

Finance & HR Update

December 12,
2019



UNIVERSITY OF WYOMING



Agenda

- **Human Resources**
 - Staff Performance Evaluation Timeline
- **Finance**
 - Strategic Sourcing
 - Fisher Scientific Launch
 - Using p-cards to purchase goods from Office Depot

Staff Performance Evaluations Timeline

- January 2, 2020:
 - 2019 Performance Evaluations for classified and administrative staff available for supervisors to start evaluation.
 - Training materials made available.
- January 3, 2020 – March 27, 2020:
 - Weekly Performance Specific Individual Work Sessions available for questions and support completing evaluation.
 - Sessions available in the Employee LearnCenter.
- January 16, 2020:
 - Live demonstration of evaluation process during Finance/HR Deep Dive.
- March 31, 2020:
 - All staff performance evaluations must be fully completed and approved.

What is Strategic Sourcing?

In reviewing our spend, UW negotiates reduced pricing based on predicted purchase volume with suppliers that provide goods that we know campus needs.

If we are going to purchase the item anyway, why not get the best price?

Supplier	Primary Good/Purpose of Contract
Fisher Scientific	Research & Lab Supplies/Equipment
CDW-G	Computer Supplies & Equipment
Office Depot	Office Supplies
Fastenal	Tools for maintenance/operations

Examples of Strategic Sourcing Prices

Case of Copier Paper

Retail Rate: \$60

UW's Rate: \$30

Savings: \$30

50% Savings

Laptop

Retail Rate: \$1,232

UW's Rate: \$868

Savings: \$364

30% Savings

Ink Cartridge

Retail Rate: \$19

UW's Rate: \$13

Savings: \$6

32% Savings

Envelopes

Retail Rate: \$21.99

UW's Rate: \$6.67

Savings: \$6

67% Savings

Total Estimated Savings for CDW-G FY18 & FY19: \$2.7 million

Examples of UW Savings: Computer Standards

The below data shows the savings of purchases since the launch of the program in 2017-FY19 in regards to three key areas of computer purchases: desktops, laptops, and monitors.

Laptops	
Retail Spend (without discount)	\$543,869.49
Actual Spend (with discount)	\$258,711.34
Savings	\$285,158.15

Desktops	
Retail Spend (without discount)	\$1,009,590.53
Actual Spend (with discount)	\$482,465.62
Savings	\$527,124.91

Monitors	
Retail Spend (without discount)	\$128,604.11
Actual Spend (with discount)	\$105,238.62
Savings	\$23,365.49

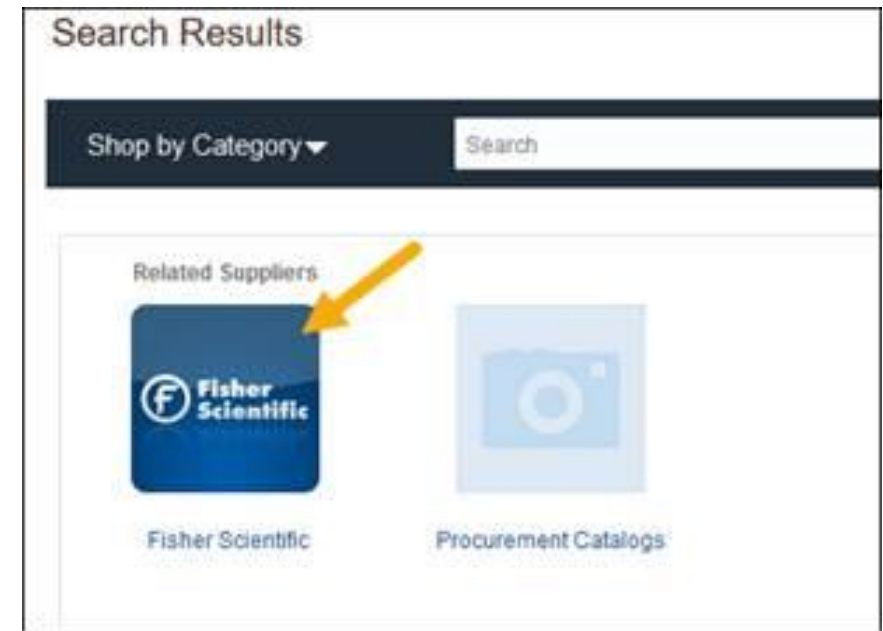
Total Savings in all Computer Standards: \$835,648.55 (49% savings)

Fisher Scientific: Live in Financial Management!

Total Spend
since contract
go live (9/2017)
\$3,345,202.87

Average Percent
Savings per item
32%

Averaged
Estimated savings
on contract
\$1,070,464.92

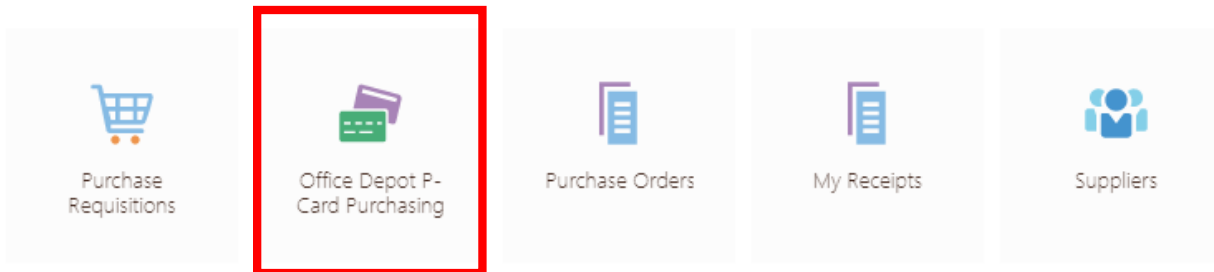


Ordering Office Supplies with a P-Card from Office Depot/Office Max

Good morning, Laura Shevling!

< General Accounting Budgetary Control Fixed Assets Customer Data Management Procurement Tools Others >

APPS



Purchase Requisitions

Office Depot P-Card Purchasing

Purchase Orders

My Receipts

Suppliers

+



Introductions

- Wendy McCune – Service Consultant
- Patrick Fogarty – Major Account Manager

Office DEPOT®

Background

- Program Launched in 2018 (P.O. Format)
- 12/12/2019 New P-card platform (Can Still Use P.O. Format)

Office DEPOT®

Agreement

Contract / Agreement: (JP156810) Oregon State University

- Reduce Administrative Burden
- \$38 Million Buying Power
- Competitively Bid and Awarded
- Lowered University of Wyoming Pricing
- Valid through Dec 2023
- Core List of 500 of the Most Commonly Purchased Items by Higher Education Customers
- Aggressively Priced Paper and Toner Items
- Full Catalog Assortment
- System Furniture Program Available

Office DEPOT®

What is the Goal?

- Supplier Consolidation
- Reduce Soft Dollar Costs – Average Order Soft \$ Cost is \$75.00

True Cost of an Item