



**Administrative Excellence**  
UNIVERSITY OF WISCONSIN-MADISON  
*Shaping our Future*

## **Project: Strategic Purchasing**

### **Q1. Will there be new strategic purchasing guidelines and/or policies and how will they be enforced?**

A1. Once standards are established for purchasing select products, it will be a policy expectation that those products will be purchased. Work will begin this summer to develop standards which will be communicated to the campus (see [www.adminexcellence.wisc.edu](http://www.adminexcellence.wisc.edu) for evolving efforts). Processes for monitoring compliance will be developed by the implementation teams for each strategic purchasing category.

### **Q2. Who determines which products make the list for standard purchases of office supplies? For example, how do I make sure a pen I need to do my work is included on that list?**

A2. The implementation group will determine what the standards are for office supplies. In regards to pens, the team recommendation would be a family of pens that is available in different tips as well as different colors. The list of standard items will be regularly re-evaluated and communicated to campus. There will also be an exception process for items that are truly unique.

### **Q3. For computer purchasing, how will the primary and secondary vendors be selected? How often will they be re-selected?**

A3. A technical advisory committee comprised of key campus stakeholders will select computer bundles (pre-determined configurations, both desktops and laptops) which meet the majority of campus needs. Vendor selection will be a competitive process which will be repeated as determined by a technical advisory committee.

### **Q4. How will vendor selection for computers be different from the contract system the State has now?**

A4. Vendor selection will be based on a competitive process as required by State procurement law, but the University's intent to create computer bundles to be used for most purchases is new. We expect that the market will respond positively to the University's intent to have bundles in place allowing them efficiencies of ordering and billing.

### **Q5. What about Apple computers - will they be available?**

A5. It is too early to speculate about vendor selection. While negotiations with vendors are still pending, we can't provide public information that might compromise the University's negotiation position.

### **Q6. Will there be exceptions to the standards for purchasing and how will that be handled?**

A6. Specific processes for how to manage exceptions will be addressed by the implementation teams this summer. The exception process might differ with each of the strategic purchasing categories.

**Q7. Specifically related to computer purchases, will there be exceptions made allowing a department to purchase computer equipment from another source when we can get an equivalent configuration for a lower price?**

A7. The technical advisory committee will establish the criteria for exceptions to purchasing from the list of selected computer bundles. It is unlikely that lower price alone will be a sufficient reason for granting an exception. The exception process will be finalized by the technical advisory committee during implementation.

**Q8. Our staff has acquired expertise repairing a certain vendor's computer. Was the cost of re-training staff factored into your cost-saving numbers?**

A8. The potential cost of re-training staff is included in the financial analysis.

**Q9. Have you given consideration to the evolving nature of computer hardware needs - are iPads, thin clients, etc. going to fall outside the scope of this bundling recommendation, or are you leaving room for them to be included?**

A9. The scope of the team was limited to desktop and laptop computers, but we understand the evolving nature of computer hardware. Computer peripherals such as mice, keyboards, etc. and Audio/Visual components such as projectors, video players, etc. were also outside the scope of the Computer Bundles team. Sourcing strategies for items not currently within scope should continue to be reviewed by the technical advisory committee as our bundle configurations change.

**Q10. Is there anything we should be gathering or doing now for items we anticipate being an exception to the standard?**

A10. It would be premature to assume that you will have exceptions to the standards. I would recommend you stay connected to the AE website for opportunities to participate and provide input into the implementation phase.

**Q11. How will the new plan affect labs that purchase scientific supplies from companies using a blanket PO or p-card i.e. kits that go with a specific piece of equipment. Only the company we bought the equipment from has the kits.**

A11. If the required products are not available through e-commerce or contracts, there will be a mechanism for purchasing them.

**Q12. Will p-cards still be available?**

A12. P-cards will still be available, but policy regarding their use may change. The specific processes/procedures and p-card expectations will be developed during the implementation phase.

**Q13. It is my understanding that using remanufactured toner can void your printer's warranty. Did the team consider this when recommending using remanufactured toner to reduce costs?**

A13. The Office Supplies team found that warranties remain in place even if remanufactured toner is used. Significant savings can be achieved by converting to remanufactured toner. It will also support the campus sustainability initiative. There will be quality standards written into any contracts with vendors for remanufactured toner and warranties will apply based on the standards.

**Q14. Has a decision been made on the types and sizes of trash can liners that will be purchased?**

A14. The team has made a recommendation that includes several types and sizes, based primarily on current usage on campus and cost. The final decisions will be made regarding the specific brands, types, and sizes during the implementation process.

**Q15. How and when will the implementation teams be created?**

A15. The work that has been done has set a framework for implementation, and cross-functional teams will again be used to move initiatives forward this summer. To the extent we have individuals interested in representing stakeholder groups, we would ask that they send an e-mail of interest to us at: [aefeedback@vc.wisc.edu](mailto:aefeedback@vc.wisc.edu)

**Q16. Is there a projected timeline yet for when strategic purchasing recommendations would go into effect?**

A16. Most projects have just begun the process of moving to implementation in July 2012.

*Updated 8.13.12*