

Ryerson University

Ryerson has continued its path of technology change to enable and enhance our end user experience. Currently Ryerson purchasing receives 90-95% of our purchase requisitions electronically. To enhance the user experience for those currently using the online requisitioning system and to encourage those that don't, we implemented a new web form requisition interface which will also be our e-procurement connection point for hosted catalogues or with electronic catalogues such as OECM. We started our e-procurement initiative 3 years ago, initially with the expectation of dealing with catalogue content ourselves. The introduction of the OECM has allowed us to avoid the tremendous effort required to do so. Ryerson has been selected as one of the initial group of institutions that will be connecting to the Electronic Marketplace.

We have continued this year with our push to eliminate paper from our purchasing and payment processes. With the upgrade of our Oracle Financials we implemented an online expense reimbursement tool called i-expense. This software tool allows the reimbursement process to be conducted completely online. The expense statement is entered online and the original receipts are scanned or faxed into the system so that images of the required documents are automatically attached to the electronic statement ready to be sent through an approval workflow. Once approved, the statement is imported into the accounts payable system for review and AP approval. No entry is required by AP allowing the reimbursement cycle to be reduced by 2 weeks. To compliment this system we introduced an AMEX travel card. The travel card transactions are automatically presented to the cardholder as they are completing their expense statement. Checking a box adds the credit card transaction to the expense statement.

An upgrade to the MarkView document management system this year has provided new functionality to communicate with users through workflow as well as adding the capability to automatically email Purchase Orders and AR trade invoices to the current rendering of documents for fax or printing.

I have been concerned for a number of years that we could do a better job of assisting our clients with contract management. Once a purchase contract was signed it seemed difficult for our clients to keep track of contract deliverables. This year we are in the process of implementing a contract management system. End Dates, deliverable milestones, Reports etc. can be set up for email reminders to the staff that need to follow up with the vendor. The system can be set to stop payment of vendor invoices if any requirements are not confirmed as completed.

This year also brought a complete review and update of the Purchasing Policy, Purchasing Card Policy and the Business travel policy along with related procedures. The policies have allowed for some decentralization of the purchasing process by increasing the approval limits for both purchase requisitions and Purchasing Card transactions.

Major Projects completed

The Ryerson Faculty of Business moved into its new home last summer. The new building at 575 Bay Street Bay Street is part of the redevelopment of the north end of

the Eaton Centre. On the corner of Bay and Dundas streets, it is the first of our buildings to be built on the west side of Yonge street. The Ted Rogers School of Management occupies the top three floors of a building that has new concept Canadian Tire and Best Buy stores on the ground floor and directly connected to the subway and PATH through the Eaton Center.

Major RFP's

Ryerson University Master Plan. The firm of Payne McKenna Blumberg Architects and Daoust Lestage Inc., in association with Greenberg Consultants Inc. and IBI Group were selected from an impressive field as the successful team. The master plan, upon completion in the spring of 2008 will influence the physical development of the university over the next 20 years. It was also the first major project to follow our new standardized RFP process.

The design team headed by Diamond Schmitt Architects were recently awarded the contract to create the Ryerson Photography Gallery and Research Centre which is now part of an expansion and redesign of the existing School of Image Arts building in the midst of the Ryerson campus. The gallery house the Blackstar photography collection and also provide student gallery space on campus.

To better facilitate the compact construction/renovation schedule that the Campus Planning and Facilities unit must deal with each year we have started to formalize supplier rosters for General Contractors, Architects, M&E Contractors and some engineering specialties. To comply with AIT these rosters are designed to be renewed annually.

Other major RFP's this year have been for Cleaning services, security services and a number of Alumni related initiatives such as credit cards, Ryerson wine affiliation and Mortgage loan programs.

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