Web Advisor Requisition Training...
The Office of Procurement and Business Services will begin training a Beta Test Group selected from various departments in the very near future. This group will not only be the first to actually receive training on the new system but will also help us resolve any bugs that need to be worked out before we begin the training process for all end-users. We would like to thank those chosen for this group in advance for their participation.

Office Pal Issues...
We are aware of the problems that some of you have experienced when ordering from the new HP Cartridge state contract with Office Pal. The state is diligently working to resolve these issues. Thank you for your patience in this matter.

OPBS Staff Profile...
Robin Strickland, Procurement Specialist - Call Robin for information pertaining to such areas as:
- Printing
- Charter Buses
- Promotional Supplies
- Athletics
- Misc. Purchases
- Procurements exceeding $10,000

Contact Robin at x2162 or robins@coastal.edu

Using Certified Small and Minority Business...
Small business is the backbone of South Carolina's economy, employing two-thirds of the state's workforce. We would like to encourage you to include South Carolina certified minority businesses when you are requesting quotes from vendors.

This vendor search link https://ssl.sc.gov/osmbapublicsearch/ will be a great asset for locating a vendor to request a quote from. You will find a directory that is designed to help you identify hundreds of small minority businesses that can help you provide quality services at competitive prices. The University has an annual goal of expending at least 10% of its controllable budget with minority-owned businesses.

By referring work to small and minority-owned businesses, you are supporting South Carolina's economic development potential and getting the best service possible. Each business listed was built on a foundation of hard work and innovation. Your support would be greatly appreciated.

P-Card News...
The Office of Procurement and Business Services will begin conducting random audits this week on P-card purchases. The assigned liaison will be required to provide their monthly Bank of America statement(s) along with all original invoice(s)/receipt(s) and any other miscellaneous backup documentation. Approximately 10% of active cardholders will be audited monthly. The documents will be returned when the auditing process is completed.

Procurement Term Of the Month: AGGREGATION-
adding together the value of separate contracts for the same commodity or service. Aggregation in competition will elicit better prices.

When do Blanket Purchase Orders need to be bid???
Departments should review how much they spend with a particular vendor or how much they spend on a particular group of similar products. If you are spending more than $10,000 in a year, with repeat purchases with a single vendor, or on a group of similar products, you should process a requisition to request a competitive bid for the products. Consolidation of these purchases into a single request is intended to get a deeper discount through a competitive process. For example, if you are purchasing $3,000 worth of blankets from one vendor, $6,000 worth of pillows from another vendor, and $4,000 worth of shower curtains from another vendor, you should consider combining these items into a single bid request. Many vendors that sell similar items will probably sell all of these items and are able to offer better pricing for a larger request, even though it is delivered as needed.

There are other scenarios that consolidation and competitive bidding is recommended, but repeat purchases with a single vendor or on a group of similar products is the area that we see most often misused.

Future Newsletters...
Please share your ideas or suggestions for future newsletter publications by emailing Vicki@coastal.edu. If we use your idea, we will acknowledge your contribution unless you prefer not to have your name mentioned. Also, if you prefer not to receive future Buy & Buy Newsletters, notify Vicki Williams at 349-2912 or via email at Vicki@coastal.edu.

Visit our website @ www.coastal.edu/procurement