The “New” Procurement  We are now officially known as “The Office of Procurement & Business Services” (OPBS). The former “Purchasing Department”, “Campus Supply” and “Auxiliary Services” have been integrated to provide enhanced services to the campus community.

Our goal in OPBS is to assist you in obtaining the product or service you require at the best possible cost for the University. In this time of shrinking funds and tight budgets, we can help you achieve the maximum benefit from the funds you do have.

Business Services (formerly “Auxiliary Services”) are typically those that are financially self-supporting and any proceeds generated are reinvested back into the facilities, programs and services of the university. The Business Services area presently has responsibility for the contractual relationships with the Bookstore, Campus Dining, Campus Shuttle, Post Office and Vending.

Central Receiving (formerly “Campus Supply”) processes and redistributes incoming material for University departments and affiliated organizations. Incoming material deliveries include but are not limited to: UPS, FedEx, and truck freight.

Business Services and Central Receiving are a division of the Office of Procurement & Business Services.

State Contract Issues...Medical Supplies - There is a new Medical Supplies contract effective February 20, 2010 through February 19, 2015. The State has contracted with one medical supply vendor, Grove Medical. Your P-Card is contracted with one medical supply vendor, Grove Medical.

Fiscal Year End Cut Off Dates... The 2009 – 2010 fiscal year end for the University is quickly approaching. We are seeking your assistance to ensure adequate time is available for the processing of purchase requisitions, issuance of purchase orders, receipt of goods and services, and payment of invoices by complying with the deadlines. These deadlines will be enforced so please take note of the dates below.

April 16, 2010  Blanket PO renewals
April 16, 2010  IT requisition over $50,000
April 30, 2010  Requisitions for goods & services over $10,000
April 30, 2010  Requisitions for goods & services less than $10,000 that require longer lead times for purchase
May 14, 2010  All other requisitions for goods & services less than $10,000
June 18, 2010  P-card purchases
June 25, 2010  Supply requisition for copy paper from Central Receiving
June 30, 2010  Last day to receive goods & services for payment against 2009-10 budget.

Tip of the Month  Adequate Lead Time: To ensure University purchases are made in compliance with Federal, State and University policies, adequate lead time is essential. Generally, OPBS will approve and dispatch orders within three business days. However, the larger the order, the more lead-time will be required for approval. For example, bid specifications must be developed and vendors must be given adequate time to respond to the RFQ/IFB/RFPs. Responses must then be evaluated and an official award made. Plan ahead and do not fall prey to the pressure of end-of-quarter/end of year sales tactics and/or special promotions!

P-Card Issues... Central Receiving is having difficulty identifying packages that have been ordered with your P-Cards. To avoid delay or the possibility of having a package returned to the vendor as “undeliverable”, please make sure you have the goods shipped directly to your campus address by following these procedures:

a.  For packages shipped via United Parcel Service (UPS), Federal Express, Airborne, etc., the packages must have a street address. The packages must be addressed: Coastal Carolina University, your name, street address, building, and room number. Remember our street zip code is 29526. It is recommended that all packages be addressed to the departmental secretary’s office because the packages must be signed for.

b.  For package shipped by the United States Postal Service (USPS), remember our zip code is 29528.

c.  If the order is shipped via truck because of weight and/or size, the address is: Coastal Carolina University Receiving, your name, 642 Century Circle, Conway, SC 29526.

Cost Savings Ideas... In these difficult economic times, the University faces many challenges. We thought it would be a good idea to use our newsletter as a forum to solicit and share suggestions on ways to reduce supply and equipment costs. Perhaps your department has taken measures to identify and reduce such costs. Have you created workarounds? Have you started using a generic product that works fine and saves money? If so, please share your ideas or suggestions. Email your ideas and suggestions to Vicki@coastal.edu for publication in a future newsletter. If we use your idea, we will acknowledge your contribution unless you prefer not to have your name mentioned.

OPBS Question of the Month:  Can I tell a supplier what another supplier has quoted in order to get a lower price?  
Answer:  NO - All quotes are confidential and details cannot be discussed with other suppliers. Price disclosure is unethical during the bidding process; all inquiries for information regarding the award or potential award should be referred to the Procurement Specialist who issued the solicitation.

Visit Our Website:  http://www.coastal.edu/procurement