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November 2009

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NAEP National Association of Educational Procurement BULLETIN

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From the Editor, November 2009

This month Jim Markel asks, "What if?" What if the assumptions we make when evaluating a proposal prove to be off the mark? What if we had gone another way? Obviously, we have to base our decision on something and past experience is the most likely foundation. But Jim suggests that we need to be comfortable with the risks and benefits that might flow from basing our decisions on other less familiar assumptions, the roads less taken.

Your editor took a look at salary and other financial data from 2008-09 and 2009-10, as published in the Almanac Issue of the *Chronicle of Higher Education* for those years. Although interesting, the current year data is probably obsolete and campus business leaders will have to look elsewhere for a basis for current financial decision-making. "How to Budget and Manage on Campus as the Nation Recovers from the 2008-09 Recession" has yet to be written.

Neil Markee,
Editor-in-Chief, *Purchasing Link*

Commentary, November 2009

Old Data/New Reality

By Neil Markee, *Purchasing Link* **Editor-in-Chief**

About the only relief from the discussion in newspaper articles of the adverse effects of the recession on higher education has been the occasional scandal at institutions that are big-time (or would-be big-time) players in athletics and the continuing drumbeat of ethical shortcomings in sponsored medical-research areas. Although the national economy seems to be in recovery, there hasn't been much good news concerning higher education.

But last month we posted an article about the twenty-five members of the Boston Consortium, who seemed about to recognize their obligation to seize the opportunity occasioned by the national recession and introduce real business process-change on campus. I wrote approvingly about a "more businesslike approach"—although I'm not really sure I know exactly what that means in practice—and I understood that not everyone on campus would see any change associated with "more businesslike" as good news.

I recently scrapped any clipping in my campus business-process file that was dated before last October. Our world has changed permanently, I think, and with that change, the line that defines obsolete data and thinking has been moved up.

I think the Boston Consortium is getting ready to fashion a rational and, maybe, bold response to the new reality and I wondered how many others are as well. When I came across the *Chronicle of Higher Education* 2009-10 annual Almanac Issue, I took a look to see what had changed since the last Almanac issue during a period that probably passed for "normal" and just how much of the diverse collection of higher-education related financial data they provide was now obsolete.

On page 22-23 under the heading **"Top-level job categories,"** the 2009-10 almanac provides salary information for twenty-three campus business-leader positions described as "Chief" of this or that in many areas of responsibility, ranging from chief academic affairs officer and provost, through chief financial officer, chief physical plant officer, and on down to chief audit officer. But, interestingly, there is no listing for chief purchasing, procurement or materials management officer. That hadn't changed and I think the quality of the report would be improved if it did.

Over the years, when conducting membership surveys, NAEP has collected lists of the many varied job titles carried by the individual with actual overall responsibility for procurement on campus. Very often, that person has important responsibilities in other areas in addition to purchasing and, at major institutions, may carry a catch-all title such as "Vice president or assistant or associate vice president for business services." Within the context of the almanac report, that person is the institution's de facto chief purchasing/procurement/materials management officer. in many cases. If the survey had collected information covering a similar title, I suspect the salary data listed would have been comparable to the others in the "Chief" category. But it wasn't broken down that way and so I have improvised in the table below.

Down the *Chronicle* page, below separate headings for **Deans, Associate/Assistant deans and Academic affairs** the almanac lists under **Business and administrative services**, thirty-four titles beginning with Director, risk management and insurance and ending with Manager, power plant. Within this diverse grouping, they list Director of contracts and grants, Director of purchasing and Associate director of purchasing. I'm not sure the Director of contracts and grants as used here has anything to do with the overall organized procurement of the products and services an institution must have to function, although typically, chief procurement officers are the institution's contracting officer. The latter two job titles are apparently the highest-level procurement titles covered.

When associations survey their members, the response rate is frequently best when the survey concerns salaries. I decided to focus on salary data, as just about everyone is interested in salary surveys that include their situation and how their compensation compares to their boss's and their peers'—for a variety of reasons that extend well beyond the dollars themselves. Relative salaries probably provide at least a rough estimate of rank within most organizations, although the realities of the job market are involved as well. Comparatively speaking, how are NAEP Members doing?

2009-2010

Title	$ All	Doctoral	Masters	BA
Chief business officers	135,555	191,981	130,000	110,000
Chief physical plant officers	99,126	145,494	97,706	85,409
Chief accounting officers	94,587	135,396	93,424	83,521
Director of purchasing	75,000	93,822	69,035	65,850
Chief procurement officers*	100,000	143,000	N.A	N.A.

*Projected

Doing the math, Directors of purchasing overall earn about 55% of what their bosses are paid, and 75% of what the physical plant director's salary is and about 80% of what the Chief accountant is paid. I don't have hard data, but I think it is likely that had "Vice president or Assistant or Associate vice president for business services" been included, we would have found that the salary paid to Chief procurement officers with "Vice president" in their titles would be comparable to the Chief physical plant officer. If/when that's the case, based on the roughly $100.000 paid to Chief physical plant directors, Vice president-chief procurement officers earned 74% of what Chief business officers made.

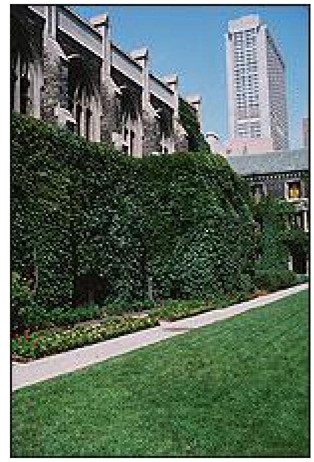
How did salary increases in 2009 compare with 2008? At the top of the business-side pyramid, according to the almanac, Chief business officers on average received a $9,445, or 6.7% increase. Chief physical plant officers similarly saw $5575 or 5.6% more in their pay checks. The Chief accounting officers were rewarded with an additional $4,444, or 4.7%. Our projected Vice president for procurement probably did about as well as the Physical plant colleague across campus.

As you might expect, the impossible-to-find "average" provost or chief academic officer was paid roughly $9,000 or 7% more than their institution's Chief business officer. The survey shows that our mythical overall average Provost received a $9,362, or 6.2% increase over last year.
Over on the academic side, the data presentation is broken down much more finely. The data provided below is for all within each category.

Deans	
Dean, arts and sciences	$134,632 up $4,882 or 3.8%
Dean, business	$150,000 up $6,630 or 4.6%
Dean, computer and information sci.	$122,676 up. $4498 or 3.8%
Dean, engineering	$204,551.up $7,659 or 3.9%
Dean, dentistry	$290,972 up $8,750 or 3.3%
Dean, law	$266,895 up $14545 or 5.5%
Dean, mathematics	$92,423 up $4,980 or 5.7%
Dean, medicine	$386,561 up $1,100 or .29%

Professors	
Doctoral institutions-public	$123,785 up 3.9%
Masters institutions-public	$90,189.up 3.6%
Baccalaureate institutions-public	$87 639 up 4.7%
Two-year institutions	$74,879 up 3.9%

This data reads much as you might expect in a routine year. Interestingly, the business side of the house seems to have fared slightly better that the academic side. However, both *Chronicle* almanacs were dated in August of successive years and based on data collected months earlier. Recession-related change was, of course, not apparent in the latest data. The numbers are based on budgets in place before the downturn became apparent and do not reflect economic reality on campus currently. What is the reality? I doubt much of what was provided in the almanac is useful other than in relative terms or as history. Unfortunately, I don't know of any published source of current accurate data describing financial conditions on campus and the economic health of higher education. Maybe the *Chronicle* will find the resources to do a year-end report, but I suspect its budget took a hit, as well.



Informal contact with members and reports of business activity in the fifty states, as published in the national media, suggests that the adverse results of the national recession have not been felt uniformly across the country or among institutions. There have been substantial, mid-fiscal-year budget cuts and associated changes on many campuses but others seem to be able to just carry on. Business-page writers, as a whole, are convinced that the recovery is underway but have not paid much attention to when recovery will reach higher education.

As long ago as last spring, at the NAEP Annual Meeting, several campus business-leaders argued that the many of the most dramatic downside changes on campus related to the recession would be seen in the following budget cycle and thereafter. Among the TV pundits, some are convinced that businesses should be prepared for at least a few more years of a slow economy. Others are hoping for the best and optimistically suggest getting prepared to take advantage of the recovery. It's quarterly report time and many will find comfort there. But on campus, mid-year budget cuts have been common. In mid-April, one hard-pressed private institution cut faculty and staff salaries 20% across the board. Unpaid furloughs are a give-back mechanism used in California and other states. In normal times, compensation cuts of this sort might lead to the voluntary migration of the employees with options to better paying institutions. But for many, job change prospects currently are bleak.

Some institutions are eliminating entire departments. On private campuses, cuts in student aid and issues at home will probably lead to a change in the profile of their student body, as those most dependent on aid packages are squeezed out or become discouraged and do not apply. Public institutions could become more selective, as applications to fill budget-limited or declining seats on campus increase. Ironically, many of those institutions that were in the past most able to rely heavily on very substantial endowment income will have to find another way. Huge loans made by institutions with billions in endowment have been covered in the press. On the other hand, the community colleges well-placed to provide career-change training are seeing more applicants than ever. It's an ill wind that blows…

You don't have to be adept at reading between the lines or the economic tea leaves to see the stress/insecurity-related finger pointing. Faculty focuses on what they see as top-heavy, autocratic administrations and vote no confidence in presidents who, faced with tough choices, make unpopular decisions on short notice, without what faculty sees as "proper consultation," The presidents and governing boards see few attractive viable options. Students feel completely overlooked. Many within higher education and without see the continued long-term, ever-increasing cost to students as untenable, wonder about the cost of instruction that is frequently the largest component, and look for savings in that area. Inevitably, unhappy and under fire, the faculty reacts angrily.

For example, the November 11, 2008 issue of the *Chronicle of Higher Education* published a lengthy article titled "College Too Pricey? Don't blame Faculty Pay." In it, they compared faculty salaries to other professionals such as doctors, lawyers, engineers and architects. The data suggested that professors were falling far behind—but the study lacked credibility for me because comparing only salaries, rather than harder-to-come-by total cost of compensation didn't make much sense, when one group is generally employed by fringe-benefit-rich, relatively large institutions and enjoys a high level of job security, while many of the others are self-employed or work for small enterprises. But even if academics are falling behind, their chances of substantially recouping losses in the next few years are not good.

A key challenge at hand for campus business-leaders from the Chief business officer on down, is how to adjust current spending and budget for the next five years. In the past, they could use published data to help understand trends and alternatives and develop reasonable estimates, but the recession has probably created a large-enough disconnect to substantially diminish the value of data and experience covering the past few years. What will you use to develop projections over the next few years? More than ever, I suspect NAEP's Members will find their personal NAEP-related informal information network to be their best resource.

Clearly, when the data was collected for the August 29 publication, business leaders on campus and the folks at the *Chronicle* had no inkling that the events of October were just over the horizon, although in retrospect some suggest we should have seen it coming. Perhaps, but other than a few perennial economic pessimists there was little alarm registered from elsewhere within the nation's business or academic business community. Prudence suggests that we reevaluate our confidence in our ability to predict what the economic future holds and have standby plans at hand when we fail to avoid being blindsided. With that hard lesson in mind, I'm hoping that some campus business-leader with the needed expertise will suggest the contents of a standby, frequently updated, economic-disaster response/recovery plan for at least one category of large/small/public/private higher education institutions. We have plans for hurricanes and floods and terrorist attack, why not recessions? How much sense does it make to invest substantial time and treasure in a highly refined five-year plan and not have thought through what action to take were October of 2014 to be a rerun of October 2008?

What do you think?

Commentary, November 2009

Roads Taken and Not Taken

By James C. Markel, *CEO Massachusetts Higher Education Consortium*

"Two roads diverged in a yellow wood, And sorry I could not travel both and be one traveler, long I stood and looked down one as far as I could to where it bent in the undergrowth..." -Robert Frost

A distinguished New England poet speaks about roads, paths and choices. Choices are easy when you are presented with both a very poor and a very good possibility; however, when circumstances offer us two seemingly equal alternatives, we are truly challenged. Various elements of criteria may aid us in our determination, or perhaps external factors will hold sway over the ultimate decision. So, what exactly is the tiebreaking issue that causes us to select one alternative rather than another? Benefit...benefit...BENEFIT!

"...then took the other, as just as fair, and having perhaps the better claim, because it was grassy and wanted wear; though as for that the passing there had worn them really about the same and both that morning equally lay in leaves no step had trodden black..."

The real challenge is how we evaluate all potential benefits offered in any business proposition. Too often, our thought process is one-dimensional, linear and time fixed. This means that our perception of the offer is based upon immediate gratification rather than long-term value. Often, the value of an offer takes time to reveal itself. Elements like customer service, superior quality or extended-period fixed-pricing may not seem impressive on bid opening day; however, if a construction project is put on hold or the project must be loaded with furnishings before the elevators are permitted, these elements might look very good indeed. Therefore, the evaluation of potential benefits in any offer must be weighed outside of the constraints of immediacy. We must equitably adjudicate the value of all paths.

"...I shall be telling this with a sigh somewhere ages and ages hence:
Two roads diverged in a wood, and I-I took the one less traveled by,
And that has made all the difference."

Walking a leafy pathway on a crisp autumn day stimulates our senses and peaks our curiosity about what may lie beyond. As we round the curve, expectations rise and we glimpse a more clear view of our intended trail. As with a stroll on a sunny autumn morning, don't prejudge those forks in the road; choose carefully your intended path, with an eye toward the ultimate accrued benefit.

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From the President

Cost of a P.O.

By John Riley, C.P.M., *Arizona State University*, NAEP President 2009-2010

Our Listserv always fascinates me. You just never know what interesting subject will come up. One of the more interesting discussions lately was how to estimate the cost of a purchase order, or a purchasing card transaction, or whatever transaction you are interested in.

The methodology is relatively simple. You estimate the time needed by each person in the process to complete their respective portion of the process, then you determine the hourly total cost of wages and benefits for each of these people. This includes the university-paid portion of benefits. Then you multiply the percentage of an hour each person needed by the total cost of the person per hour to get the cost for that person's processing time. You add all of this up to get the total cost for the people processing a purchase order. Then you determine what the equipment and software cost is per hour, and then determine the processing time. The equipment cost per hour times the processing time is the equipment cost to process a purchase order. Then you add the cost of the purchase order itself. Add the people cost, the equipment cost, and the cost of the form or paper for the purchase order, and you have the total cost to process a purchase order.

Of course, you have to make some assumptions or decisions along the way. At what point does processing a purchase order start? Do you count the time a department person spent researching whatever it is he or she wants to buy, or do you start with the processing of a requisition? Does the process end with the mailing or faxing of the purchase order, or do you count the payment process, too? Do you average the cost for a simple low-dollar purchase order with the cost of a purchase order that requires a formal solicitation, or do you simply compute the cost for a purchase order of some specified dollar amount?

Or maybe you do not want to do these calculations yourself, and are happy to use cost estimates found on the web or elsewhere. These generally contend that the cost to create a requisition, generate a purchase order, process an invoice, enter a receiving document, and create and mail a check is between $90 and $100. These same studies find that the cost to process a purchasing card transaction is between $17 and $20. Note that these national studies are weighted toward for-profit, private sector businesses, and the processing costs at universities might be lower than these national studies, because of the computer technology used and the continuing efforts to reduce administrative costs. Still, for the sake of our discussion, let us assume that it costs $100 to process a purchase order, and only $20 to process a purchasing card transaction. Here is where the real fun begins. As soon as a budgeter sees these numbers, he or she will think that we can save $80 by doing a former purchase order transaction with a purchasing card, and since you in purchasing did not have to issue that purchase order, your budget can be cut by $80!

OK, I know you are laughing right now, just as I am. We are laughing because we always laugh at ridiculous stuff that actually happens, and because we can immediately see the error in this logic. These differences in transaction costs are not savings, and cannot either be spent or cut. Since the cost of a purchase order includes people's time, equipment time, and the cost of the P.O. itself, the only thing we save in not processing a P.O. is the cost of the P.O. itself. We still have the same people and the same equipment, even if we do not use them to process a purchase order. The only way we save any money is to get rid of either the people or the equipment.

Here is more fun with these numbers. Suppose we want to decrease the cost of processing a purchase order. Easy, all we have to do is process more of them with the same people and the same equipment. Since the people and equipment costs are fixed, and the number of purchase orders increases, the average cost per purchase order goes down. Of course, this is not a good thing, because we are then doing a lot of non-value-added work. What we really want to do is push all of the small-dollar purchase orders to the purchasing card so that we are only doing the high-value-added work. This would, of course, increase the cost of processing a P.O. Drives the budgeteers nuts when we tell them that our goal is to increase our processing costs.

So, how can we really, and properly, use these numbers? By calculating the additional costs required if we eliminated the low processing cost purchasing card transactions and started doing only the high processing cost P.O. transactions. Here is an analysis we did a couple of years ago on these processing costs:

Still, if we assume that the difference between the cost to process a purchase order and a purchasing card transaction is $30, then the universities would need an additional $10 million annually if the 334,940 purchasing card transactions actually done in FY 06 were processed as purchase orders. If the difference between the cost of a purchase order and a purchasing card transaction were only $20, then the universities would need an additional $7 million annually to process FY 06 purchasing card transactions as purchase orders. If this difference were only $10, then the additional costs are $3.4 million annually. The point is that there are significant labor costs avoided through the use of purchasing cards.

That's it for today boys and girls! Have fun with your numbers!

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Webinar November 2: Green Purchasing

Tune into this 90-minute training to hear from Green Purchasing experts from American University, U.S. Communities and Insight on how to save money by purchasing green. This workshop will offer practical tools and tips on how to implement a cost-effective environmental purchasing program through already existing contracts available to school. Hear how to easily meet STARS purchasing requirements and from schools on how they implement green and still purchase faster, better and cheaper.

Title: Green Your Bottom Line through Higher Education Green Purchasing
Date: Monday, November 2, 2009
Time: 10:00 a.m.-11:30 a.m. Pacific Standard Time
Fee: $129

After registering you will receive a confirmation via e-mail containing information about joining the Webinar. Reserve your Webinar seat now at: https://www2.gotomeeting.com/register/116564971

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Registration Open for 2010 NAEP Annual Meeting

NAEP National Association of Educational Procurement — Procurement with Altitude — 89th Annual Meeting

The National Association of Educational Procurement's 89th Annual Meeting & Exposition takes place March 21-24, 2010 at the Colorado Convention Center in Denver. Online registration is now available on the Annual Meeting website.

Keynote Speakers
Our Opening Keynote, Plenary Session and Closing Keynote speakers will enlighten and amaze. Diana Oblinger, President and CEO of Educause, Bill Becker, Executive Director of the Presidential Climate Action Project and Keith Harrell, President of Harrell Performance Systems, will be on hand to share their wisdom and expertise.

Click HERE to learn more.

Golf Classic
The Gerald F. Evans NAEP Golf Classic, benefiting the William E. Haas Memorial Scholarship Fund, takes

place prior to the meeting's opening at the Colorado National Golf Club. Don't miss the opportunity to play a round or two while basking in the glory of the Colorado landscape.

Click HERE to learn more.

So come to Denver and live, laugh and learn. And don't forget, if you renew your NAEP Membership dues before December 31, 2009 you can save $100 off on up to two full registrations for the 2010 Annual Meeting! (A total of $200 off 2 FULL conference registrations.) **REGISTER TODAY!**

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Women's Leadership Institute, December 6-9

Dates: December 6 – December 9, 2009
Location: Ritz-Carlton, Amelia Island, Florida
Produced in cooperation with ACPA, ACRL, ACUHO-I, ACUI, APPA, NACUBO, NAEP and NASPA

Who Should Attend
Women who aspire to become senior leaders in higher education, whose current responsibilities require decision making that affects departmental operations and involves other important relationships on campus.

Learning Outcomes
- To give women in academic libraries information and support in their pursuit of executive leadership positions on campus
- To increase the knowledge-base of all partner organizations about topics related to being a woman working on college campuses
- To identify trends that will be driving forces for higher education in the future
- To acquire knowledge of how culture/gender shapes identity and influences behavior
- To identify the steps required for effective problem solving/decision making

Core Competencies
Communications, Human Resource Development, Leadership, Management, Planning
For more information and registration, please click HERE or contact Jackie Harget at NAEP. All NAEP Members receive the ACUI member-rate when registering, so be sure to take advantage of this fantastic opportunity!

E-mail to: jharget@naepnet.org. Phone 443.543.5536

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Application Deadline January 1 for NAEP Awards, Scholarships

As an NAEP Member, you and your colleagues are eligible for a number of Annual Recognition awards, including financial awards for professional development. The deadline for all awards and scholarships is January 1, 2010. Nominations may be made by other NAEP Members and, in some cases, self-nominations are encouraged. Currently, NAEP is offering the following awards and scholarships. Full details and the nomination form are published on the NAEP website.

  - Award of Excellence in Procurement
  - Bert C. Ahrens Achievement Award
  - David H. Lord E&I Cooperative Purchasing Award
- Distinguished Service Award
- NAEP Mentor of the Year Award
- Nancy Tregoe Scholarship
- Neil D. Markee Communicator of the Year Award
- Young Professional in Procurement Award

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Nominations for NAEP 2nd VP Close on November 2

The deadline for nominations for NAEP 2nd Vice President is Monday, November 2. E-mail nominations to Nominating Committee Chair Nancy Brooks, MPA, Iowa State University, at nsbrook@iastate.edu by November 2, 2009.

Responsibilities

- Serve as Voting Board Member
- Serve as Member of the Awards Committee
- Attend ASAE CEO Symposium
- Represent NAEP at two (2) NAEP Regional Meetings
- Serve as Secretary to the Board
- Conduct Regional Officers Workshop at Annual Meeting

Term of Office

The term of office for 2nd Vice-President is five years. After serving the first year, the 2nd Vice-President rotates through the offices of 1st Vice-President, Senior Vice-President, President, and finally, Immediate Past-President.

District Board Members

Nominations for District Board Members are handled separately by the District Nominating Committees, comprised of all Regional Presidents within each district.

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Committee Corner

Values and Benefits – The NAEP Scholarship Committee

Someone recently asked me if the NAEP Membership actually received any value and benefit from the Scholarship Committee. I have to tell you that my chin hit the floor. Is this Committee so obscure that no one notices or cares what opportunities we bring to the Membership?

Then I thought to myself, I know lots of people who care. They care by giving donations, sometimes precious funds, which could be put to use otherwise, but they contribute all the same. They give of their time and talents to support several of NAEP's scholarship programs including the William E. Haas Memorial Scholarship Fund. Why do these Members care? Maybe it's because sometime in the past they were a scholarship recipient. Maybe they knew someone who received a scholarship or maybe they participated in securing a scholarship for a fellow Member. Maybe it's all of the above.

Speaking from experience, I fall into the last category. In 1985 I received a $500 scholarship from NAEP (NAEB at the time) to attend an Annual or Regional Meeting or one of several Institutes available to the Membership. At that particular time in my higher education procurement career, the institution I worked for would not allow anyone to attend out-of-state functions. We could only afford to send our purchasing staff to the Regional Meeting every other year. With a little help from a $500 scholarship award, I was able to obtain some additional departmental funding and approval to attend the NAEB Furniture Institute in another state. This scholarship was instrumental in making it possible for me to attend an informative training session, which without it I would not have gotten the opportunity.

Much of the information I took away from the institute was put to good use. The following year on a major student housing furniture purchase, we were able to save thousands of dollars, which was due in part to the knowledge gained by attending this NAEB Furniture Institute. Not only did I personally grow from attending the institute where new knowledge was gained, but more importantly, I met many new colleagues and developed friendships that still remain strong some 25 years later. My institution and the taxpayers that support our efforts, made a great investment by allowing me to become more knowledgeable about the furniture industry.

I learned something new about being a purchasing professional: knowledge gained can be a powerful tool; respect of your peers is important; shared experiences provided valuable meaning; and, education and training advanced my professional development and career growth. That $500 scholarship created a life changing opportunity that opened many doors for me, providing value and benefits that I still cherish yet today.

So what can the Scholarship Committee do for you? To help set the stage, let me provide some background information. Since its inception in 1979, when Bill Haas decided to use his own money to spearhead a campaign for a scholarship fund to help Members attend professional development courses, over 150 scholarships have been grant by the William E. Haas Memorial Scholarship Fund. Bill knew that through professional development one could foster best practices that were leading edge which would allow Members to help their institutions respond in ever changing environments.

In 2006, NAEP was able to increase scholarship opportunities to the Membership by providing a $1,000 scholarship to each of its 19 Regions on a bi-annual basis. This is due in part to your generous donations and wise stewardship of these funds. As of October this year, this fund now has a balance of $211,000.

Proceeds from the Gerald F. Evans Golf Classic held every year at NAEP's Annual Meeting, further supplements and supports the William E. Haas Memorial Scholarship Fund. For the last two years this annual event has contributed over $10,000 to this particular scholarship program. The Scholarship Committee is responsible for all aspects of this event and is supported by NAEP National Office staff who executes the golf course agreement, collect all funds generated and make all payments related to this annual event. Many of NAEP's Business Associate Members as well as others from the supplier community continue their strong support with their annual contributions for this scholarship program.

The Nancy Tregoe Scholarship provides professional development opportunities for a current Member who has made contributions to NAEP and E&I Cooperative. Nancy Tregoe served as the Director of Purchasing and Administrative Services for Lafayette College for more than 25 years. Nancy was Past President of NAEP and a long-time member of the E&I Board of Directors. Nancy was a very special friend, a devoted colleague and a tireless advocate for small school issues. The Nancy Tregoe Scholarship was created to honor Nancy's legacy and to encourage others to become active in NAEP.

The 2009-2010 Scholarship Committee strives to attain one of its charges previously established: to increase the William E. Haas Memorial Scholarship Fund by $39,000 by 2012, bringing the funding level to

$250,000. Long range goals are to increase this particular scholarship fund to a level of $400K, which will allow a minimum $1,000 scholarship to each Region annually.

Two years ago the NAEP Board of Directors approved the Scholarship Committee's request that created a new scholarship opportunity for NAEP Members. This new scholarship program goes well beyond current Member's needs and addresses the Associations efforts to bring greater benefits and enhancing the value for the Membership. *The Sons and Daughters Scholarship Program does just that.*

The objectives of this scholarship fund are to support and encourage the higher education of dependents of NAEP Members; to add to the value of NAEP participation and Membership; and, to recognize professional service provided to NAEP and Member institutions.

There could be a number of named Sons and Daughters scholarships. The basic requirement for each is a minimum of $25,000 to be raised before each named scholarship can be awarded. By a "named" scholarship, I mean the scholarship could be named by an individual sponsor, Region/District, or Supplier. Once $25,000 in contributions has been reached for each named scholarship, a $1,000 award could be made annually to a Member's son or daughter to attend an institution of higher education. Today the Sons and Daughters Scholarship Fund has a balance of $3,118 with contribution commitments from several of our Regions.

The Scholarship Committee, the NAEP Board of Directors and NAEP Staff are extremely excited about this new opportunity in continued support of the Membership. We hope on-going contributions by the Membership for these special scholarship funds will become a long-lasting reality to a dream that Bill Haas envisioned for NAEP so many years ago.

We are moving forward, but there is much work left to do. Your continued support of this new scholarship program as well as the other important NAEP Scholarships is greatly appreciated.

A scholarship is truly an opportunity, maybe the only one, for many Members to obtain professional development and training, which otherwise would not be available. It could be the key that will open a new door to the future. So please participate, whether as a giver or receiver, either way we all are winners of the benefits and value that your NAEP Scholarship Committee provides. Additional information regarding NEAP Scholarships can be found on the NAEP website.

Winston Churchill once said, ***"We make a living by what we get, but we make a life by what we give."*** What better way to help achieve the dreams of one man to the benefit of the many?

Should you have any questions or thoughts on any of our scholarship opportunities, please do not hesitate to contact me or any of your Scholarship Committee Members.

With Warm Regards,
Bill Hardiman, George Mason University
Scholarship Committee Chairperson

and Your Scholarship Committee,

Tom Fogarty, HACC Central Pennsylvania's Community College
Scholarship Committee Co-Chairperson

Brian Burkheimer, Iowa State University
Nichole Duffy, Lebanon Valley College
Tom Kaloupek, Virginia Polytechnic Institute
John Klopp, University of Iowa
Roland Nelson, Brigham Young University
with our E & I Liaison, Greg Husband

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Regional Meetings

Carolinas
NAEP Carolinas Region Conference
December 2, 2009
9:00am-4:00pm
Sheraton Greensboro Hotel at Four Seasons
3121 High Point Road at I-40
Greensboro, NC 27407
Koury Convention Center

Florida
TBD

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Member News

Mike Ring was awarded an Outstanding Volunteer Award at the TOAL Regional Meeting in San Marcos, TX.

Congratulations Mike!

Your Favorite Thing
Rhonda Caton, Director of Procurement at the University of Arkansas at Fort Smith has written an article for the October, 2009 Edition of Business Officer Magazine. The article, titled, "Your Favorite Thing" is available in PDF format by clicking HERE.

Great work, Rhonda!

NAEP is BIG on Sustainability
With the help of **Andee Alexander,** *Saddleback Valley Unified School District* was fortunate enough to receive a grant to expand their recycling program. Saddleback Valley Unified School District's K-12 curriculum includes educational components in sustainability and being green. However with the current economic climate it can be difficult to pay the extra dollar to buy green. This grant will assist us in buying those items that are necessary to continue our program and may also ultimately reduce our waste disposal costs.

Great Job Saddleback Valley! Andee Alexander is doing great things!

Help us in welcoming our newest member to the NAEP TEAM!

Janelle Littlejohn currently serves as NAEP's intern. She is a graduate of Anne Arundel Community College (AACC) in May 2008, holding her Associate of Arts in General Studies. At Anne Arundel Community College, she served as the Recording Secretary for Phi Theta Kappa and the Secretary for Lambda Pioneers, AACC's LGBTQA student association. She also served as the Editor-in-Chief of AACC's literary journal, Amaranth. Janelle was also involved with AACC on a staff level, working in the Technology Learning Center as a Technical Assistant, and as a Math and Computer Science tutor. She also worked very closely with the Student Achievement and Success Program (SASP).

Now, as a senior at the University of Maryland, Baltimore County (UMBC), Janelle enjoys the internship she holds with NAEP. She is majoring in Information Systems Management, minoring in English Studies, and is slated to graduate May, 2010 from the honors university. On campus, she holds many positions. She is currently the secretary of UMBC's Freedom Alliance, an organization dedicated to the LGBTQA students, faculty, and staff population on campus. She also serves as a member of Tau Sigma, UMBC's Transfer Honors Society. She is also a sister of Alpha Sigma Kappa-Women in Technical Studies, a social sorority for women in technical majors. In Alpha Sigma Kappa, Janelle previously served as the Bylaws Chair and her recruitment class representative. She currently serves as the Judicial Board Chair.

Janelle feels lucky to have the internship with NAEP. "The experience that's relevant to my major," she says, "is an opportunity I couldn't pass up. The office is enjoyable; the work is great. I look forward to helping out our members whenever I can and, again, thank NAEP for the opportunity to work with the organization." Janelle will be assisting Shaunte Shelton, Membership Administrator on various database projects including the on-going initiative "Update Your Profile. Ask Me How".

Welcome aboard, Janelle!

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Member Spotlight

“M” IS FOR MUSKETEER
“M” IS FOR MENTOR

Most people think that since ISM is phasing out the C.P.M. (Certified Purchasing Manager) certification and replacing it with the CPSM (Certified Professional in Supply Management) no one out there in NAEP-land is still studying and testing for the C.P.M. Those folks would be wrong. There are many who are fighting the December 31st last-chance date and are trying to complete the testing process. And because of this deadline, their knowledge of the nuances of the C.P.M. tests, and their understanding of the difficulty of getting through the testing process, the Musketeers have been busy doing what they do best – Mentoring these late bloomers.

The Musketeers group, as previously noted, was formed by five ladies who met for the first time at the C.P.M. Exam Preparation Pre-Conference Workshop prior to the 2007 NAEP Annual Conference in San Jose, CA. As Musketeer Bette Gilliland, C.P.M., Kenai Peninsula Borough School District, Alaska has said, “The most profound result of my decision to attend the Study Group was meeting a group of awesome women and Bob Ashby, who became our mentor and teacher. The women were all on their own road to certification and we were all there for the same reason - to learn. Bob was there to teach. The stars were aligned and the Musketeers were born (again)."

But "why" were the Musketeers even formed? After all, there were vast differences in how each traveled the road to becoming certified as a C.P.M. And those roads, traveled alone and filled with blood, sweat and tears, had been bumpy for most of them. So bumpy, in fact, that some of them were ready to throw in the towel and give up on achieving their dream. In fact, Musketeer Mary Bacci, C.P.M., MIT, admitted "I sent an e-mail to the group, telling them that I did not pay my Module III test and that I was ready to throw in the towel. These women rallied around me and would not let me give up on myself. Without the support of the Musketeers, I'm not sure that I would have reached my goal." She captured the essence of why the Musketeer group was formed, i.e., they realized what all good teams eventually realize: they might fail individually but together nothing could defeat them.

But there have been even greater rewards for the Musketeers, yes, even greater than all five of them obtaining their C.P.M.s. As Musketeer Kathy Crilly, C.P.M., Soka University, CA said, "The common thread and most important component in this group has been our unity, support, companion and the unwavering respect that we have found in each other. This collaborative adventure has taken us from a one day C.P.M. Exam Workshop in San Jose to a lifelong commitment of friendship and support for each other. Our Musketeers motto was – and is – 'All for One and One for All'."

That the rewards were even greater than obtaining their C.P.M. was echoed by Musketeer Paula Taylor, C.P.M. University of Maine System, who said, "What is most important to me now is that I convey to anyone who will listen how fortunate I have become professionally and personally by agreeing in San Jose to band together with this energetic and dedicated group of Musketeers and Mentor Bob Ashby." She went on to say that "Today, the challenge of obtaining 'the three little letters' to add behind my name is over and the importance of the certification has since lessened. That is not to say that the certification is now not important to me, but merely that when I finally reached my goal and obtained the designation, I realized that I had gained so much more than the C.P.M."

What have the Musketeers learned and what have they been doing with this knowledge? As noted, first and foremost they realized that they had to help each other and that they then had to help others outside their initial group. Musketeer Katya Rodriquez, C.P.M., UCLA, appreciated the groups pushing, prodding and helping each other. She noted that "They kept helping me study, clarifying questions and cheering for me. This was a great experience being able to interact with people from Alaska, Massachusetts, three cities in Southern California, and our coach Bob from Las Vegas."

But here is where the Musketeers story really gets good. They must have read the NAEP Mission Statement that says, "The mission of the National Association of Educational Procurement is to facilitate the development, exchange and practice of effective and ethical procurement principles and techniques within higher education and associated communities, through continuing education, networking, public information and advocacy." Ah, "networking" and "advocacy". That defines the Musketeers.

As Musketeer Paula noted, "More importantly than the book knowledge and experiences that I learned during the certification process I learned that I can now draw upon that knowledge and experience and give back. So, given our familiar and collective mindset we decided to continue to 'pay it forward' and each of us has since joined in smaller sub-groups to keep the positive energy flowing toward the final finish for others. Always, all for one and one for all!"

Musketeer Mary echoed that, saying, "The group is still working together to pay it forward and help others achieve their goals". She then added that, "No two folks are alike – but, again, the ones who succeed are the ones who do it as a team." And they have definitely been paying it forward as a team.

How are they doing that?"? Musketeer Kathy, as have the others, has displayed this attitude by sharing her notes, textbooks, and other Sample Exams she found. Most importantly, though, has been her constant encouragement to those she refers to as "each new Musketeer who has ventured on the journey to certification". She and her sister Musketeers offer not just exam-related help but, more importantly, they offer encouragement. As Kathy says, we remind them that "If you fail, try again; *never* give up on your dream; and *always* pay it forward!" And for those sitting on the fence and unsure if they can do this whole process, she offers the advice of opera star Beverly Sills, "*You may be disappointed if you fail, but you are doomed if you don't try.*"

Has their pay it forward philosophy and All for One and One for All motto helped any NAEP-ers obtain their professional certification? Absolutely! As Musketeer Bette says, "What I have found was that when a group of individuals join together to achieve a common goal the results are phenomenal." By Mentoring as a group they have not only helped dozens of folks become Musketeers, their genuine enthusiasm and desire to help others have encouraged those folks to mentor even others. As Musketeer Katya says, "Suddenly we have this big group of people working all over the U.S. on their certification." And, I might add, contributing mightily to the mission of NAEP.

And the crown jewel in the Musketeers program? Based on the success of the Musketeers, NAEP has developed the Mentor of the Year Award. Why? Because being a Musketeer means that you pay it forward by mentoring another. I encourage all of you to go to the NAEP website and look up the criteria for winning the Mentor of the Year Award – and then go to work trying to win it. Here are just five of the nine criteria:

- The nominee passes on his/her learned experience and knowledge.
- The nominee continuously promotes a sense of camaraderie within the profession, promotes team spirit within the Member's department, and facilitates positive communications.
- The nominee inspires the Member to achieve professional goals and provides valuable assistance to the Member in achieving those goals.
- The nominee is the go-to person for answers to especially vexing problems.
- The nominee will be the person the Member remembers when someone asks the Member how he or she got started in purchasing.

In summary, the Musketeers succeeded by sticking together. They are still going strong and helping others in their quest to obtain a professional certification. Their ranks have grown with new people joining the group and working to obtain their certification, too. And those folks are mentoring even others. The Musketeers motto, "All for One and One for All", isn't just a group of words; it is what they stand for. Those who have passed and earned their certification now "Pay it forward" by helping others gain their certification – and become Musketeers.

Feel free to contact any of the Musketeers or find a group of people already in the process of studying and join together. The results will astound you.

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NAEP Welcomes New Members

- Alliance For Business Training – BM
- Belmont University
- East Jefferson General Hospital
- Nash Community College
- Oklahoma City University
- Texas Southern University

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Opportunity for Suppliers: Become an NAEP Business Affiliate

If your business supplies products and services to higher education, K-12 schools, hospitals, or research laboratories, you are eligible to join NAEP as a Business Affiliate and connect your organization with…

- 1,400 Institutions
- 4,000 Members who manage procurement spend budgets in the billions

Why NAEP Members Are Your Target Audience

- More than 71% of NAEP Members cite one of their roles in the procurement cycle as "selecting and recommending suppliers."
- More than 67% of NAEP Members have FINAL APPROVAL in over 19 categories of goods and services including:
  Office equipment and supplies
  - Furniture
  - Building products
  - Technology
  - Communications
  - MRO
  - Automotive
  - Security
  - Lighting
  - And many more products and services

For more information, click HERE or contact Jackie Harget. E-mail to: jharget@naepnet.org. Phone 443.543.5536

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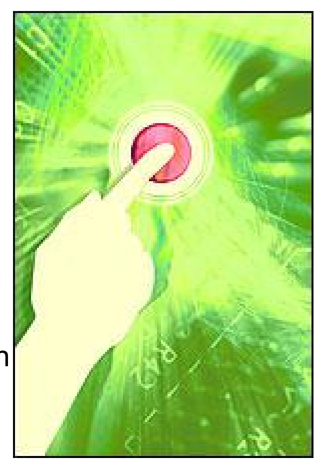
Reply All Feature Declared Weapon of Mass Destruction by U.N.



Associated Press
October 19, 2009

THE HAGUE—U.N. Secretary General, Ban Ki-moon announced today that the Reply All feature of Microsoft Outlook, along with many other email clients, will now be classified by the Security Council as a weapon of mass destruction and will be targeted for rigorous monitoring, restrictions and sanctions starting on the first of the year, 2010.

The Reply All feature of e-mail programs is a powerful and often seductive tool which allows users to respond quickly and easily to large groups of people who need to be kept aware of the entirety of a particular e-mail correspondence. However, when used indiscriminately this tool can deluge innocent peoples' inboxes with dozens, sometimes even hundreds, of unwanted and unnecessary emails. Many deleterious, long-term effects are associated with the receipt of these e-mails including the dreaded post-discussion-thread stress disorder that plagues millions of people worldwide. Symptoms of this syndrome are irritability, loss of time, baldness and in rare cases highly-belligerent email responses known colloquially as "flames".

While this feature is often used responsibly accidental misuse is common in e-mail lists known as Listservs which allow members of these lists to correspond with one another en masse for the benefit of the entire list community. While mass communications on these lists are the point of being a member it is usually the initial comment or request that is intended to reach the community at large and not subsequent responses such as “I'd like that, too”. “Me, too”, “Can you send that to me as well” and “Thanks!”

“When replying to a Listserv message, please make a point of replying ONLY to the individual who generated the message. Using the Reply All feature sends your response to everyone on the list.”

John Filstrom, a research specialist who is a member of a Listserv e-mail list, spoke of the horror of being deluged with oodles (a technical term in the Listserv industry) of unnecessary e-mail responses. “It was like being swamped by a plague of locusts. A member of the list I'm subscribed to asked if anyone on the list could share research on the effects of electromagnetic fields on the social habits of dingus flatworms. I thought this was cool until all the ‘me toos’ started flooding in. Suddenly this request became a horrifying experience as one after another of the members were saying they wanted it, too. I started shaking, got cold chills and began to drool. My coworkers tell me I sobbed hysterically in a corner while rocking back and forth but I honestly don't remember!” he said.

The U.N. Security council met in an emergency session last week to tackle this difficult issue and came to an almost unanimous resolution within hours. The only countries to resist the resolution were ones frequently associated with mass e-mailings known as “spam”.

U.N. Technology Threat Assessment Specialist, Deirdre Markham, made suggestions about eliminating the Reply All threat. “When replying to a Listserv message, please make a point of replying only to the individual who generated the message. Using the Reply All feature sends your response to everyone on the list. In addition, some email programs will automatically select 'reply all' as their default so check the address field of your email before you hit 'send' or you might inadvertently send your email to everyone on the list,” Markham said.

*While a real issue of Listserv etiquette, this article is satire. All names and quotes (apart from the U.N. Secretary General) are fictitious. Any similarity to people living or dead is purely coincidental.

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NAEP Online Document Libraries

NAEP Members can take advantage of our online Document Library, which provides a selection of documents that are important for procurement procedures. From our RFP and Job Description Libraries to our Forms and Manuals Libraries, our Document Library as a whole is the place to go to find what you need.

- RFP Library
- Job Description Library
- Forms Library
- Manual Library
- NAEP Forms & Documents Library

Click HERE to go to the Document Library page on our website.

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The 10 Best Business Books

Thanks to *Business Week* for this— the 10 best business books selected by *Business Week* in June 2009:

1. *Outliers*
   —Malcolm Gladwell
2. *Who's Got Your Back?*
   —Keith Ferrazzi
3. *Thank God It's Monday*
   —Roxanne Emmerich
4. *House of Cards*
   —William D. Cohan
5. *How the Mighty Fall*
   —Jim Collins
6. *Fool's Gold*
   —Gillian Tett
7. *Street Fighters*
   —Kate Kelly
8. *How: Why How We Do Anything Means Everything*
   —Dov Seidman
9. *The Ultimate Depression Survival Guide*
   —Martin D. Weiss
10. *Strengths-Based Leadership*
    —Tom Rath, Barry Conchie

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Quote of the Month

A cardinal principle of Total Quality escapes too many managers: you cannot continuously improve interdependent systems and processes until you progressively perfect interdependent, interpersonal relationships.
—Stephen Covey

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PURCHASING LINK
YOUR MONTHLY SOURCE FOR PROCUREMENT NEWS
NAEP E&I
www.eandi.org
The E&I Report
Your monthly source for E&I community news.

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Member Success Story

Texas AgriLife Research Uncovers Enhanced Value through VWR

AgriLIFE RESEARCH
Texas A&M System

Texas AgriLife Research is the state's premier research agency in agriculture, natural resources, and the life sciences. An agency of The Texas A&M University System, AgriLife Research collaborates with the Texas A&M University College of Agriculture and Life Sciences, the Texas AgriLife Extension Service, and others to help fulfill the A&M System's land-grant mission of teaching, research, extension, and service.

"Cooperatives have historically been part of the agriculture business structure, providing supplies, service and marketing functions," explained Dee Ann Schneider, Texas AgriLife Research Director of Purchasing. "E&I provides my agencies with each of these three functions, truly enhancing the value I provide to my customers. The VWR Scientific contract is a primary example of that value."

The E&I VWR contract provides numerous benefits to the Texas AgriLife Research end users as well as the purchasing staff.
"E&I's competitively bid VWR contract offers the widest variety of products at beneficial pricing to make our researchers' grant money go farther," said Schneider. "Additionally, the multiple VWR representatives who service our agency's many locations have established supportive relationships with the laboratory researchers and staff."

Kathy Wingate, Texas AgriLife Research Business Administrator explained that utilization of the VWR contract has resulted in a variety of cost saving opportunities for the agency. Much of this savings can be attributed to the fact the Cooperative's contract is competitively bid. "Avoiding the bidding process saves us time both at the unit level and at the Agency Purchasing Department, which ultimately translates into financial savings," she said.

Texas AgriLife Research Staff Accountant Manuel Gautreaux went on to quantify that savings. "On purchases over $5,000, the Cooperative's VWR contract saves us a lot of time," he said. "We identify the equipment we need and just make a requisition to place the order. That means the following time consuming processes are eliminated: developing specifications for the bidding process, the time lag in the bidding process (send out, receive, and evaluate), and final award. It's helpful given the fact that we order many items over $5,000 under this contract."

The VWR contract also provides free shipping of goods to end users across the State of Texas, representing a huge cost savings to the agency. "Not to mention the savings we realize from participating in the excellent contract pricing," said Wingate.

Communication is key.
Schneider explained that in terms of increasing contract awareness and utilization, communication is key. She worked with both her E&I Member Service Representative Barbara Amosson and VWR Representative Dicki Murell to develop an effective communication approach.

"Barbara provided us with a helpful fact sheet summarizing the highlights of the contract, which I not only distributed at our annual conference, but I emailed it to the staff and posted it to our website," she said. "I also worked with Dicki Murrel from VWR to prepare a contract announcement that was sent out." She went on to explain that the agency is currently facilitating team efforts with VWR to discuss green initiatives and products that can improve lab safety.

"The overall experience by our agency scientific faculty and staff end users, accounts payable staff, and purchasing staff has been extremely positive," said Wingate. "Texas AgriLife Research enjoys the benefit from excellent pricing and outstanding products when partnering with VWR and E&I."

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New at E&I

Nearly 7,000 Hotels Now Available to E&I Members - Introducing the Wyndham Hotel Group Contract

As part of a new contract with the Wyndham Hotel Group, E&I members can take advantage of considerable savings at nearly 7,000 participating hotels worldwide.

The Wyndham Hotel Group is one of the world's largest integrated hotel franchise and management companies, and includes 11 hotel brands representing nearly 7,000 hotels and more than 535,000 hotel rooms on six continents. Whether you are looking for an upscale hotel, an all-inclusive resort or something more cost-effective, Wyndham Hotel Group has the right hotel for you at the right price.

E&I members will receive great rates at the following participating brands:

Wyndham Hotels and Resorts®
Wingate By Wyndham®
Howard Johnson®
Days Inn®
Baymont Inns and Suites®
Travelodge®
Ramada Worldwide®
Hawthorn Suites®
Knights Inn®
Super 8®
Microtel Inns and Suites®

E&I's Wyndham Hotel Group contract also enables members to utilize Endless Vacation Rentals by Wyndham Worldwide, among the world's largest global marketers of vacation rental properties with approximately 60,000 vacation properties worldwide.

Start saving now! Click here to visit the Getting Started page of the E&I website to complete E&I's Wyndham Hotel Group Members Benefits Program sign-up form to receive your Start-up Kit and discount ID number.

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New at E&I

Cut Printing Costs with E&I's e-LYNXX Contract

e-LYNXX Corporation
Solutions for Profitability and Growth

E&I members nationwide can take advantage of the Cooperative's competitively awarded contract with e-LYNXX. e-LYNXX will help you effectively analyze your print procurement and help you obtain measurable results to cut costs.

- Enhance your effectiveness
- Increase productivity
- Reduce hard dollar and soft costs
- Eliminate administrative headaches by tailoring a program to your specific needs

Cost Reduction Guarantee. By using a patented methodology, known as The Gindlesperger Method, measurable real-dollar cost reductions of no less than 25% are guaranteed without risk of quality, service interruption or investment. With savings at this level, 1% or more of gross revenues goes to your bottom line, providing you with more flexibility in how you budget.

Revolutionizing Your Print Procurement. Through its American Print Management division, e-LYNXX brings objectivity and standardization to print procurement areas where it is most difficult to achieve. This includes supplier qualification and on-going assessment, specification development, change order control, formal quality assurance and other procedures specifically designed for customized print. No change in your current suppliers, personnel, organizational structure or information technology is needed. Efficiencies and quality controls are improved, reporting is strengthened and total transparency is provided.

In addition to improved print quality and shorter cycle times, e-LYNXX will provide you with the competitive advantage of choosing preferred, qualified suppliers to compete for your business. A white paper on e-LYNXX and its services is accessible at www.e-lynxx.com/whitepaper. To learn more about this competitively awarded contract, please contact your E&I Member Service Representative.

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New at E&I

Maximizing Your Purchasing power
Recent Contract Adoptions Among the Membership

Your E&I agreements continue to gain acceptance and support from members like you. These contract adoptions are a true testament to the power and value of cooperative purchasing. Take a look below to see a sampling of the contracts that your colleagues have recently adopted. For more information on any of the Cooperative's competitively awarded contracts, please contact your E&I Member Service Representative.

Agilent
Louisiana State University
Sam Houston State University
Texas Transportation Institute (Texas A&M facility)
University of Maine – Machias
University of Texas – Austin

FedEx
Arkansas Tech University
Cornish College of the Arts
Columbus State Community College
Hartwick College
Herzing College
Illinois Institute of Technology
Landmark Christian School
Mott Community College
Olin College of Engineering
Sage Colleges
Transylvania University
University of Michigan
University of North Carolina – Pembroke
University of San Francisco
Virginia Polytechnic Institute & State University
Weill Medical College of Cornell University

Grainger
Alexandria Technical College
Northwestern College
University of North Carolina at Chapel Hill
University of Southern Indiana

O'Reilly
Alexandria Technical College
Anoka Technical College
Augustana College
Metro Technology Centers
Simpson College
Scenic View Academy

University of Miami

Sherwin Williams
Alfred University
Boston College
Canisius College
Siena College

VWR
Boston College
Harrisburg Community College
Lemoyne College
New Mexico Institute of Mining & Technology
Seton Hill College
Transylvania University
University of Alabama

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Competitive Program Update

Current Open Solicitations

Moving, Relocation and Logistics Services and Comprehensive Relocation Management Services for Household, Office, Facilities, Library, IT and Laboratory

- RFP #683077 - Moving, Relocation and Logistics Services and Comprehensive Relocation Management Services
- Questionnaire
- Public Notice

Proposal Submission Deadline - November 19, 2009, 4:30 PM ET

Shuttle Bus Service, Athletic Team Travel and Other Charters

- RFP #1110 - Shuttle Bus Service, Athletic Team Travel and Other Charters
- Addendum #1
- Public Notice

Proposal Submission Deadline - November 12, 2009, 4 PM ET

Vehicle Rentals and Related Services

- RFP #683085 - Vehicle Rentals and Related Services
- RFP #683085 - Addendum #1
- RFP #683085 - Attachment F - Price Examples
- RFP #683085 - Attachment F - Discounts
- RFP #683085 - Attachment F - Flat Rate
- Public Notice

Proposal Submission Deadline - October 29, 2009, 4 PM ET

Solicitations Currently Being Evaluated
MRO Equipment, Supplies and Services - RFP#683076
Laboratory Filtered/Re-Circulated Fume Hoods - RFP# 683061
Electrical Equipment, Supplies and Services - RFP #683075
Lab Animals Research - RFP #1135

Upcoming Competitive Solicitations Scheduled for Release in 2009
Security Equipment, Supplies and Services

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KRD Update

Join Us for Two Exciting E&I Supplier Webinars in November!

Session Title: Green Roofing: Exploring Energy Efficient Options and Combining Asset Management to Drive Down Cost

Date: Thursday, November 12, 2:00PM, Eastern

Presented by: E&I and Centimark

Discussion topics include:

- Green roofing systems overview
- Tax Incentives, LEED, Energy Star, Title 24, and how they affect you
- Exploring various energy efficient enhancements including Daylighting, Photovoltaic, (PV) Solar Panels, and more
- Roof systems review and the Centimark advantage
- Managing your roofing portfolio with one web-based application

Click [here](#) to register.

Session Title: Getting the Most Out Of Your Gases and Equipment Investments

Date: Thursday, November 19, 2:00PM, Eastern

Presented by: Airgas

Join us for this 50 minute session and find out why more and more institutions rely on Airgas for:

- Quality gases in a variety of supply modes
- Technical expertise for all gases, equipment and applications
- Integrated supply chain management solutions
- Safety programs, audits, training and emergency response
- Lecture bottle replacement program
- Local service, backed by the nation's largest gases and equipment provider

Click [here](#) to register.

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Calendar - Save the Date!

November 2009

November 3–6, 2009
EDUCAUSE
Annual Conference
Denver, CO
www.educause.edu

November 7–10, 2009

Council of Independent Colleges
Chief Academic Officers Institute
Santa Fe, NM
www.cic.edu

November 8–11, 2009
American Association of Collegiate Registrars and Admissions Officers
Annual Strategic Enrollment Management Conference
Dallas, TX
www.aacrao.org

November 8–11, 2009
National Association of College Auxiliary Services (NACAS)
Annual Conference
Honolulu, HI
www.nacas.org

December 2009

December 2, 2009
NAEP Carolinas Regional Meeting
Sheraton Greensboro
Greensboro, NC

NAEP Florida Regional Meeting - TBD

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Back to The Purchasing Link

Lower Costs for Higher Ed

E&I Cooperative is the buying cooperative for higher education and health care. Visit the E&I website to sign up for Purchasing Link, the E&I and NAEP monthly online newsletter (includes The E&I Report) at: www.eandi.org.

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