



University of Waterloo

Our department strides to advise and support the University community in the prudent and effective stewardship of resources, and to facilitate University efforts to promote the exchange of ideas and the implementation of strategies which increase the value of expenditures. Only some of these efforts are documented below:

Assisted and supported the furnishing, technology and equipment outfitting of various new buildings and additions to existing buildings on campus:

- School of Pharmacy
- Quantum-Nano Centre
- School of Accountancy
- Photovoltaic Research Centre
- Construction to begin on a fifth Engineering Centre shortly

Additional space, personnel and our added involvement in the research acquisitions have led to unprecedented increases in the time and project management efforts of our staff.

Over the past 12 months, we had 52 postings on MERX, each representing the acquisition of goods or services in excess of \$100 000.00.

We co-ordinated a detailed and systematic analysis of foreign currency contracts/acquisitions over the second half of 2007, resulting in a number of ongoing price reductions, and a quantity of immediate discount and price reductions.

In keeping with the Universities 6th decade strategic plan, we undertook a review of the campus and how P&CS's interacted within and amongst the campus. Our goal was to better position the department, and its resources to facilitate and strengthen our contribution to the University.

Predominately, many of our secondary goals this year have been overshadowed as we focus on our key role - to ensure that we procure goods and services in a professional manner. With unprecedented increases in volume – transactional and fiscal, it has been a year of endurance for Procurement & Contract Services.

We continue to make significant inroads within the research community. Today, before a researcher applies for a grant, Procurement & Contract services meets with the principal(s) researcher to ensure that both the granting agency reporting requirements and the materials management issues are dealt with prior to their application. Our early involvement in the process has helped our staff to broaden its leadership role in project acquisitions.

P&CS once again hosted our annual trade show for the campus community. Of interest was our “ergonomic” day in which we set up a sample workstation with all the correct ergonomic equipment, including overhead lighting.

Once again we hosted Student Team Acquisitions workshop. Under the guise of “lots of pizza”, representatives were invited from each of the six student teams who over a given period will initiate the full breadth of the services we offer. Our goal was to educate these coordinators early on to the competitive bidding policy, to the logistics issues, and mostly, to the ever increasing border requirements for entering and exiting the United States.

Our enduring value analysis project of our travel agreements continues with the on-going intent of building an extensive travel management strategy. This year we negotiated on behalf of OUPMA and the UofW with VIA, in an effort to secure optimum rates and services for our travels throughout the province. In addition, market reviews were performed resulting in the initiation of a preferred limousine and taxi services.

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