



Upcoming events

2017 Achievement of Excellence in Procurement Application:

Procurement is embarking upon the completion of this application (hosted by the National Procurement Institute) in an effort to take our department to the next level.

New Surplus Inventory Auction:

Procurement is working on a new surplus auction program to be utilized by MSU faculty and staff.

Record Retention Action:

A training module is being developed for MSU departments to be able to properly complete record retention. Michael Alston will be available for assistance as needed.

Procurement & Property Control

Spring 2017

Welcome

As the 3rd quarter of fiscal year 2017 comes to a close, we would like to thank you for allowing us continue to provide the Morgan community with five star moving and procurement services. As mentioned in our fall newsletter, this year has been deemed the year of cohesion and togetherness. We hope that these themes have continued to emanate from our department as we serve and interact with our Morgan family and beyond.

Major Donation to MSU

By: Juanita Singletary-Jones



According to MSU Public Relations Office, retired UPS senior executive Calvin E. Tyler Jr. and his wife, Tina, nationally known philanthropists, announced a \$5-million gift to Morgan State University for an endowed scholarship fund established in their name at MSU. The fund provides need-based scholarships that cover full tuition for select Morgan students who reside in Baltimore City, the Tyler's' hometown. The couple's contribution is the largest individual donation in the school's history.

On March 8, 2017, the Board of Public Works (BPW) approved the naming of the newly-developing Student Services Building to the "Calvin and Tina Tyler Hall." The building is currently in design and is scheduled to open in 2020. Tyler Hall will house programs such as Recruitment, Registration, Enrollment Management, Bursar's Office, Financial Aid, Parking, Bear Card, Comptroller's Office, Sponsored Programs and Title III.

Vehicle Ride Sharing Program

By: Juanita Singletary-Jones



Procurement is in the process of identifying a vendor for the University to roll out its Ride Sharing Program (RSP). MSU anticipates the primary users of this ride share program will be students, faculty, and staff. These individuals may rent vehicles, at their own risk and are expected to abide by the terms and the Contractor's rental agreement. The vehicle sharing program is slated to begin in the of fall 2017.

Business Diversity Updates

By: Khari Whitmyer

Procurement's first annual 'Business Diversity Fair' took place on April 21st and was a great effort made by the department to facilitate business interactions between large state agencies and small/minority businesses. Over 20 small and minority businesses along with Maryland state agencies were present to display the goods, services and available procurements they

provide. A workshop, led by The Governor's Office of Minority Affairs, took place to show small and minority business owners how to become certified to do business with Maryland state agencies. It was a great opportunity for networking and exposing the awesome offerings of our local small and minority businesses.



'Ja'unique Catering' serves up some delicious 'fish & grits' samples.

As this fiscal year comes to a close, the department of Procurement is continuing to push towards reaching the MBE and SBR goals set by the state (MBE 30%, SBR 10%). There are a few more projects in the pipeline that will help us on our journey to reaching those goals. University purchase-card holders use of MBE and SBR certified vendors also helps tremendously. So before heading off to Staples to (often times very conveniently, I know) purchase office supplies, plan ahead and purchase those same quality office supplies from Metropolitan Office Products or Sutherland Data Products. Be sure to continue to utilize the links below to search for MBE's and SBR's you can utilize for a variety of goods and services.

MBE:

<https://mbe.mdot.maryland.gov/directory/>

SBR:

<https://emaryland.buyspeed.com/bso/external/registeredVendorSearch.sdo>

A Word from Our University Movers

By: Raji Taylor

From all of the university movers, welcome to spring of 2017. We are very proud to inform everyone of our continued drive to deliver the best moving experience for everyone on campus. To that end, we have upgraded our equipment with an addition of 100 new metal chairs (cushion and hard) and



'Faye Travels' offering travel accommodation services.

15 new plastic 6 ft. tables. If you make a request for specific items and they are available for use on the date & time requested, we will gladly fulfill the request. If you request a specific item and it is not available on the date and time requested, we will gladly accommodate your request using what we do have available. We appreciate your review of our latest updates and we will continue to provide the very best in customer service.

Mandatory Property & Accountable Officers Training

By: Vicki Stukes

To ensure effective management of the personal property, control responsibilities shall be delegated to "Property Officers". Each department's director/Dean/Chair Person/Vice President shall be required to designate an individual to become a Property Officer. The designated individual will serve as a liaison to the University's Fixed Assets Section of the Property Control Department.

The respective Departmental Property Officer must be a supervisory level employee and report to an individual no lower in the department than director, or a comparable position who will have the ultimate responsibility for the Department's inventory.

Custodial responsibilities can be delegated to "Accountable Officers". The manner in which these responsibilities are delegated shall rest with the Property Officer

Furthermore, one person, with other primary responsibilities may serve as both Property

and Accountable Officer. The Property Control Office shall provide *annual mandatory training* for Property and Accountable Officers.

Property Control Action Request Protocols

By: Michael Alston

The Property Control Relocation Staff continues in their effort to provide timely assistance to the Morgan family via the PCAR (Property Control Action Request) form. Additionally, we handle deliveries of merchandise and supplies that are shipped to the university. In order to facilitate a timely response to your requests, please note that we require at least a 48-hour advance notice to process your requests. In order to accomplish this, we need your help. We ask you to remember our new slogan... ***"48-Out the Gate!" Please do not fax PCAR forms or e-mail them to individual team members.*** Utilize the process as outlined on the Procurement website. Should you have any questions, please feel free to contact Mike Alston, Warehouse Operations Supervisor at ext. 1614.