

# Dollars & Sense



Spring 2014 Volume 7, Issue 4

Purchasing Resource Services

## Northwestern University's Annual Preferred Vendor Expo

Join us on March 25 and March 27 for the Northwestern University Vendor Expo! The Vendor Expo is the perfect opportunity to meet NU Preferred Vendors, connect with high-quality product and service providers, and discover solutions to make your job easier. You'll gain product knowledge and information from new Preferred Vendors and network with other faculty and staff. From software and lab supplies to travel and catering services, you'll find it at the Expo.

Preferred Vendors have been selected by Purchasing Resource Services on behalf of the entire University, based on the results of a formal competitive bid or negotiation. Many Preferred Vendors also have web-based catalogs in [iBuyNU](#).

Attendance is free and no registration is necessary. Have fun, sample products, and walk away with new ideas and information for saving time and money!

- Chicago** Tuesday, March 25, 11:00 a.m.–2:00 p.m.  
*All Vendors:* Lurie Center Atrium
- Evanston** Thursday, March 27, 11:00 a.m.–2:00 p.m.  
*Lab Vendors:* Pancoe Pavilion, Second Floor  
*All Other Vendors:* Norris Center, Louis Room

## Adobe Software Available for University and Home Use

Northwestern University's agreement with Adobe offers the full suite of Adobe Creative Cloud software to faculty and staff on University-owned computers, including a home-use provision for authorized users. The programs are available for Windows and Mac, and many can be downloaded individually for those who do not require the entire Creative Cloud Package.



- |                         |                  |
|-------------------------|------------------|
| After Effects® CC       | Illustrator® CC  |
| Audition® CC            | InCopy® CC       |
| Bridge CC               | InDesign® CC     |
| Dreamweaver® CC         | Media Encoder CC |
| Encore®                 | Photoshop® CC    |
| Fireworks®              | Prelude® CC      |
| Flash® Builder® Premium | Premiere® Pro CC |
| Flash® Professional CC  | SpeedGrade® CC   |

### University Use

All University-owned computers are eligible regardless of location. Faculty and staff can [download the Adobe Creative Cloud software from NUIT](#) at no cost.

### Home Use

Current faculty and staff with an Adobe title installed on their University-owned computer may also download a copy of the same software for a personal machine at the cost of a small annual service fee of \$9.75 for this license.

Visit the [NUIT software website](#) for more information on how to order and install.

**The following vendors have registered to participate in the Chicago and/or Evanston Vendor Expo. Visit [PRS News](#) for the comprehensive list and floor plan for each campus event.**

- |                       |                    |
|-----------------------|--------------------|
| ABS Graphics          | Kayhan             |
| Advanced Resources    | LaSalle Network    |
| Airgas                | Life Technologies  |
| Apex Systems          | Lonza Walkersville |
| Arrow Messenger       | New England        |
| AT&T                  | Biolabs            |
| Bio-Rad               | North Bridge       |
| Canteen               | Staffing Group     |
| Catering by Michael's | Office Concepts    |
| CDW-G                 | OfficeMax          |
| Cell Signaling        | Orbitz             |
| Technology            | Populus Group      |
| City Staffing         | Printing Arts      |
| Clontech              | Promega            |
| Complete Book         | Quartet            |
| Corporate Business    | Rainin             |
| Cards                 | Regal              |
| Databank IMX          | Ricoh              |
| Datamation            | Roche              |
| Dell                  | SHI                |
| eBioscience           | Sigma-Aldrich      |
| EMD Millipore         | Sodexo             |
| Enterprise/National   | Specialty          |
| FastSigns             | Underwriters       |
| Fisher Scientific     | Swoon Technology   |
| Food for Thought      | Resources          |
| Gordon Flesch         | TIG                |
| Grainger              | T-Mobile           |
| Hearty Boys           | Transgroup         |
| Henricksen            | Unique / Active    |
| HP                    | United Airlines    |
| Ice Mountain          | US Bank            |
| Integrated DNA        | Vision Integrated  |
| Technologies          | Graphics           |
| Insight Global        | VWR                |
| K&M Printing          |                    |

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## Temporary Staffing Agencies Added for In-House Employment Service

To assist University departments and schools in meeting the growing demand for temporary staff support, PRS and the Northwestern University [Temporary Staffing Center](#) have established a group of approved agencies to help manage the high volume of these employment requests. Following a thorough competitive bid and in collaboration with a committee of hiring managers from a diverse range of departments and schools, eight agencies have been awarded contracts to offer qualified temporary employees to meet the University's ongoing and fluctuating staffing needs:

**Advanced Resources**

**Apex Systems Inc.**

**City Staffing**

**Insight Global**

**LaSalle Network**

**Northbridge Staffing Group**

**Populus Group**

**Swoon Technology Resources**

Using these Preferred Vendors allows you to request and hire temporary staff from a broad pool of experienced workers who have been pre-screened to meet the particular needs of your school or department. Specialty job categories include but are not limited to:

- Administrative and Clerical
- Financial and Accounting
- IT and Technical
- Marketing and Graphic Design

The NU Temporary Staffing Center assists in filling temporary long- and short-term vacancies for a variety of reasons, including vacations, leaves of absence, special projects, seasonal peaks, and unexpected business demands. These new agreements also provide for direct hires and consultants. As an added benefit, discounted mark-ups on temp pay rates, percentage fees for temp-to-hire conversions, and direct-hire fees have already been pre-determined to ensure University-wide consistency. More information will be provided in the [PRS Preferred Vendor Matrix](#), and each approved agency's profile will be available soon.

## Ready to begin the hiring process?

### Working with the NU Temporary Staffing Center

Hiring managers may contact the NU Temporary Staffing Center for all requests. If circumstances require specialty job categories outside Admin/Clerical, you may be referred to one or more of the above Preferred Vendors.

### Independent Inquiry

Hiring managers may also contact any of the Preferred Vendors independently for candidate selection. Documentation for any candidate hired from an external temporary staffing agency must be provided to the NU Temporary Staffing Center. All Preferred Vendors know this requirement and are prepared with necessary checklists and documents to fulfill onboarding requirements. Preferred Vendors will also do background checks and skills testing at no additional charge.

For more information about the temporary staffing bid and resulting contracts, please contact Betsy Costello, Procurement Administrator, at 847-467-0590 or [m-costello@northwestern.edu](mailto:m-costello@northwestern.edu).

For more information about processing temporary staff hiring requests, please contact Ann Watson, Supervisor - NU Temporary Staffing Center, at 847-467-3271 or [a-watson@northwestern.edu](mailto:a-watson@northwestern.edu).



# Process & Procedures

## Hold From Further Processing Update

Purchasing Resource Services is notifying end users via email regarding the new Hold PO from Further Processing procedure that took effect March 1, 2014. This function is to be used primarily to send POs to an alternate fax number/email. Exceptions to this rule will be granted on a very limited basis. As of March 1, 2014, Purchasing Resource Services will return requisitions when the transaction types identified are appropriate to be processed as an online voucher; products or services that should have been ordered with a PO sent to the vendor prior to delivery or service; POs without appropriate justification to be put on hold, etc. For further clarification regarding this procedure, please review the [Northwestern University Alternative Payment Matrix Guide](#) or contact Purchasing Resource Services at 847-491-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).

## New Purchase Order Change Request Process

As of February 17, 2014, there is new functionality in [NUFinancials](#) for Purchase Order (PO) Change Requests. PO Change Requests are now created, submitted, approved, and tracked within NUFinancials. PO changes that require approvals can be routed through the same workflow routing that is applied to Requisitions. Once a PO Change Request is fully approved, the changes will be applied directly to the PO. Some of the new features and options include:

- Ability to request changes, edit saved changes before submitting, and review completed PO Change Requests.
- View current version side-by-side with new version as you enter changes.
- Each PO Change Request is given a unique identifier beginning with the letters "POC," making it easy to track the progress of your request.

Project Café has posted a [PO Change Request Webinar](#) that provides more detail about the new POC process. We encourage you to view the webinar as it provides important information about the new process. For more information, please visit [cafe.northwestern.edu/announcements/pochange.html](http://cafe.northwestern.edu/announcements/pochange.html).

## New Policy on Purchasing of Cadavers and Recognizable Human Body Parts for Educational & Research Purposes

The Feinberg School of Medicine Office for Regulatory Affairs announced the issuance of the Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes policy. Northwestern University is committed to the legal, dignified, and respectful treatment of cadavers and recognizable human body parts for educational and research purposes on University premises. The acquisition, inventory, use, storage, transfer, transportation, and disposition of cadavers and recognizable human body parts that are used for educational and research purposes must be conducted in compliance with all legal, public health, and ethical standards, and in a safe and respectful manner.

The purpose of this policy is to set forth guidelines and assign oversight responsibilities to ensure the proper handling of cadavers and recognizable human body parts. If this policy relates to your work in any way, please familiarize yourself with the policy and related documentation by visiting [feinberg.northwestern.edu/compliance/resources/anatomical-specimens/index.html](http://feinberg.northwestern.edu/compliance/resources/anatomical-specimens/index.html).

Please direct questions about this policy to your school or unit office; Bridget Chamberlain at 312-503-2855 or [bridget-chamberlain@northwestern.edu](mailto:bridget-chamberlain@northwestern.edu); or the Feinberg Office for Regulatory Affairs at [fsm-compliance@northwestern.edu](mailto:fsm-compliance@northwestern.edu).

Purchasing Resource Services worked with Feinberg and NU to establish Preferred Vendor contracts to reinforce adherence to the new policy discussed above. You can access information about the three Preferred Vendors by visiting the [Preferred Vendor Matrix](#). If you have any questions about the Preferred Vendor contracts, contact Kimberly Li, Procurement Administrator, at 847-467-0837 or [kimberly.li@northwestern.edu](mailto:kimberly.li@northwestern.edu).

**The new PO Change Request process was implemented to assist in reducing the number of change order requests that truly are not necessary. They may be sent back by PRS. Please keep in mind the following:**

- If the invoice submitted is less than the PO or PO line, no change order request needs to be submitted.
- If the invoice is submitted with the correct price but it is slightly higher than the PO or PO line but still within tolerance, no change order request needs to be submitted. Please note the set tolerance is 25% or \$100, whichever is less.
- If the invoice submitted is an exact match to the PO or PO line, the PO will close automatically within 15 days after it has been fully received (non-catalog orders only) and fully matched. A change request does not need to be submitted to close a PO unless it is a Blanket or Receive by dollar amount PO that has an open amount.
- Please remember, prior to entering a non-catalog requisition, ensure you have the most up to date and correct quote and pricing from the vendor. This eliminates the need to request a change because the submitted invoice should match the PO.

# Preferred Vendor Updates

## Cell Phone Providers

### T-Mobile

#### New Activations and Current Promotions:

Visit [NU's T-Mobile Advantage Web Portal](#) or call 866-464-8662 and use the promo code provided.

#### Information for Current T-Mobile Customers:

T-Mobile recently changed their Advantage Discount Program for employees. Because T-Mobile has invested so much into making their Simple Choice rate plans the best value in wireless, starting on March 31, 2014, the Advantage Program will change from a discount on their rate plans to a \$25 Advantage Reward Card with the purchase of a device. The discount will be removed from all individual liable accounts in the May 2014 billing cycle. If you are currently a T-Mobile customer, you should receive a formal letter from T-Mobile about these changes soon. Corporate accounts will still receive a 12% discount.

T-Mobile Simple Choice plans plus Advantage Program benefits:

- No annual service contracts and no activation fees
- Early Termination Fees reimbursed to help free you from your current service contracts
- Unlimited international texting from the U.S. to 200+ countries
- Unlimited data and text in over 115 countries included at no extra charge
- Unlimited talk, text, and web on the fastest nationwide 4G LTE network
- 200 MB of data free for life on all T-Mobile connected tablets
- Get a \$25 Advantage Reward Card for every line on your account—plus an additional \$25 Reward Card every time you upgrade a device or add a new line
- Special Advantage™ Program offers available throughout the year

If you encounter any issues during this process, please email [joseph.biancofiori@t-mobile.com](mailto:joseph.biancofiori@t-mobile.com) for assistance.

### AT&T

[AT&T](#) will continue to provide a 20% Service Discount to both Northwestern corporate accounts and to staff individual accounts. For more information and to view current promotions, please visit AT&T's page on the [Preferred Vendor matrix](#).

### Canteen

PRS is developing an easy-to-use catalog to facilitate re-ordering of coffee and supplies through iBuyNU from [Canteen](#). This catalog should also be available in iBuyNU in April, and should substantially reduce the need to rely on blanket orders to facilitate re-ordering of coffee and supplies.

### Dell

[Dell](#) enabled the "Self Encrypting Drive" (SED) as part of the hard drive customization options for some models on their iBuyNU catalog. SED delivers added data security for hard drives. Contact the Dell account team at [northwesternuniversityteam@dell.com](mailto:northwesternuniversityteam@dell.com) for further details.

### CDWG/Lenovo

[CDWG](#) loaded a variety of new Lenovo products and model upgrades to their iBuyNU catalog. Many of the upgrades include the 4th generation Intel® processor, longer battery life, an even thinner and lighter design, and adaptive keyboard. New models include the Thinkpad Yoga and 2nd generation X1 Carbon. Reach out to the CDWG account team at [angieandbrian@cdw.com](mailto:angieandbrian@cdw.com) for details.

### Qiagen

[Qiagen](#), an NU Preferred Vendor for lab supplies, has a new representative. Lisa Compton Richards can be reached at [lisa.richards@qiagen.com](mailto:lisa.richards@qiagen.com) or 331-222-2567.

### Rainin Instrument

[Rainin Instrument](#), an NU Preferred Vendor for lab supplies, has a new representative. Traci Beckley can be reached at [traci.beckley@rainin.com](mailto:traci.beckley@rainin.com) or 314-703-4091.

### Santa Cruz Biotechnology

[Santa Cruz Biotechnology](#), an NU Preferred Vendor for lab supplies, has a new representative. Madeline Baker can be reached at [bakerm@scbt.com](mailto:bakerm@scbt.com) or 800-457-3801 ext. 131.

To learn more about our Preferred Vendors, and to find the Procurement Administrator who handles each Preferred Vendor contract, please visit our [Preferred Vendor Matrix](#).

# New Preferred Vendors

## Office for Research Safety Certification and Testing of Equipment for Evanston and Chicago Campuses

Salus, Inc. was awarded the contract for Certification and Testing of Containment and Safety Equipment beginning February 1, 2014. Salus will work directly with occupants to arrange for inspection and certification of chemical fume hoods. For Biological Safety Cabinets (BSCs) and other equipment, work will be coordinated through the Office for Research Safety (ORS). Salus will update the current BSC inventory and transition to contacting each lab in advance to schedule a mutually convenient time to inspect your equipment.

For questions regarding the new contract or to schedule services, contact the appropriate campus ORS Director:

- **Evanston Office:**  
Markus Schaufele at 847-491-5581 or m-schaufele@northwestern.edu
- **Chicago Office:**  
Andrea Hall at 312-503-8300 or ahall@northwestern.edu

For questions regarding contract administration, contact Alexis Karas, Procurement Administrator at 847-491-5321 or alexis.karas@northwestern.edu.

For customer feedback or questions regarding services rendered, contact Jay Renstrom, Director of Operations, Salus, Inc. at jay.renstrom@salustech.net.

## New Maintenance, Repair, and Operations Vendors in iBuyNU

PRS awarded Preferred Vendor contracts for Maintenance, Repair, and Operations supplies to the following vendors:

- Steiner Electric: electrical supplies
- Johnson Pipe & Supply: plumbing supplies
- Grainger: tools, hardware, fasteners, safety, etc.

The contracts have been finalized and the vendors' catalogs are now in iBuyNU. For questions regarding the new vendors or contracts, please contact Alexis Karas, Procurement Administrator, at 847-491-5321 or alexis.karas@northwestern.edu.

## PRS BIDS & CONTRACTS IN THE WORKS

Purchasing Resource Services is always working to ensure that Preferred Vendor contracts are established to best serve the needs of NU departments and schools. The list below includes a combination of new contracts and timely rebids of current contracts on which PRS is currently working:

- NUIT, Next Generation Voice Solution
- Office Furniture
- Janitorial supplies
- Lamp Recycling
- Merchant card processing
- Medical supplies
- Carpet/ Flooring
- Prime vendor lab supply contract
- Internal Moves
- ORS Hazardous Material Packing & Shipping
- Promotional Items
- Paint & Paint Supplies
- RFID system for CCM
- Rentals (tents, table, chairs, etc.)
- Mattresses
- Household Relocation Moves
- Catering
- Kellogg Employee Engagement Survey

For questions about these or other bids or vendors, contact PRS at 1-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).



### SYSTEMS MANAGEMENT

Following a competitive bid process led by PRS and NUIT, Dell KACE has been selected as the new preferred method of systems management for information technology equipment. NUIT continues to work directly with Dell to finalize the details of the rollout.



### PHOTO & VIDEO

As a member of the E&I Purchasing Cooperative, PRS leveraged a competitively-bid contract with B&H Photo-Video and adopted it as a Preferred Vendor. Departments and schools will receive 10-12% off regular prices plus free delivery. A large online catalog of supplies will be available in iBuyNU in April.

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## Current and Upcoming Technology Bids

### Computer Hardware

PRS is currently working with technology professionals from several departments and schools at Northwestern to competitively bid NU Preferred Vendor contracts for computer hardware (currently held by Dell and Lenovo). This bid process includes desktops, laptops, tablets, and low-level servers and is expected to be completed by early summer.

### Printers, Computer Accessories, and Software

The NU Preferred Vendor contracts for printers (HP), computer accessories (TIG) and software (SHI) are scheduled to expire in 2014. Current plans are to competitively bid new contracts for all three of these categories later this year. If you are interested in joining an evaluation committee to assist with the bidding process, please contact Dave Zohfeld, Procurement Administrator, at 847-491-8122 or d-zohfeld@northwestern.edu.

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## PRS Staffing Changes

### Kim Li

#### Procurement Administrator

Kim Li joined Purchasing Resource Services on March 3. She joined PRS from Harvard University, where she served as Financial Associate and Purchasing Specialist for the Stem Cell Dept. Her previous procurement category experience includes laboratory purchasing, IT, and construction contract management. Kim hails from Minnesota and after living on the east coast for the past seven years, she is very excited to return to the lovely polar vortex of the Midwest and looks forward to working with everyone at Northwestern University. Kim will be working extensively with the research community.

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### Work for a lab in Evanston?

*There's a Vendor Expo event just for you, featuring 15 Preferred Vendors who specialize in lab services and supplies. Visit [PRS News](#) for the complete list.*

Thursday, March 27, 11:00 a.m. - 2:00 p.m.

Pancoe Pavillion, Second Floor

Coffee and desserts will be served!

## PRS Directory

### General Purchasing

847-491-8120

[purchasing@northwestern.edu](mailto:purchasing@northwestern.edu)

### Jim Konrad

Director of Purchasing

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