



# Procurement & Property Control

Winter 2016

## Welcome

The office of Procurement and Property Control would like to extend our warmest greetings this holiday season. Thank you for another great quarter and for allowing us to provide the Morgan community with five star moving and procurement services. For us in the department, this year has been deemed the year of cohesion and togetherness. We hope that those themes will emanate from our department as we continue to serve and interact with our Morgan family and beyond.

## Changes in Depreciation Process

By: Vicki Stukes

The depreciation process for capital equipment (equipment over \$5000.00), has been changed from an annual process to a monthly process. This plus the monthly meetings with the Comptroller has the two departments synchronized with areas that need to be worked on to keep the depreciation on track. There is also a learning process to understand what each area needs in order to reach a common goal.

## A Word from Our Movers

By: Raji Taylor

From all of the University movers, Merry Christmas and Happy Holidays. We would like to welcome our newest employee Obioha Nwachukwu to the moving staff. We are thankful for his smooth transition into the Morgan community. We would also like to extend a warm welcome back to our new warehouse supervisor, Mr. Michael Alston. Mr. Alston was previously a member of our staff and we are very thankful for his return.



Obioha Nwachukwu, University Mover



Michael Alston, Warehouse Supervisor

In an effort to maintain an atmosphere of cohesion, two movers (Duwon Keaton and Raji Taylor) will now be a part of weekly staff meetings with procurement staff (every Tuesday morning at 9am). This fiscal year has been tremendous so far as we have completed 480 moves as well as embarked on the major move from the old to the new Jenkins Building. Our number one priority is the safety of our employees. All movers are required to complete OSHA training to ensure the safe operation of our new forklift. We are upgrading our moving equipment and as well as the furniture that will be available to university members (specifically new tables and chairs). We appreciate your

review of our latest updates. We look forward to continuing to provide superior customer service to the faculty and staff of Morgan State University.

## Request for Construction Cost Breakdowns

By: Selina Mason

In construction, the costs of materials, labor, equipment, and all directly involved efforts or expenses for the cost of the contract are referred to as direct costs. Effective immediately, any request to procure a capital or maintenance related contract expected to exceed \$200,000 shall include a cost breakdown. A breakdown of costs includes labor costs, material costs, equipment costs, and subcontractor costs. Once the direct cost of the project is generated, the data will be used to assist in the structuring of Minority Business Enterprise goals and sub goal designations during the solicitation process.

## Upcoming Capital Projects to Be Procured

By: Juanita Singletary-Jones

In FY 2017, the University received \$40,400,000 in State capital funds for projects in various phases of development. The University's FY 2018 five-year request includes funding to initiate and for the continuation of projects totaling nearly \$600 million. Included are a new Student Services Center, (awarded in 2016 to GWWO Architects and The Barton Malow

Company) a New Health and Human Services Facility, and a New Science Complex.

## Business Diversity Updates

By: Khari Whitmyer

Procurement and Property Control welcome the new Minority Business Enterprise (MBE) & Small Business Reserve (SBR) liaison Khari Whitmyer. Mr. Whitmyer is a recent graduate of Morgan State and we are happy to have him as part of our team.

Mr. Whitmyer entered the MBE/SBR liaison position in July 2016. During that time, there were many changes being made regarding state agency MBE/SBR reporting procedures. We are currently working in close conjunction with the Governor's Office of Minority Affairs (GOMA) to remedy FY 2016 reporting errors and to make sure that we are not repeating the same mistakes as we move forward in FY 2017.

Business diversity asks that before you make a purchase from a large and already firmly established vendor, take a look at some of the MBE and SBR vendors that provide the same or similar products and services. Below are two large companies that show up most frequently on MSU purchase card statements and their MBE/SBR equivalent(s).

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-Office Depot / Staples → AJ Stationers (Asian American)/Sutherland Data Products (African American Female)

-Fast Signs → Signs By Tomorrow (Female)

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To search for MBE's visit:

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

To search for SBR's visit:

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

In an effort to increase the amount of business Morgan does with small and minority businesses, the Morgan community can look forward to opportunities to learn more about utilizing small and minority businesses this upcoming spring semester.

## Procurement & MSU Provost Meeting + Workflow & Native Banner Training

By: Miracle Banks

Procurement and Property Control had an opportunity to address Procurement policies during a Provost meeting held by Dr. Gloria Gibson. In this meeting, Lois Whitaker spoke about key requirements that end users needed to understand and follow through on in the procurement process. The key areas included: Dollar Thresholds, Solicitations, Scope of Work and the Sole Source Determination Form. Procurement is 80% complete with the effort of using Workflow to assist in the transition of moving from hardcopy purchase orders to electronic. This process is being refined in order for the department to better serve the University. Finally, Procurement is developing Native Banner training. More details will be provided in the Spring edition of the newsletter.

# New Operating Procedures for Receiving

By: Leonard Lashley

Every year we fine tune and tweak policies and procedures to make life a little less frustrating and work a little more efficient. Effective immediately, Property Control is implementing new receiving control practices. The practice we want the Morgan community to be most aware of is that all items received by the Warehouse Clerk or acting clerk will be set with a suspension of **48 hrs** to be delivered to its destination regardless of personal status or location of the customer who the item is intended for. To help with this transition, Property Control asks that all people within the department that request an item/equipment be informed of an impending delivery so that in the absence of the person who placed the requisition, the equipment or parcel will still get to its target destination with minimal hindrance. Too often we have faculty and staff who are working within the same department that are unaware of an incoming delivery resulting in delays. Also, any equipment or packages delivered with no campus destination, receivers name or an extension number will no longer be accepted by the warehouse. Please keep in mind the Property Control warehouse has limited space for equipment and record retention so we have to be more efficient with the package and equipment distribution process.

# Copying/Printing Cost Saving

By: Rufus Berry

Hello colleagues! As we are all aware, the University executed an agreement with Xerox that has and continues to reduce the cost of printing and copying here at the University. The University understands that the cost of printing/copying is one expenditure that most MSU departments and organizations factor into their budgets. In an effort to keep those costs low, we have seen an upsurge in the costs associated with staff purchasing personal desk printers. But due to the high cost of maintaining so many, University management has made the decision to drastically curtail all future purchases of desk printers. Also keep in mind that paper is wasted by printing out single line emails or printing out an unnecessary number of copies. It is a cost you can't always avoid but we ask that you be cognizant of what is absolutely necessary when printing. The University is currently looking into measures we can take to address this matter. However, in the meantime, below are a few steps we all can take to remedy this issue.

- Use both sides of the paper, whether for copying or printing.
- Set defaults to double sided - select one-sided printing only when necessary.
- Print only the pages you need by using the "Print Selection" function.
- Use a smaller font size to reduce the number of pages printed

- Send large jobs to the University Print Shop.