

NU Dollars & Sense

PURCHASING RESOURCE SERVICES (PRS)
UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY

Walk-in checks not accepted

Alert from the Office of the Controller and Purchasing Resource Services:

Due to fraudulent activities outside the control of the University, some retail locations and hotels are not accepting NU checks presented by individuals. To avoid rejection of your check payment, please:

Create a purchase order and remit payment directly to the vendor's corporate office (not a local outlet).
Use an official NU procurement card for the purchases of supplies and reserve or pay for conference rooms:

www.northwestern.edu/accounting-services/menu3.html

Use petty cash for small, emergency purchases

www.northwestern.edu/finsys/polcydoc/cashmenu.html

Use a corporate American Express card for travel and hotel accommodations

www.northwestern.edu/bursar/corpcard.html

For more information, please contact:

Accounting Services, Mary Hallissey 1-5340 or m-hallissey@northwestern.edu
PRS, Jim Konrad 1-8121 or j-konrad@northwestern.edu

New Preferred Vendors

Purchasing Resource Services recently awarded several new contracts in a variety of areas—computers; office furniture; business cards, letterhead and envelopes; light bulbs; and security guards. In addition to these new contracts, negotiated pricing agreements with several Chicago hotels as well as Hewlett Packard Printers were also established.

Dell, Lenovo and Apple were awarded computer contracts. Steelcase, Haworth, and Allsteel were awarded office furniture contracts. These contracts include the best pricing ever offered to the University.

Triangle Printers are contracted for business cards, letterhead, and envelopes. Triangle offers competitive pricing, with central billing and a convenient online store.

Bright Electric was awarded the contract for light bulbs, dramatically improving the University's discounted rates.

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A new University-wide contract for security guards was established for University Police. All requests for on-campus security services should be directed to University Police for review and approval. Direct departmental contracting or sub-contracting for security services is not permitted. University Police will work with departments to coordinate approved security services.

PRS and Travel Services created a Preferred Hotel Program for faculty and staff conferences, and incoming

guest speakers and visitors staying in Chicago. An extensive review process including input from several NU departments and tours of the properties was conducted before the final hotels were chosen. Six properties (two 3-star, three 4-star, and one 5-star) were selected for the best overall value to the University, based on rate, proximity to campus, quality of the property, and past service.

A pricing agreement was established with Hewlett Packard for printers. This pricing agreement represents the

best pricing the University has ever received on HP printers. Orders will be placed directly with HP, products will be shipped by them, and the University will pay them directly.

More detailed information regarding each contract can be found on the PRS website at the link, "Buying at Northwestern":
www.northwestern.edu/userservices/Purchasing.

COMPUTERS

Dell: *Contract features several versions of their Latitude laptop and Optiplex desktop computers.*

Vendor Number: V742616805K
Contract #: PRSCONT 2006-007D
Contact: Mark Brandon
Phone: 800.274.7799 ext. 72.64274
E-mail: mark_brandon@dell.com

CDW-G/Lenovo: *Contract features several versions of the Lenovo Thinkpad laptop and Thinkcentre desktops.*

Vendor Number: V364230110B
Contract #: PRSCONT 2006-007C
Contacts: Angie Bania & Kelly Penney
Phone: Angie: 877.826.1289
Kelly: 866.723.2006
E-mail: angiban@cdwg.com
kellpen@cdwg.com

Apple: *Contract includes most products at an additional discount off the already discounted Higher Ed pricing.*

Vendor Number: V942404110M
Contract #: PRSCONT 2006-007A
Contact: Ty Beckmann
Phone: 800.800.APPL (2775)
E-mail: tbeckmann@apple.com

OFFICE FURNITURE

Steelcase:

Contractor/Dealer: Office Concepts
Vendor Number: V3640229491
Contract #: PRSCONT2006-003S
Contacts: Brenda Nielson & Ann Welsh
Phone: Brenda: 312.563.5242
Ann: 312.563.5237
E-mail: bnielson@officeconcepts.com
awelsh@officeconcepts.com

Haworth:

Contractor/Dealer: Kayhan
Vendor Number: V363178094A
Contract #: PRSCONT2006-003H
Contact: Jennifer Wilson
Phone: 847.843.5099
E-mail: Jennifer.wilson@kayhan.com

Allsteel:

Contractor/Dealer: Henricksen
Vendor Number: V362649935
Contract #: PRSCONT2006-003A
Contact: Valerie Vidoni
Phone: 630.775.7614
Cell Phone: 847.977.3666
E-mail: v.vidoni@henricksen.com

BUSINESS CARDS & LETTERHEAD

Triangle Printing:

Vendor Number: V362499833A
Contract #: PRSCONT2006-005
Contact: Steve Goerth
Phone: 847.675.3700 ext. 265
E-mail: sgoerth@triangleprinters.com

LIGHT BULBS

Bright Electric:

Vendor Number: V36083885O
Contract #: PRSCONT2007-009
Contact: Brad Cohen
Phone: 312.296.3652
E-mail: bcohen@brightelectric.com

SECURITY

Security Guards:

Contact: Lieutenant Kenneth Jones
Phone: 7-2069
E-mail: k-jones@northwestern.edu
If Lt. Jones is unavailable, please contact Dave Schultz at 1-3752 or d-schultz3@northwestern.edu.

PRINTERS

Hewlett Packard Printers:

Contractor: MCPC/HP
Vendor Number: V941081436H
Agreement #: PRSNEPA2006-007
Contact: Cheryl Johnstone
Phone: 800.444.0938 ext. 5200
E-mail: cheryl.johnstone@mcpc.com

CHICAGO HOTELS

Chicago Preferred Hotel Program:

The Allerton Hotel
Fairfield Inn and Suites
Hilton Suites (formerly the Doubletree)
Chicago City Centre Hotel & Sports Club (formerly the Holiday Inn)
Omni Chicago Hotel
The Peninsula Chicago
Club Quarters (membership hotel)

Reservations: complete a Hotel Reservation Agreement form and fax or e-mail it to the hotel. All hotel and representative info, as well as the HRA form can be found on the Travel Services website at: www.univsvcs.northwestern.edu/travel/hotel.htm.
Contact: Jeffrey Levin at 1-5993 or jhlevin@northwestern.edu.

FAQ: How are Preferred Vendors established?

A contract is established after a formal competitive bid process managed by PRS is conducted. Vendors who currently offer a product or service on campus are invited, along with other businesses, to submit a proposal. PRS involves various departments and schools in the decision-making process. The contract is then awarded to the vendor(s) that offer the best value to the University.

-or-

A pricing agreement is established based on a negotiation between a vendor and PRS, not a formal bid process. These agreements are established if it is in the best interest of the University. Some reasons for pricing agreements include: a low

amount per transaction; the product or service needed is proprietary, unique or exclusive in nature; or the University (or department) has a strong preference for a particular vendor.



Departments and schools are strongly encouraged to use Preferred Vendors for the following reasons:

Best Value: Preferred Vendor Contracts deliver the best overall value to the University based on price, delivery capabilities, quality, past performance, training, and financial stability.

Less Legwork: Preferred Vendors are established to minimize duplication of effort. Departments and schools are not required to solicit other bids when using a Preferred Vendor Contract since PRS has already conducted this process and terms and conditions have already been set.

Accountability and Service: Vendors have more of a commitment and a trusted relationship with the University. When a contract is in place, PRS is able to hold contracted vendors accountable and ensure products and services meet expectations.

Increased Volume=Competitive Costs: More volume provides incentive for vendors to offer the best possible prices to the University.

Changes and Renewals

Corporate Express

Pricing has been reduced on Corporate Express branded copy paper. All paper typically ships within one business day. For more information, or to order copy paper at the new negotiated prices, log onto E-Way at www.eway.com.

CDW-G

Amanda Nyren is interning with CDW-G on the Evanston campus this quarter. She will be informing campus departments about the benefits and services CDW-G offers NU, including promotions and other IT purchasing opportunities. Amanda can be reached at 847.809.6189 or amannyr@cdwg.com.

Apple Computers

Apple Computers has added new contact numbers for sales, phone orders, and tech support: www.univsvcs.northwestern.edu/Purchasing/secure/computer1.htm

Ice Mountain Nestlé Waters North America

The new representative for Drinking Water Service is Jim Captain. He can be reached at 847. 400.3658 - office, 630.546.6167 - cell phone, or email jim.p.captain@waters.nestle.com.

USA Mobility

The new representative for paging service is Lyndel Pleasant. He can be reached at 630.376.1629 or email lyndel.pleasant@usamobility.com.

Citadel Information Management

The new representative for Document Destruction Services is Rob Golden. He can be reached at 866.798.7400 ext. 123 or rgolden@citadelim.com.

Filterfresh Coffee Service

New prices have been established: www.univsvcs.northwestern.edu/Purchasing/secure/filterfresh.html



More detailed information regarding these contracts, agreements, and revised prices can be found online under the link, "Buying at Northwestern" at

www.northwestern.edu/uservices/Purchasing



Schedule of Events

JOIN US FOR AN INFORMATION SESSION:

Recently Awarded Contracts and Agreements

Meet our new office furniture preferred vendors. Find out more about how your school or department can take advantage of the new pricing.

Tuesday December 4, 2007

10:00 - 11:30 am Thorne Auditorium, Rubloff Building, Chicago Campus

Thursday, December 6, 2007

10:00 - 11:30 am Chambers Hall (Transportation Center), Evanston Campus

General Purchasing Information

Purchasing Resource Services has decided not to have a general Purchasing Info Session on January 22 and 24, as previously announced. Instead, PRS and Project Cafe are developing a session together. Please look for Project Café's upcoming training/transition workshop schedule. One of the Transition Workshops will be an overview of the Procure to Pay process here at NU. We highly recommend that you attend one of those sessions in February to learn more about some of the other, non-system related aspects of the purchasing environment including new processes, procedures, policies, organizational structure and more.

New Staff

Purchasing Resource Services is excited to welcome two new members to our team:

Shari Janoff, Procurement Administrator. Shari brings a significant range of expertise, including her work with Walgreen's Corporate Purchasing Department. Shari is responsible for conducting Invitations to Bid, managing existing contracts and agreements, and working on the Supplier Diversity and Surplus Property programs.

Chelsea Wagenblast, Department Assistant. Chelsea recently graduated from the East Carolina University with a degree in Communications and Public Relations. Chelsea's excellent customer service skills will lend themselves well to her position in PRS and we are pleased to have her on board.

Upcoming Contracts and Agreements



PRS is currently working to establish contracts or agreements for the following:

Third party lab supply vendors
Winter 2008

Catering
Winter 2008

Printing and mail services
Winter 2008

Janitorial supplies and disposable paper
Spring 2008

Computer peripherals and software
Spring 2008

MRO/Tools and hardware
Spring 2008

Pest Control
Spring 2008

We're Hiring!

Purchasing Resource Services is recruiting for many new positions including:

Procurement Administrators,
Procurement Analysts, and an
e-Procurement Administrator.

If you are interested and qualified for one of these positions, please check Human Resources website for more information:

<http://www.northwestern.edu/hr>

Contact Us

Jim Konrad, Purchasing Director

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Phone: 1-8125 E-mail: s-watkins@northwestern.edu

Devi Patel, Procurement Administrator

Phone: 1-8122 E-mail: d-patel3@northwestern.edu

Shari Janoff, Procurement Administrator

Phone: 1-5321 E-mail: s-janoff@northwestern.edu

Chelsea Wagenblast, Department Assistant

Phone: 1-8120 E-mail: c-wagenblast@northwestern.edu



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