

# LAURIER

## **WILFRID LAURIER UNIVERSITY**

Wilfrid Laurier is one of Canada's best and fastest-growing smaller universities (our enrollment has doubled in five years, even though our admission standards for many of our programs are among the highest). We have more than 12,000 full-time undergraduate students, and offer great undergraduate and graduate programs in business, arts, science, social work, education and music. The main campus is located in Waterloo, Ontario with additional campuses in Kitchener and Brantford. Our university is noted for its friendliness and sense of community.

Dr. Max Blouw joined Wilfrid Laurier University as president and vice-chancellor on Sept. 1, 2007 after a distinguished career at the University of Northern British Columbia.

Construction of a three story, 25,800 sq. ft. center for Co-op Education and Career Development was completed for August 2007 occupancy at the Waterloo campus. Waterloo campus projects also included an Alumni Hall addition, reconstruction and renovation of the Dr. Alvin Woods Building, and renovations to University Stadium.

A new University Center is set to begin construction at Laurier Brantford in June, ready for occupancy in 2009. The \$16 million University Centre will help the campus to grow to 2,500 students in the next few years from its current enrolment of 1,900.

### **On Line Requisitioning and Approvals**

A pilot program for on-line requisitioning with approvals is underway, including all departments reporting to Finance. Once the system is running effectively in Banner Finance with Millennium, it will be rolled out university wide. Some of the main advantages to purchasing is a significant reduction in the amount of data entry and faster and simpler progression through the approvals and internal processes to order placement, and the ability to track and view documents. Accounts Payable will benefit from the elimination of follow-up and duplication of work required when sending invoices for approval through internal mail. It will speed up process to avoid payment penalties and to take advantage of early payment discounts. Approval of documents is available through an off-campus connection (LORIS).

## **E-Ship Desktop Shipping**

Wilfrid Laurier University is transitioning to desktop shipping for the larger volume user departments to provide better service levels and reduce operational costs. We have begun the transition with Purolator's E-Ship Online System and their Pay by Credit Card Program. All Ontario universities benefit from the Purolator/DHL rates under the Ontario Government contract.

The new system offers significant advantages to users. The main advantage is that you have control over your shipment. With just a click of a mouse users can, prepare your shipments and get estimates and transit times on line, maintain frequently used addresses in their own secure address book and view their shipping history to quickly find and trace their shipments

Advantages of E-Ship Online include:

- Available from any PC or Mac with Internet access (no software to install)
- Printed waybills – Ensure legibility and accuracy on labels
- Can use any printer and waybills are printed on plain paper...no forms
- Eliminates paperwork and filing records – Shipping history is kept online
- Print multiple waybills from mailing lists using Excel spreadsheets
- Minimal data entry...recalls information stored
- Payment by P-Card significantly reduces the number of low value invoices requiring approvals and processing

## **Envisioning Laurier Project**

The purpose of this research project is to develop a comprehensive body of qualitative and quantitative data that identifies public perceptions of Wilfrid Laurier University at the local, provincial and national level, and which also yields informed opinions about the kind of university Laurier should strive to become in future. The project is not a branding exercise — the information will be used with other resources as part of a university-wide, consultative initiative to establish a vision statement that will guide the university through to the year 2030. The data gathered through the research project will also be used to establish benchmarks against which the university can measure its progress toward strategic goals.

The RFP was posed on MERX and after careful review of the 14 proposals received a contract was successfully awarded to The Strategic Counsel.

## **Computerized Maintenance Management System**

An RFP was issued for the purchase of a Computerized Maintenance Management System including installation, training and implementation. The contract was awarded to

TMA Systems. Because of the tremendous broad-based usage, the new CMMS system needed to be capable of segregating data for multiple functional areas while sharing information from a common database with the ability to generate a variety management reports to help identify various trends, cost of operations, labour usage, etc.

### **Office Supplies Contact**

Wilfrid Laurier University was included in a RFP issued on behalf of the members of the Cooperative Purchasing Group of Waterloo Region (CPGWR), through the University of Waterloo. Corporate Express not only presented the lowest bid, but also presented a decrease in our previous pricing along with an addition year of firm pricing. Based on last year's usage, Corporate Express has presented a savings of \$416,789.84 for the CPGWR.

Our new contract is effective from June 1, 2008, for three (3) years and has a two (2) year renewal option. Acquisitions will continue to be made on-line by our staff and faculty using their corporate MasterCard Purchase Card as the method of payment, with contract pricing applied.

### **Convocation Photographic Services**

The Senate Executive Committee has recently approved a number of changes to the way in which our convocation ceremonies are executed which included the introduction of individual graduate photography services. An RFP was issued and a contract awarded to Chappell for their comprehensive service program whereby all transactions take place directly between Chappell and the student.

### **Virtual Campus Tour Website**

Wilfrid Laurier University aims to launch virtual tour website by Labour Day, 2008. A comprehensive RFP document was issued and a contract awarded to The Barking Dog.

### **Variable Pressure Scanning Electron Microscope, Computer Controlled**

A Request for Quotation was posted on MERX for a Computer Controlled Variable Pressure Scanning Electron Microscope with a 160 mm internal diameter specimen chamber, allowing a variable pressure operation at up to 2000 Pascals. Although submissions were received, an order will only be placed after the research institute has approved the application made by the researcher.

### **Student Lounge Furniture**

An RFP was issued to furnish their student residence located at 44 Bricker Ave., Waterloo, with 73 three seat sofas and 73 lounge chairs within an estimated available budget of \$100,000 Canadian. After reviewing the 23 submissions received the contract was awarded locally to Galt Furniture.

### **School Bus and Highway Coach Services**

Wilfrid Laurier University requested proposals for the supply of school bus and highway coach services. The contract was awarded to Ayr Coach Lines for one year with possible extensions of two (2) additional one (1) year terms subject to mutual agreement.

### **Snow Removal Services**

The RFP for snow removal included a request to bidders to provide information on green/environmental conscious salting and sanding alternatives and methods, e.g. brine solutions, liquid anti-icing products, best management practices, equipment, etc. A three year contract was awarded to Provincial Snowplowing. The University engaged Provincial in a pilot project on one parking lot to determine the feasibility of mutually agreed upon alternative products and methods that could benefit the university and the environment.

Marion Barnaby  
Manager, Material Management  
mbarnaby@wlu.ca