stock office supplies
- Customer satisfaction as rated by the University community
- Bi-annual review of vendor performance
- Reliable source / Quality personal service
- Dedicated University Supply Room representatives

Key Vendor Metrics

- 1. Maintain a 4 star customer service rating**
- 2. Next day delivery of in-stock supplies > 95%**

3. Increased value and decreased cost

- Price Match Guarantee for lesser priced items sold by similar office supply vendors, such as Staples or Office Max
- Greater discounts on HP ink and toner
- Savings from lower pricing and no eVA fees provide more funds for the Department
- Vendor implementation fees provide funding for University strategic academic initiatives

4. NO minimum order, no charge assessed for small orders

Questions: Contact Dale Elethorp

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