

University of Windsor

The “New” Procurement Area

In the fall of 2007, the Procurement service area was formed within the University’s Finance Organization. This organizational change was implemented to help realize the benefits of a more integrated Procure to Pay cycle. As part of this process, the Purchasing Services and Accounts Payable functions have been integrated to provide enhanced services and support at all stages of the procurement process.

Capital Projects

The University continues to grow and has recently entered its most ambitious capital expansion since its founding in 1963.

At the forefront, the University is in the midst of completing the new Medical Education Building in time for the first entry of medical students in the Fall of 2008. Affiliated with the University of Western Ontario's Schulich School of Medicine and Dentistry, the \$24-million stand-alone building will offer 24 spaces per year, with intent to accommodate double that amount in the expectation of future increases in medical school spots as the demand for doctors continues to rise.

The University has also announced plans to build a new Centre for Engineering Innovation, a structure that will establish revolutionary design standards across Canada and beyond. The CEI, at a projected cost of \$110 million, will include 300,000 square feet space for engineering teaching, research and development and will allow the faculty to expand its annual undergraduate enrollment from 1,400 to 2,000 students over the next five years. The CEI represents an entirely new facility for the University, as well as a new approach to engineering and will bring industry and business partners to faculty and students in order to cooperate on research, development, and implementation projects.

Purchasing Projects

Several RFP’s have been completed throughout the past year that have provided enhanced value for the campus. One key RFP was for a new fleet of student card operated copiers that were ultimately secured and launched in conjunction with the University’s “All Campus Card” program. As part of this RFP, the cost per copy was cut in half, while at the same time reducing complexity for the students by incorporating this service into the “All Campus Card” program.

The University continues to develop and expand implementation of its preferred vendor agreement program across the campus. At current time, there are agreements in place for computers, furniture, office supplies, toner cartridges and shredding services, with intent to further grow the program to continue to meet campus needs.

Credit Card Programs at the University also continue to grow with the rest of the campus. The number of cardholders has increased by approximately 5% over the past year on both the Purchasing and Travel card programs. The Procurement area has been a vital part of the development of this process and continues to assist cardholders in the transition to this procurement tool.

The Procurement area continues to undertake and support a number of sustainable purchasing initiatives with end user departments across campus on a number of commodities including computers, copiers, furniture, housekeeping supplies and other new facilities.

Looking Forward

The Procurement area is looking at a number of different opportunities to improve value added service to the campus. These opportunities consist of a number of electronic workflow projects aimed to streamline the procurement process. Additionally, there are a number of other procurement related tools currently being evaluated as part of our continuous improvement process. Some of these tools include different group buying opportunities including OEM, as well as other system and policy related enhancements.

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