Winter 2016 Issue

The Future of Our Campus

Design Services for the New MSU Student Services Building (SSB)

GWWO, Inc. Architects of Baltimore has been awarded the Design of the new Student Services Building to be located at the southeast corner of Hillen Road and Cold Spring Lane (previous site of Soper Library). Design will begin upon final approval from the Board of Public Works at the end of February, with design to begin shortly thereafter. GWWO competed with seven other firms. A construction manager has yet to be awarded.

Construction Management at Risk Services (CM@R) for the New MSU SSB

Procurement has begun the process of soliciting proposals for a CM@R construction team to construct the new Student Services Building. The SSB will relocate student support services from Human Resources, and the Office of Information and Technology. Student services which are to be relocated include: the Offices of Admissions and Recruitment, Bursars Office, Career Development, Community Services, Enrollment Management Services, Financial Aid and Work Study, Records and Registration, Transfer Center and Restricted Funds Accounting. It is anticipated construction will take 26 months to complete and will be on target to open in January of 2021. The project is striving to exceed the minimum LEED Silver certification.

Attention, Accountable Officers!!!

MSU must provide a physical inventory of all of its equipment owned to the Property Control Department annually. In order to accomplish this task each department must assign inventory responsibility to a Property Officer (PO). When the equipment inventory of a particular department becomes too extensive for the Property Officer to conduct on his/her own, then the PO can assign that responsibility to an Accountable Officer (AO) or multiple AOs. It then becomes the responsibility of the POs and AOs to annually conduct the physical inventory and submit their results to the Property Control Department for overall University accountability. This information will be requested often in the hopes that end users will continue to allow due diligence in providing the needed information. If you have any questions regarding this policy please contact Ms. Vicki Stukes (ext. 3991) or Mrs. Donnea Adams (ext. 3973).

House Bill 349: Procurement Preferences – Pricing and Selection Committee

This new regulation requires that a state or state aided and control entity shall buy supplies and services from Maryland Correctional Enterprise, Blind Industries, or the Employment Works Program and Individuals with disabilities owned businesses. If neither of these entities can supply the products or services that are needed, then the State agency is not required by law to buy supplies or services from either of these units of State Government. The aforementioned agencies must
be given preference in the order that they are listed. This regulation also mandates that state agencies must include in each maintenance contract that has a component for housekeeping or janitorial services, a requirement that a prime contractor procure janitorial products from Blind Industries and Services of Maryland when the specified products are available. Products may only be purchased outside of these restrictions via a waiver once it has been determined that none of these entities can provide the products needed. There is a pricing selection committee for Blind Industries and Services of Maryland and the Employment Works program that evaluates and revises the list of supplies and services provided by these entities every 6 months. This is done to ensure that fair market prices have been set for products and to establish procedures to govern the procurement of supplies from these entities.

### Multi-Year Contracts

There are basically two types of contracts; (1) those with renewal options, and (2) those without renewal options.

Thirty days prior to the contracts current year expiration, Procurement will issue the renewal notification to the end user. It is the responsibility of the end user to complete and return the renewal notification, within 2 weeks, to the Procurement Department.

If at any time you are unclear on any aspect of procurement, please contact the Procurement Department at ext. 3074.

### Getting Minority-Owned Businesses Involved With Your Department

MSU is making a concerted effort to improve MBE participation in FY 2016. We solicit your assistance by requesting purchasers seek out MBEs. To search for a MBE to provide you with the products or services your department needs, please visit the MBE directory at [https://mbe.mdot.maryland.gov/directory/](https://mbe.mdot.maryland.gov/directory/).

By following this link, you will be able to search the MBE directory by various areas of interest (i.e. firm name, NAICS code, product or service, minority type, and more). With your help, we can provide a good faith effort to meet the State’s 29% MBE participation goal.

### Change Order Process

When submitting a change order, end users should ensure that multiple FOAP lines are not included in the submission. This creates issues when Accounts Payable is trying to process the invoice(s) associated with the change order. In addition, when a new fiscal year begins, a new requisition should be completed by the department regardless of funding. The old purchase order connected to the change order (with unspent funds) should be closed and not rolled into the new fiscal year. Once closed, the remaining funds will be rolled over into the end users budget for the new fiscal year. This will ensure a clean process for record keeping and audit purposes. If you have any questions, contact Procurement and Property Control at extension 3074.

### Surplus Furniture

Looking to change things around in your office? Need a new file cabinet, table, or chair? The Washington Service Center has just what you’re looking for. Come visit our warehouse and one of our staff will gladly take you on a tour of what we have available for you. No appointments necessary. If you have any questions, please feel free to give our office a call at extension 3114.
Records Retention

In order to store permanent and non-permanent records in the Washington Service Center, all departments must provide Property Control with an approved Records Retention schedule which can be found at this link:

W:\Property Control\B. GOODRIDGE\All Records\Retention\RECORD RETENTION FORMS\FORM DGS 550-1.docx

The schedule will provide Property Control with the storage and destroy dates for the files and documents placed in specified Records Retention boxes. If your department does not have an approved Records Retention schedule on file, records cannot be stored at the Washington Service Center. For more information, please contact the Property Control Manager, Mr. Powell, at extension 3943.

What’s Next for Procurement and Property Control (PPC)?

Atomic Learning is an online professional learning system designed to meet the needs of today’s campus. Procurement and Property Control will soon embark on creating videos utilizing this system. Featured videos will include: Budget Query, Encumbrance Query, Budget Transfers (Single and Multiple Line), Requisitions and introducing Native Banner Requisitions and Property/Accountable Officers Training. Procurement and Property Control is also looking at a Certificate of Completion to be provided to participants once completing the various training to be included in you personnel file. This is still in the testing mode so look for this to be unveiled within 6 months.

In addition to Atomic Learning, Procurement and Property Control, in conjunction with the Comptroller’s Office are working with Ellucian to develop a new process for which documents can be added, tracked and approved using Workflow. The hope of this new procedure is to become more accountable and efficient in our technological procedures while simultaneously being environmental friendly by using less paper. This is still in the drafting stage. An update on this progress will be presented in the coming newsletters.

Acknowledgement Corner

Procurement is adding a new section to the newsletter to acknowledgement the contribution of individuals who have gone beyond the call of duty to assist Procurement in carrying out its function. Each quarter it is our intent to acknowledge these heroes. This quarter’s heroes are:

Deborah Grady
Towanda Oglesby-Cooper
<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Keon Allen</td>
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<td>Kenneth Powell</td>
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<td>Denise Hayes</td>
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