Purchasing Services Accomplishments and Future Projects

Items in bold are areas that CAC can help with making the purchasing process better.

Over the last 18 months Purchasing Services has accomplished the following initiatives that has either improved the service level, saved FIU funds and/or increased efficiencies and compliance:

1. Reduced the average cycle time to issue a PO by 1.7 days from FY14 to FY15. It was 6.22 days in FY14 and in FY15 the average cycle time was 4.52 days.

2. Captured $1.4 million in savings from solicitations we conducted or negotiated renewals for FY15. FIU realized another $1.69 million in added revenue. We also reported for the SUS Shared Initiative $17.6 million in savings for all contracts FIU utilizes that were competitively solicited which included piggybacking off of consortiums, other governmental entities or universities contracts.

3. Implemented eProcurement on August 10, 2015 which is comprised of the PeopleSoft ePro module and myFIUmarket, a third-party hosted catalog solution. It allows requestors to login to PantherSoft Financials and browse online catalogs of FIU approved contracted suppliers, add items to a shopping cart and have the shopping cart loaded into a requisition or assign a shopping cart to a requestor. We went live with three catalogs which included AirGas, Grainger and CDW. Please visit the FSSS training website at http://finance.fiu.edu/controller/TrainingRegistration.html to view and register for available training and to obtain resources, including the Procure to Pay manual, which includes step by step instructions on how to shop in myFIUmarket and how to navigate in PantherSoft, and video snippets. Requester roll is needed.

4. FIU has partnered with Fisher Scientific to provide site support service for a FIU Research Lab Supply Store and Hazardous Chemical Tracking Management. The Store opened in July at MMC, AHC4. Lab personnel have immediate access to 100 most commonly used lab supply items based on input obtained from faculty. Fisher Scientific will barcode and enter all hazardous chemicals into the EH&S Assistant program at all three campuses, plus take them out of the program when empty. Lab personnel will need to peel off the barcode and place it on the zero quantity sheet. All hazardous chemical orders must be delivered to the defined locations to ensure they are entered into the program. We have conducted two training sessions for lab personnel on the lab supply store, hazardous chemical management and eProcurement. There will be no annual fee for the Fisher FTE, if we grow our spend by $250,000 with Fisher. We will work with lab personnel to switch our purchases to Fisher, when appropriate. More information on the Hazardous Chemicals Procedures and the store can be found at http://ehs.fiu.edu under Programs, EH&S Assistant link.

5. Reduced the number of Entertainment and Performance Agreement processed by 80% and 100% of the allowable unencumbered payment are now completed electronically.

6. Implemented the supplier onboarding functionality which allows suppliers to submit an electronic application in PeopleSoft to become a registered supplier with FIU. That
Supplier Onboarding improved efficiencies by eliminating a manual process of entering supplier applications into PeopleSoft to create a Supplier Profile.

7. Designed and delivered in-person Purchasing 101 training to educate end-users on the basic principles and processes of university purchasing. Education of the university community improves staff effectiveness by empowering end-users with the knowledge needed to process purchases correctly. Most importantly **training staff contributes to overall compliance with the university policies and procedures**, including reducing the number of confirming (after-the-fact) POs.

8. Renegotiated FIU’s Office Max/Depot contract as a SUS Shared Initiative. FIU will realize an 18% reduction in price saving over $200,000, while increase our rebates.

**FY15-16 Goals/Projects**

1. Enable additional catalogs in myFIUmarket, which will include Fisher, B&H Audio, Office Depot and additional suppliers based on volume of spend, number of transactions and **need will be added**. Track spend, cycle time and utilization of myFIUmarket. **Meet with Biology, Chemistry and Engineering to see what steps need to be taken to help reduce requisition approval cycle time. We will meet with other departments as requested.**

2. Conduct a reregistration of suppliers which will clean up our vendor database, obtain email addresses and require all vendors to be paid by EFT.

3. **Implement an equipment maintenance program which can realize 17%- 30% savings.**

4. **Implementation of FIU’s Procurement Advisory Council (PAC) which will seek to improve services, increase efficiencies and reduce operating costs by sharing ideas, experiences and identifying procurement related enterprise wide projects.**

5. With the implementation of eProcurement our buyers will shift from being transactional to being more strategic, while maintaining a six business day cycle time. Through ePro our buyers will be conducting eRFQs for our customers.

6. **Increase our savings by $352,300 (2%) over FY15 savings through the implementation of Rosslyn Analytics' RAPID Spend Analysis Software-as-a-Service Solution. We will be able to better manage FIU’s spend and savings opportunities.**

7. **Reduce the current cycle time to review a contract from when we receive it to when we send it to OGC for final review or supplier for signature from 5 business days to 4 business days. Implement Total Contract Manager which will provide efficiencies, increase visibility and reduce risk relating to contract management.**

8. **Through supplier onboarding we will maintain a cycle time of four days from when a supplier submits the application online to the time Purchasing Services approves them as a vendor. This does not include foreign vendors because they need to be approved by Tax Compliance.**

9. **Rewrite the Purchasing Manual which will include eProcurement and the seven stages of Procurement. We will develop queries and reports through PeopleSoft and Rosslyn Analytics to assist with compliance for our customers and suppliers. We will take over managing our strategic suppliers, including Fisher, Grainger, Office Max/Depot and Toshiba.**