

# *What Is Procurement?*

## *Who Are We?*

*Updated April 2020*

# Procurement

Procurement is the entire process, cradle-to-grave, involved in the acquisition of goods and services.

In Procurement, competition is the priority ([§3 Governing Rules](#)):

“To the end that the Institution shall obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in an open, fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to the Institution's business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the governing body of the Institution that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.”

# Procurement Services' Mission

The UMW Procurement Services Department's mission is to support the purpose and goals of the University - of providing a superior public liberal arts education - by assisting the University community in the procurement of high-quality goods and services at competitive prices.

We achieve this mission by:

- ▶ Offering excellence in customer service and engagement through valued connections with campus departments and clients;
- ▶ Actively promoting sustainable partnerships with the vendor community that strengthens our continued endeavor for diversity;
- ▶ Maintaining a commitment to exceptional financial stewardship and fiscal responsibility;
- ▶ Striving for continuous innovation
- ▶ Exhibiting personal and professional integrity
- ▶ Supporting professional development; and
- ▶ Creating or using strategic sourcing opportunities.

# What Does the Procurement Services Department Do?

We ensure the University follows all applicable laws, policies, and procedures regarding the procurement of goods and services. We also perform a variety of functions for the University community which include but are not limited to:

- ▶ Establish new contracts
- ▶ Evaluate existing contracts
- ▶ Review various types of agreements
- ▶ Administer and manage the Small Purchase Charge Card Program
- ▶ Work with other departments and other agencies on strategic sourcing opportunities
- ▶ Sit on various University and other agency committees
- ▶ Align departments to procurement officers for main points of contact
- ▶ Facilitate cost avoidance and cost savings for the University
- ▶ Approve daily purchase requests/orders through eVA
- ▶ Facilitate purchasing of IT goods for University departments
- ▶ Develop and manage Annual Supplier Expo event
- ▶ Provide education and guidance to campus buyers and users on Procurement matters
- ▶ Remain informed and knowledgeable about legislative activities affecting Procurement law

# Differences Between Purchasing & Procurement

## Purchasing

A subset of Procurement. Deals more with the tasks related to buying goods or services.

Includes activities such as ordering, expediting, receipt of goods, and payment.

Is seen as transactional rather than strategic. Reactive approach that focuses on the transactions of acquiring a good or service.

Success is measured by having the right goods at the right time for the lowest price.

Tends to work with an existing vendor base, and less engaged with stakeholders across their own agency.

Key skills include organization and attention to detail.

## Procurement

Deals more with why a good or service is ordered, and from where. Focuses on needs fulfillment.

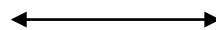
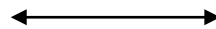
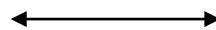
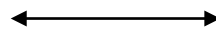
Includes activities such as identifying needs, sourcing, negotiation, and contract management.

Is seen as more strategic rather than transactional. Proactive approach that focuses activities prior to the actual purchasing.

Success is measured by cost savings, risk reduction, and value added. Focused on value and total cost of ownership.

Seeks to find new vendors and build ongoing relationships with vendors and stakeholders across their own agency.

Key skills include relationship-building, negotiation, and research.



# Isn't Procurement Boring?

Procurement isn't always seen as the most flexible or exciting area, but every day we are faced with new and challenging problems that we must solve. We just solve them in accordance with all applicable procurement rules and regulations!



We are continuously learning as laws and regulations change, and we always strive for innovation and efficiencies as new tools and ideas are available.

# Who We Are

We are Procurement Professionals.



Melva Kishpaugh



Patricia "Pat" Canciglia



Lindsay Fare



Michelle Pickham



Tracy DeBernard



Ken Manahan

# Exercise 1

Purchasing is seen more as a transactional function, whereas Procurement is more \_\_\_\_\_.

Go to the next slide for the answer.



# Exercise 1

Answer: Strategic

## Exercise 2

In Procurement, \_\_\_\_\_ is the priority.

Go to the next slide for the answer.

# Exercise 2

Answer: Competition