

**Request for Proposal:  
Accounts Payable Optimization Consultant  
University of Maine System**

**1.1 General Information:**

1.2 The University of Maine System (UMS) is seeking an Accounts Payable (AP) Optimization Consultant to identify opportunities to better manage workflows and enhance the efficiency of the accounts payable processes. Specifically to:

Identify and present solutions for resolving invoice processing bottlenecks

Review the invoice approval process and suggest efficiency changes or new appropriate workflow layers

Provide best practices for management reporting for the AP process to measure, monitor and improve invoice processing operations

Provide recommended report templates for best in class AP departments

Provide benchmark statistics from leading peer organizations- as a basis for measuring performance

For consideration Consultant must have experience in the following areas:

- Experience working with centralized AP organizations with multiple remote business units
- Proficiency with AP entry automation processes/tools to include:
  - Non-PO related automatic voucher accounting code entry
  - Accounting code/custom field based workflow design
- Familiarity with outsourced data entry processes for AP voucher creation
- Expertise in creating/designing department level AP Management reports to ascertain department issues/success
- AP industry knowledge of best practices for comparison and bench marking of University processes
- Preferred experience, but not required, in Jaggaer/PeopleSoft AP environments.

UMS invites proposals from independent consultants and consulting firms for this project. Individuals/Firms responding to this request for proposals shall be referred to as Respondents and the individual/firm awarded a contract shall be referred to as the Contractor. UMS expects that the Contractor will initiate work on, or about, April 2, 2018 and have the work completed before May 25, 2018. Contractor will have access to key AP employees on an as-needed basis. All work can be done off site as long as the requirements are adhered to as indicated in the RFP. **Funding available for this engagement is capped at \$14,000.**

For more details, please refer to the attached AP process flow documents (Attachment D) and Page 9-10 of The University Services Strategic Procurement FY 17 Annual Report (Attachment E).

1.3 About the University of Maine System: Established in 1968, the University of Maine System (UMS) unites seven distinctive public universities, comprising 10 campuses and numerous centers, in the common purposes of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

Maine's largest educational enterprise, the University extends its mission as a major resource for the state, linking economic growth, the education of its people, and the application of research and scholarship.

A comprehensive public institution of higher education, UMS serves nearly 40,000 students annually and is supported by the efforts of more than 2,000 full-time and part-time faculty, more than 3,000 regular full-time and part-time staff, and a complement of part-time temporary (adjunct) faculty.

Reaching more than 500,000 people annually through educational and cultural offerings, the University of Maine System also benefits from more than two-thirds of its alumni population residing within the state; more than 123,000 individuals.

The System consists of the following seven universities: University of Maine (UM); University of Maine at Machias (UMM); University of Maine at Augusta (UMA); University of Maine at Presque Isle (UMPI); University of Maine at Farmington (UMF); University of Southern Maine (USM); and, University of Maine at Fort Kent (UMFK).

*Operating within a shared services model, the offices of Information Technology, Strategic Procurement, Human Resources, Facilities, Risk and General Services, Finance and Budget, Shared Processing Center, General Counsel and Organizational Effectiveness partner to form the University Services organization.*

*Charged with delivering key administrative functions across the System, University Services is dedicated to leveraging its significant unit and collective resources to not only serve the immediate needs of its constituents, but deliver sustainable economies and efficiencies for the future benefit of the System as well.*

## **2.1 Proposal Content: Proposals shall address the following points:**

2.2 Overall approach to engagement.

2.3 Provide a statement that explains why you/your firm would be most qualified to provide services to the University of Maine System.

2.4 Outline how you/your firm will identify opportunities to better manage workflows and enhance the efficiency of the accounts payable processes.

2.5 Personnel: Specify the personnel who will work with the UMS for this project.

## 2.6 Fees:

2.6.1 Specify fees.

2.6.2 Indicate fees for travel, phone, and any other out of pocket or administrative expenses.

2.6.3 Specify timing of invoices and payments.

2.7 Timing: Include a proposed timetable for the project that culminates with the completion of the project before May 25, 2018.

## 2.8 Experience/Expertise (Refer to Section 1.2) & References:

2.8.1 List engagements in higher education with emphasis on large, public institutions and metropolitan universities.

2.8.2 List relevant references who have worked with the personnel you propose assigning to this project.

2.8.3 Key Personnel: Respondents must identify key personnel, their position and job description as well as a current resume for all key personnel. In addition, this section should clearly delineate how their responsibility and authority are divided. All CVs/ Resumes of staff who will be working on the project should be included in the technical proposal.

### **Submission of Proposals:**

Respondents should prepare responses to this request for proposal that address all Requirements listed above. Responses should be emailed as a PDF attachment to [gregg@maine.edu](mailto:gregg@maine.edu) by 4:00 PM, Wednesday, February 28, 2018

### **Respondents' Presentations:**

Presentations may be requested of two or more Respondents deemed by the University to be the best suited among those submitting responses on the basis of the selection criteria. After presentations have been conducted, the University may select the Respondent(s) which, in its opinion, has made the response that is the most responsive and most responsible and may award the Agreement to that/those Respondent(s).

### **Evaluation of Proposals:**

Proposals will be evaluated based on a number of evaluation criteria, including but not limited to; experience, ability to meet the requirements, acceptance of the University's contract terms and conditions, and references. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal (or highest value) if that proposal is contrary to the best interests of the University. The University will not consider nonresponsive bids or proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.

**Questions/Clarifications:**

Any questions regarding this request for proposal should be sent in writing via email to [gregg@maine.edu](mailto:gregg@maine.edu) no later than 4:00 PM, Friday, February 16, 2018.

**Confidentiality:**

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of accepting a contract under this section, a contractor must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

**Indemnification:**

The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

**Contract for Services Requirements:**

At the time a contract is issued, the winning Respondent must enter into a formal University of Maine System Contract for Services (attached to this document for reference).

**Payments:**

Payment will be upon submittal of an invoice to the address shown on the purchase order by the Contractor on a Net 30 basis unless discount terms are offered. Invoices must include a purchase order number. The University is using several, preferred methods of payment: Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.

**Contractor's Liability Insurance:**

During the term of this agreement, the Contractor shall maintain the insurance outlined in Attachment B:

The **University of Maine System** shall be named as Additional Insured on the Commercial General Liability insurance and as additional insured and certificate holder.

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

Certificates of Insurance for all of the above insurance shall be filed with:

**University of Maine System  
Risk Manager  
Robinson Hall  
46 University Drive  
Augusta, Maine 04330**

**ATTACHEMNT A:  
UNIVERSITY OF MAINE SYSTEM  
CONTRACT FOR SERVICES**

This Contract entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the University of Maine System acting through the University of Southern Maine, hereinafter referred to as the "University", and \_\_\_\_\_, hereinafter referred to as "Contractor".

**WHEREAS**, the University desires to enter into a contract for professional services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this Contract to the satisfaction of the University;

**NOW THEREFORE**, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. **Specifications of Work:** The Contractor agrees to perform the Specifications of Work as described in **Attachment A**, hereby incorporated by reference.
2. **Term:** This Contract shall commence on \_\_\_\_\_ and shall terminate on \_\_\_\_\_, unless terminated earlier as provided in this Contract.
3. **Payment :**
  - A. The total of **all** payments made against this contract shall not exceed \$\_\_\_\_\_. Any expenses not listed here will not be reimbursed.
  - B. The University shall compensate the Contractor at the rate of \$ \_\_\_\_\_ per \_\_\_\_\_ (hour, week, semester, entire project.) Payment will be made within 30 days upon submittal and approval of invoices.
  - C. Reimbursement for travel:  
  
\_\_\_\_\_ All travel, lodging and meals are part of the compensation described in section A. No additional reimbursement will be made.
  - D. Other expenses (postage, printing, phone, etc.) shall not exceed \$ \_\_\_\_\_. Copies of receipts or itemized bills for expenses must be submitted for reimbursement.
4. **Termination:** This Contract may be terminated by mutual agreement of the parties or by either party upon thirty (30) days prior written notice to the other. If at any time the Contractor fails to comply with the provisions of this Contract, the University shall have the right to terminate this Contract immediately with written notice. Termination does not release the Contractor from its obligations to provide services per the terms of the Contract during the notification period.

5. **Obligations Upon Termination:** Any materials produced in performance of this agreement are the property of the University and shall be turned over to the University upon request. The University shall pay the Contractor for all services performed to the effective date of termination subject to offset of sums owed by the Contractor to the University.
6. **Conflict of Interest:** No officer or employee of the University shall participate in any decision relating to this contract which affects his or her personal interest in any entity in which he or she directly or indirectly has interest. No employee of the University shall have any interest, direct or indirect, in this contract or proceeds thereof.
7. **Modification:** This Contract may be modified or amended only in a writing signed by both parties.
8. **Assignment:** This Contract, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University.
9. **Applicable Law:** This Contract shall be governed and interpreted according to the laws of the State of Maine.
10. **Administration:** \_\_\_\_\_ shall be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of this Contract and to whom all notices must be sent.
11. **Non- Discrimination:** In the execution of the contract, the Contractor shall not discriminate on the basis of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran status and shall provide reasonable accommodations to qualified individuals with disabilities upon request. The university encourages the employment of qualified individuals with disabilities.
12. **Indemnification:** The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. Contractor shall indemnify, defend and hold the University, its Trustees, officers, employees, and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Contractor, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under the Contract or based on any libelous or other unlawful matter contained in such data.
13. **Contract Validity:** In the event one or more clauses of this Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of this Contract.
14. **Independent Contractor:** Contractor is an independent contractor of the University, not a partner, agent or joint venture of the University and neither Party shall hold itself out contrary to these terms by advertising or otherwise, nor shall either party be bound by any representation, act or omission whatsoever of the other. For U.S. entities, Contractor, its employees and subcontractors if any,

is/are independent contractors for whom no Federal or State Income Tax will be deducted by the University, and for whom no retirement benefits, social security benefits, group health or life insurance, vacation and sick leave, Worker's Compensation and similar benefits available to University's employees will accrue. The parties further understand that annual information returns as required by the Internal Revenue Code and Maine Income Tax Law will be filed by the University with copies sent to Contractor. Contractor will be responsible for compliance with all applicable laws, rules and regulations involving but not limited to, employment, labor, Workers Compensation, hours of work, working conditions, payment of wages, and payment of taxes, such as unemployment, social security and other payroll taxes, including other applicable contributions from such persons when required by law.

15. **Intellectual Property:** Any information and/or materials, finished or unfinished, produced in performance of this Contract, and all of the rights pertaining thereto, are the property of the University and shall be turned over to the University upon request.
16. **Entire Contract:** This Contract sets forth the entire agreement between the parties on the subject matter hereof and replaces and supersedes all prior agreements on the subject, whether oral or written, express or implied.
17. **Licensing:** Contractor shall secure in its name and at its expense all federal, state, and local licenses and permits required for operation under this Contract. Contractor shall provide proof of such licensure or permit to the University prior to commencing work under this Contract.
18. **Record Keeping, Audit and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of seven years or for such longer period as specified herein. All retention periods start on the first day after the final payment of the Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The University, the grantor agency (if any), or any of their authorized representatives shall have the right at reasonable times and upon reasonable notice, to examine and copy the books, records and other compilations of data of the Contractor pertaining to this Contract. Such access shall include on-site audits.
19. **Publicity, Publication, Reproduction and use of Contract's Products or Materials:** Unless otherwise provided by law or the University, title and possession of all data, reports, programs, software, equipment, furnishings and any other documentation or product paid for with University funds shall vest with the University. The Contractor shall at all times obtain the prior written approval of the University before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of communication. If the Contractor or any of its subcontractors publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the University shall have a royalty free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication.



20. **Confidentiality:** The contractor shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of the University.
21. **Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, flood, epidemics, strikes, embargoes or unusually severe weather. Dates or time of performance shall be extended to the extent of delays excused by this section provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
22. **Accessibility:** If the solution includes any end-user-facing technological human interface, such as an end-user device software component, web pages or site, video or audio playback, file upload system, mobile device components, control panel, etc., the Contractor hereby warrants that the products or services to be provided under this agreement comply with the accessibility guidelines of "Section 508 of the Rehabilitation Act of 1973" as amended as of the date of this agreement, and the "Web Content Accessibility Guidelines (WCAG) 2.0 level AA" published by [www.w3.org](http://www.w3.org).

If the solution includes any end-user-facing technological human interface, such as an end-user device software component, web pages or site, video or audio playback, file upload system, mobile device components, control panel, etc., the Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and vendor further agrees to indemnify and hold harmless the University of Maine campuses and system or any university entity using the Contractor's products or services from any claim arising out of its failure to comply with the aforesaid requirements.

The University, at its discretion, may at any time test the vendor's products or services covered by this agreement to ensure compliance with Section 508 and WCAG 2.0 level AA. Testing that results in findings of non-compliance, shall result in a 25% reduction in the total cost of the products and/or services covered by this agreement if the non-compliance is not corrected within 30 days of being reported to the vendor in writing. All withheld amounts will be paid to the vendor upon correction of the non-compliance and acceptance by the University. Said acceptance not to be unreasonably withheld.

Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement and refund of fees paid by the University.

23. **Notices:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing and addressed to the persons and addresses below.
24. **Insurance Requirements and Proof of Insurance (prior to performance of service): Attachment B, hereby incorporated by reference.** The University reserves the right to change the insurance requirement or to approve alternative insurances or limits, at the University's discretion.

25. **Signatures:**

<p>FOR THE UNIVERSITY OF MAINE SYSTEM:</p>  <p>BY: _____ (signature)</p> <p>Name: _____ (print or type)</p> <p>Title: _____</p> <p>Address: _____ _____ _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>Date: _____</p> <p>Univ. Acct.# _____</p>	<p>FOR THE CONTRACTOR:</p>  <p>LEGAL NAME: _____</p> <p>BY: _____ (signature)</p> <p>Name: _____ (print or type)</p> <p>Title: _____</p> <p>Address: _____ _____ _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>Date: _____</p> <p>Tax ID #: _____</p>
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**UNIVERSITY OF MAINE SYSTEM  
CONTRACT FOR SERVICES  
INSURANCE REQUIREMENTS**

**ATTACHMENT B**

**Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:**

#	Insurance Type	Coverage Limit
1	Commercial General Liability, including Product's and Completed Operations (Written on an Occurrence-based form) (Bodily Injury and Property Damage)	\$1,000,000 per occurrence or more
2	Vehicle Liability (Including Hired & Non-Owned) (Bodily Injury and Property Damage)	\$1,000,000 per occurrence or more
3	Workers Compensation (In Compliance with Maine and Federal Law)	Required for all personnel
3	Professional Liability Insurance (Agents, Consultants, Brokers, Lawyers, Financial, Engineers, or Medical Services)	\$1,000,000 per occurrence or more
4	Marine General Liability (Any maritime or marine services)	\$1,000,000 per occurrence or more

Coverage limit requirements can be met with a single underlying insurance policy or through the combination of an underlying insurance policy plus an Umbrella insurance policy.

**The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.**

Certificates of Insurance for all of the above insurance shall be filed with:

**University of Maine System  
Risk Manager  
Robinson Hall  
46 University Drive  
Augusta, Maine 04330**

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period. The University reserves the right to change the insurance requirement or to approve alternative insurances or limits, at the University's discretion.

**RIDER C**  
**UNIVERSITY OF MAINE SYSTEM**  
**STANDARDS FOR SAFEGUARDING INFORMATION**

This Attachment addresses the Contractor's responsibility for safeguarding Compliant Data and Business Sensitive Information consistent with the University of Maine System's Information Security Policy and Standards. ([infosecurity.maine.edu](http://infosecurity.maine.edu))

Compliant Data is defined as data that the University needs to protect in accordance with statute, contract, law or agreement. Examples include Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Maine Notice of Risk to Personal Data Act, and the Payment Card Industry Data Security Standards (PCI-DSS).

Business Sensitive Information is defined as data which is not subject to statutory or contractual obligations but where the compromise or exposure of the information could result in damage or loss to the University.

1. Standards for Safeguarding Information: The Contractor agrees to implement reasonable and appropriate security measures to protect all systems that transmit, store or process Compliant Data and Business Sensitive Information or personally identifiable information from Compliant Data and Business Sensitive Information furnished by the University, or collected by the Contractor on behalf of the University, against loss of data, unauthorized use or disclosure, and take measures to adequately protect against unauthorized access and malware in the course of this engagement.
  - A. Compliant Data and Business Sensitive Information may include, but is not limited to names, addresses, phone numbers, financial information, bank account and credit card numbers, other employee and student personal information (including their academic record, etc.), Driver's License and Social Security numbers, in both paper and electronic format.
  - B. If information pertaining to student educational records is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with FERPA.
  - C. If information pertaining to protected health information is accessed, used, collected, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with HIPAA and Contractor shall sign and adhere to a Business Associate Agreement.
  - D. If Contractor engages in electronic commerce on behalf of the University or cardholder data relating to University activities is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with current PCI-DSS guidelines.

- E. If information pertaining to protected "Customer Financial Information" is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with GLBA.
2. Prohibition of Unauthorized Use or Disclosure of Information: Contractor agrees to hold all information in strict confidence. Contractor shall not use or disclose information received from, or created or received by, Contractor on behalf of the University except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University.
3. Return or Destruction of Compliant or Business Sensitive Information:
- A. Except as provided in Section 3(B), upon termination, cancellation, or expiration of the Agreement, for any reason, Contractor shall cease and desist all uses and disclosures of Compliant Data or Business Sensitive Information and shall immediately return or destroy (if the University gives written permission to destroy) in a reasonable manner all such information received from the University, or created or received by Contractor on behalf of the University, provided, however, that Contractor shall reasonably cooperate with the University to ensure that no original information records are destroyed. This provision shall apply to information that is in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of University information, including any compilations derived from and allowing identification of any individual's confidential information. Except as provided in Section 3(B), Contractor shall return (or destroy) information within 30 days after termination, cancellation, or expiration of this Agreement.
- B. In the event that Contractor determines that returning or destroying any such information is infeasible, Contractor shall provide to University notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of such information is infeasible, Contractor shall extend the protections of this Agreement to such information and limit further uses and disclosures of such information to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such information.
- C. Contractor shall wipe or securely delete Compliant Data or Business Sensitive Information and personally identifiable information furnished by the University from storage media when no longer needed. Measures taken shall be commensurate with the standard for "clearing" as specified in the National Institute of Standards and Technology (NIST) Special Publication SP800-88: Guidelines for Media Sanitization, prior to disposal or reuse.
4. Term and Termination:
- A. This Attachment shall take effect upon execution and shall be in effect commensurate with the term of the Agreement
5. Subcontractors and Agents: If Contractor provides any Compliant Data or Business Sensitive Information received from the University, or created or received by Contractor on behalf of the

University, to a subcontractor or agent, the Contractor shall require such subcontractor or agent to agree to the same restrictions and conditions as are imposed on Contractor by this Agreement.

6. Contractor shall control access to University data: All Contractor employees shall be adequately screened, commensurate with the sensitivity of their jobs. Contractor agrees to limit employee access to data on a need-to-know basis. Contractor shall impose a disciplinary process for employees not following privacy procedures. Contractor shall have a process to remove access to University data immediately upon termination or re-assignment of an employee by the Contractor.
7. Unless otherwise stated in the agreement, all Compliant Data or Business Sensitive Information is the property of the University and shall be turned over to the University upon request.
8. Contractor shall not amend or replace University-owned hardware, software or data without prior authorization of the University.
9. If mobile devices are used in the performance of this Agreement to access University Compliant Data or Business Sensitive Information, Contractor shall install and activate authentication and encryption capabilities on each mobile device in use.
10. Reporting of Unauthorized Disclosures or Misuse of Information: Contractor shall report to the University any use or disclosure of Compliant Data or Business Sensitive Information not authorized by this Agreement or in writing by the University. Contractor shall make the report to the University not more than one (1) business day after Contractor learns of such use or disclosure. Contractor's report shall identify; (i) the nature of the unauthorized use or disclosure, (ii) the information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate the effects of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the University. Contractor shall keep University informed on the progress of each step of the incident response. Contractor shall indemnify and hold University harmless from all liabilities, costs and damages arising out of or in any manner connected with the security breach or unauthorized use or disclosure by Contractor of any University Compliant Data or Business Sensitive Information. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a security breach or use or disclosure of Compliant Data or Business Sensitive Information by Contractor in violation of the requirements of this Agreement. In addition to the rights of the Parties established by this Agreement, if the University reasonably determines in good faith that Contractor has materially breached any of its obligations, the University, in its sole discretion, shall have the right to:
  - Inspect the data that has not been safeguarded and thus has resulted in the material breach, and/or

- Require Contractor to submit a plan of monitoring and reporting, as the University may determine necessary to maintain compliance with this Agreement; and/or Terminate the Agreement immediately.

11. Survival: The respective rights and obligations of Contractor under Section 12 of the Agreement or Section 3 of this Attachment shall survive the termination of this Agreement.

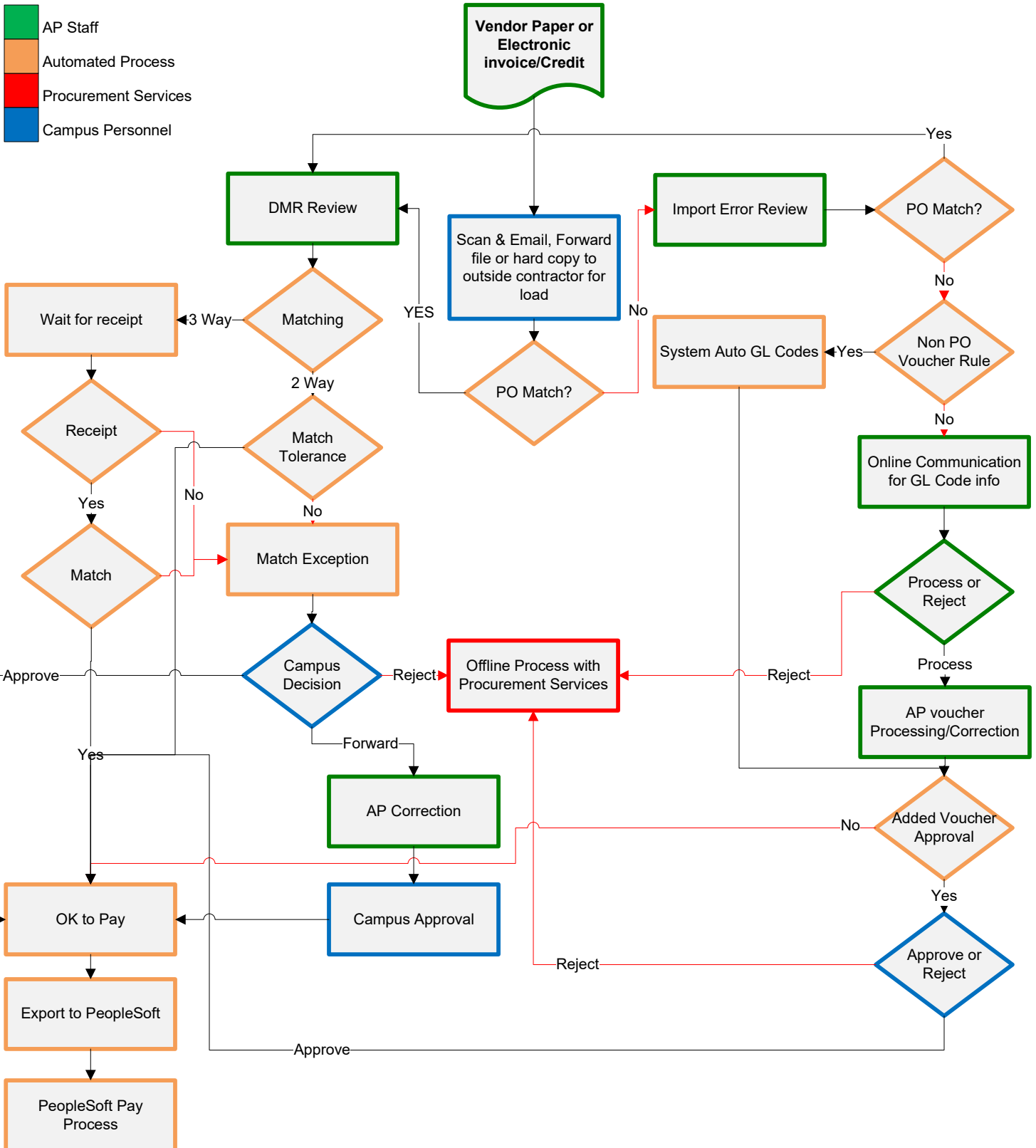
12. Contractor Hosted Data: If Contractor hosts University Compliant Data or Business Sensitive Data, in or on Contractor facilities, the following clauses apply.

- A. Contractor computers that host University Compliant Data or Business Sensitive Information shall be housed in secure areas that have adequate walls and entry control such as a card controlled entry or staffed reception desk. Only authorized personnel shall be allowed to enter and visitor entry will be strictly controlled.
- B. Contractor shall design and apply physical protection against damage from fire, flood, earthquake, explosion, civil unrest, and other forms of natural or man-made disasters. Contractor shall protect hosted systems with Uninterruptible Power Supply (UPS) devices sufficient to meet business continuity requirements.
- C. Contractor shall backup systems or media stored at a separate location with incremental back-ups at least daily and full back-ups at least weekly. Incremental and full back-ups shall be retained for 15 days and 45 days respectively. Contractor shall test restore procedures not less than once per year.
- D. Contractor shall provide for reasonable and adequate protection on its network and system to include firewall and intrusion detection/prevention.
- E. Contractor shall use strong encryption and certificate-based authentication on any server hosting on-line and e-commerce transactions with the University to ensure the confidentiality and non-repudiation of the transaction while crossing networks.
- F. The installation or modification of software on systems containing University Compliant Data or Business Sensitive Information shall be subject to formal change management procedures and segregation of duties requirements.
- G. Contractor who hosts University Compliant Data or Business Sensitive Information shall engage an independent third-party auditor to evaluate the information security controls not less than every two (2) years. Such evaluations shall be made available to the University upon request.
- H. Contractor shall require strong passwords for any user accessing personally identifiable information or data covered under law, regulation, or standard such as HIPAA, FERPA, or PCI. Strong passwords shall be at least eight characters long; contain at least one upper and one lower case alphabetic characters; and contain at least one numeric or special character.

13. If the Contractor provides system development, Compliant Data or Business Sensitive Information shall not be used in the development or test environments. Records that contain these types of data elements may be used if that data is first de-identified, masked or altered so that the original value is not recoverable. For programs that process University data, initial implementation as well as applied updates and modifications must be produced from specifically authorized and trusted program source libraries and personnel. Contractor shall provide documentation of a risk assessment of new system development or changes to a system.



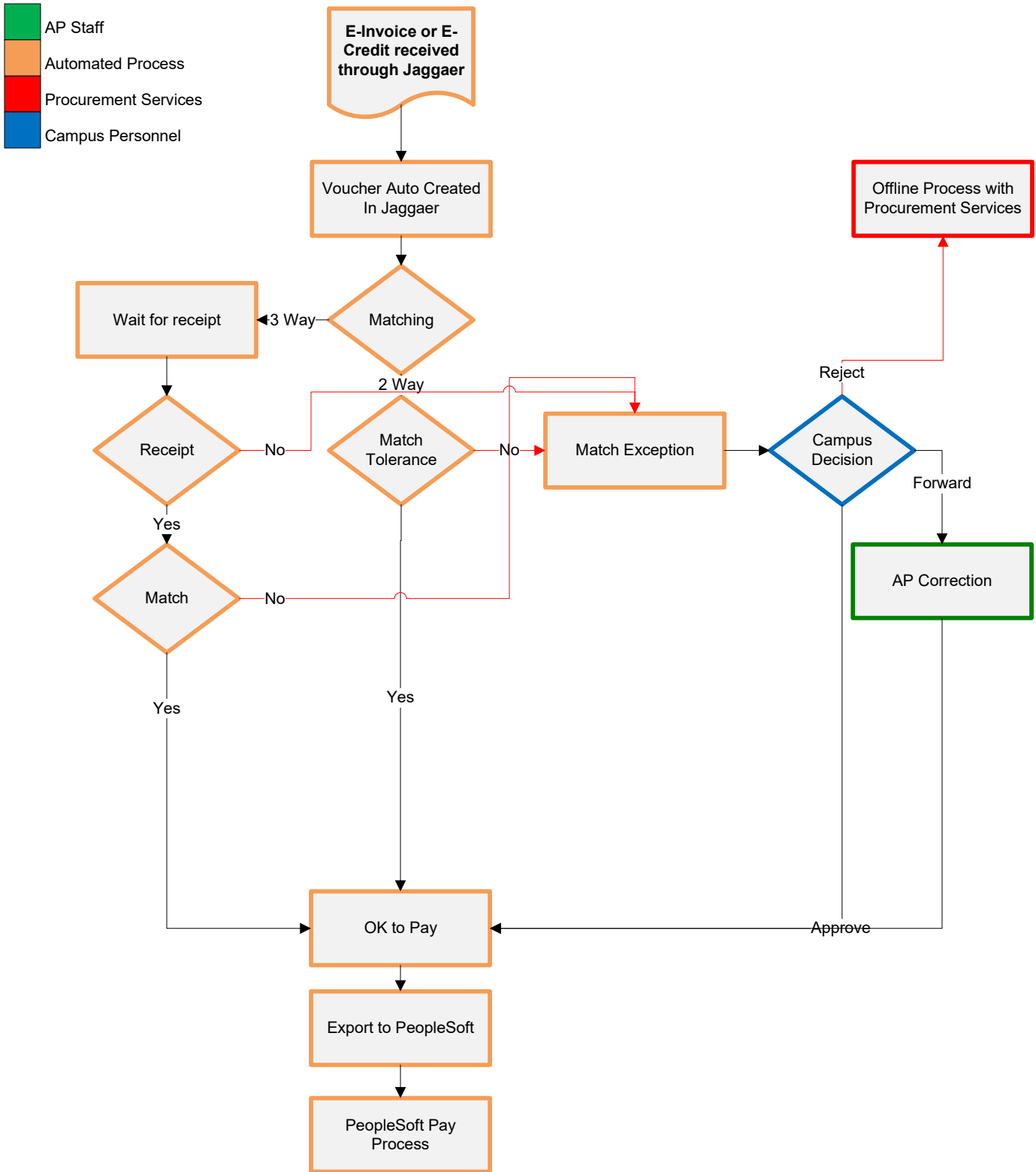
# ATTACHMENT D: UMS AP Shared Services Process Flow Digital Mail Room (DMR)



54,000 invoices per year

# UMS AP Shared Services Process Flow

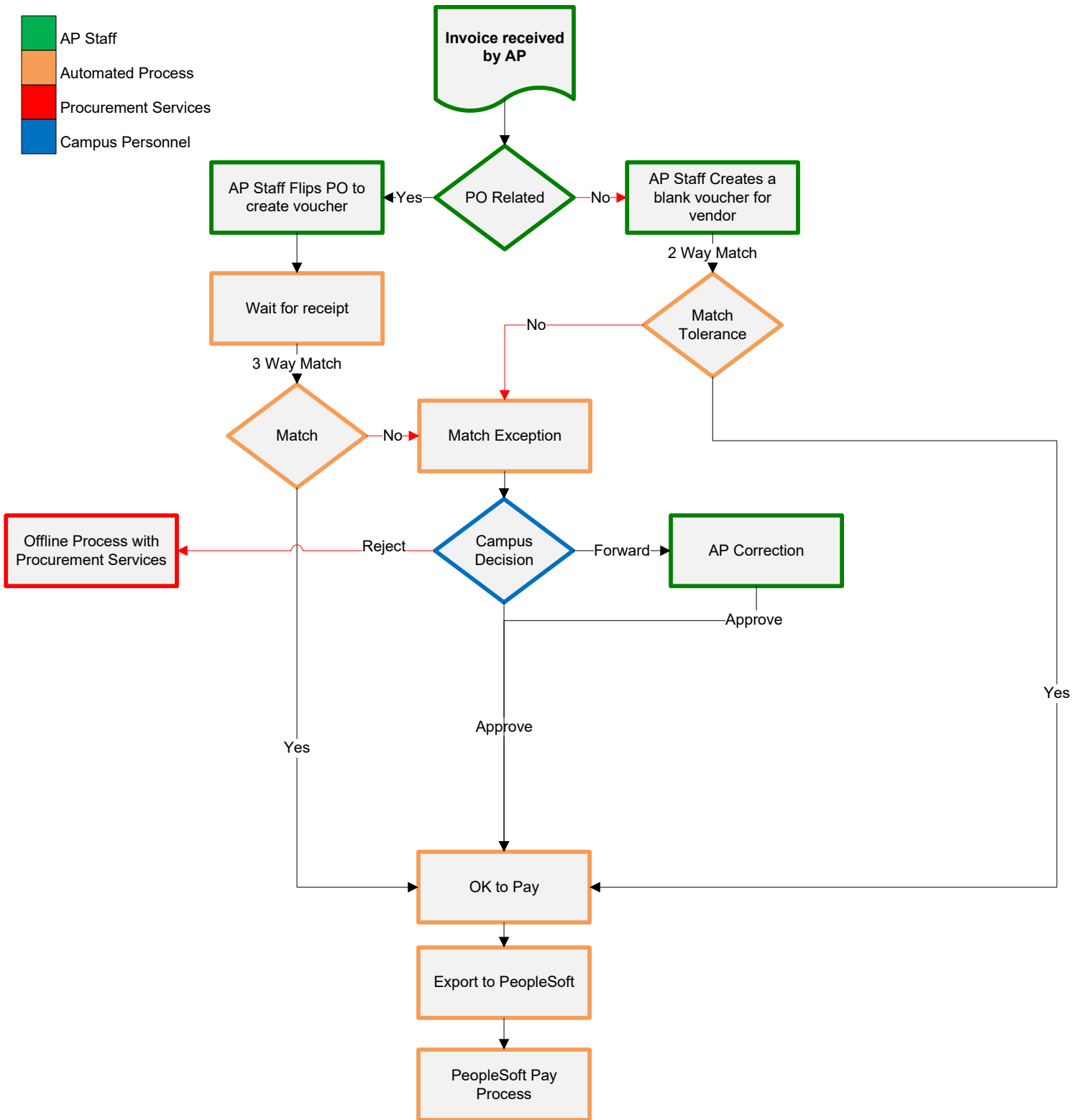
## Electronic Invoices (cXML or Online Portal Load)



20,000 invoices per year

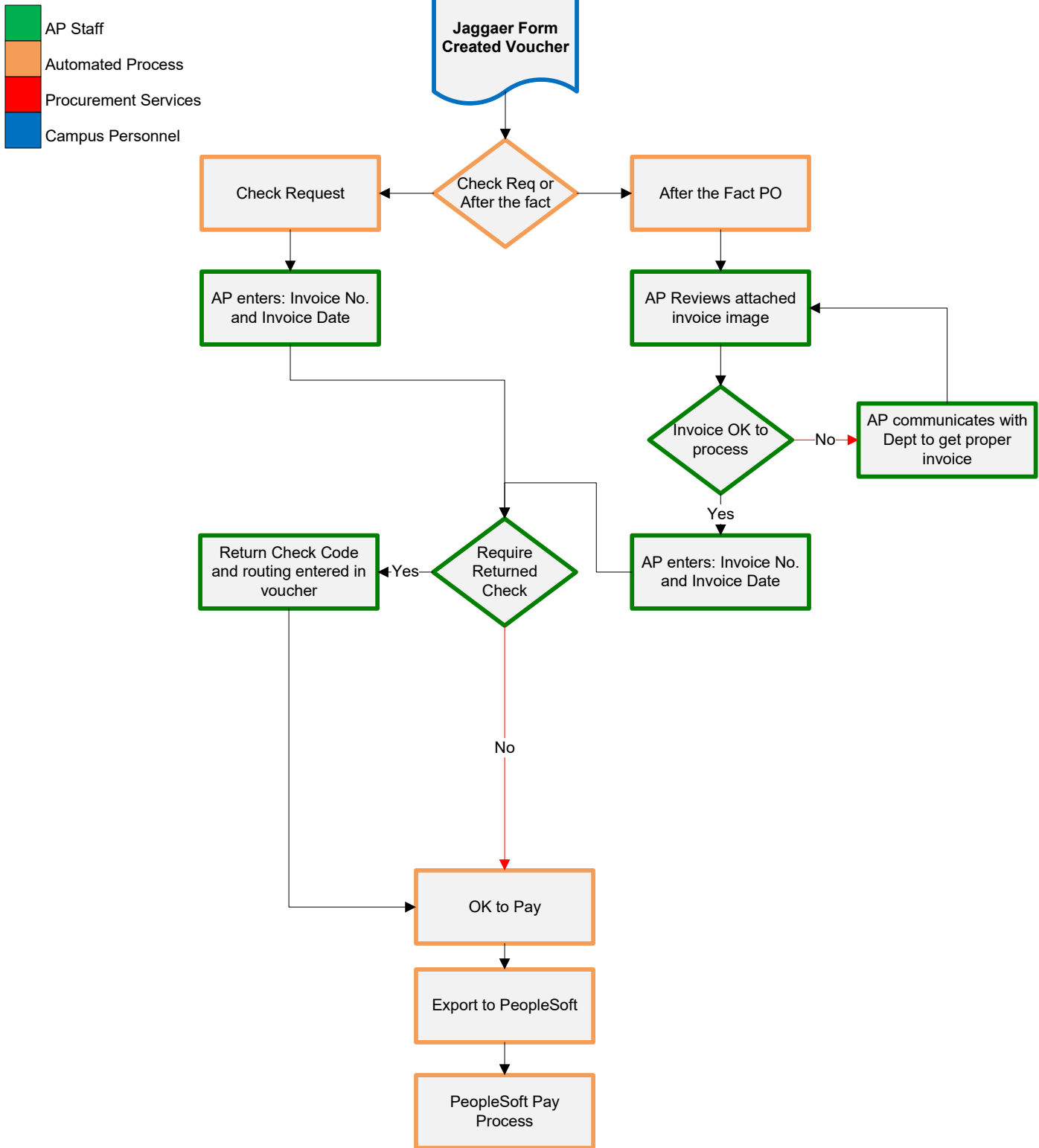
# UMS AP Shared Services Process Flow

## Manual Invoice Creation



9,000 invoices per year

# UMS AP Shared Services Process Flow Form Created Voucher



25,000 invoices per year



University Services  
Strategic Procurement  
Fiscal Year 2017 Annual Report

August 2017

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## I. Fiscal Year 2017 Highlights

### Strategic Sourcing

Gross Procurement Savings *	
Source	Amount
Strategic Sourcing Initiatives	\$ 3,300,000
Rebates	\$ 264,000
Prompt Payment Discounts	\$ 54,000
<b>Total</b>	<b>\$ 3,618,000</b>

\* Strategic Procurement is a Profit Center in that all Department expenses including systems is significantly less than the amount of savings generated annually.

Sourcing Initiatives Completed *	
Category	Quantity
Competitively Bid Initiatives (i.e., Request for Proposals - RFP)	101
Non-Competitive Initiatives (i.e., waivers, contract extensions)	144
<b>Total</b>	<b>245</b>

\* Appendix A: listing of all completed initiatives

#### Sourcing Initiative Satisfaction Surveys

# of Initiatives Surveyed	22
Average Score (0-5; 5 best)	4.4

### Procurement Services

Training Participation	
Training Type	Attendees
Live Interactive Webinars	2,184 (805 Unique)
On-line Recorded Videos	5,763 views
Average view duration	4.6 minutes

Pcard / Tcard Training & Quiz	
Quizzes Passed	3,706

Training Offerings	
Total # of Courses	33
Total offerings	110
New Webinars Developed	23

Training Satisfaction	
# of Survey Responses	1,031
Average Score (0-5; 5 best)	4.4

#### Procurement Support Calls

Service Desk Tickets	3,273
Response w/n 1 business day	99.8%

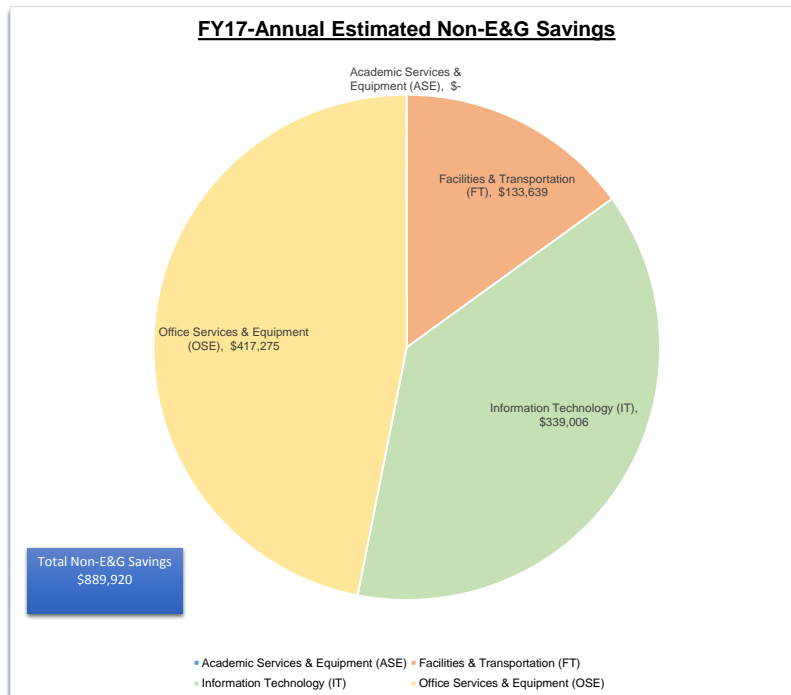
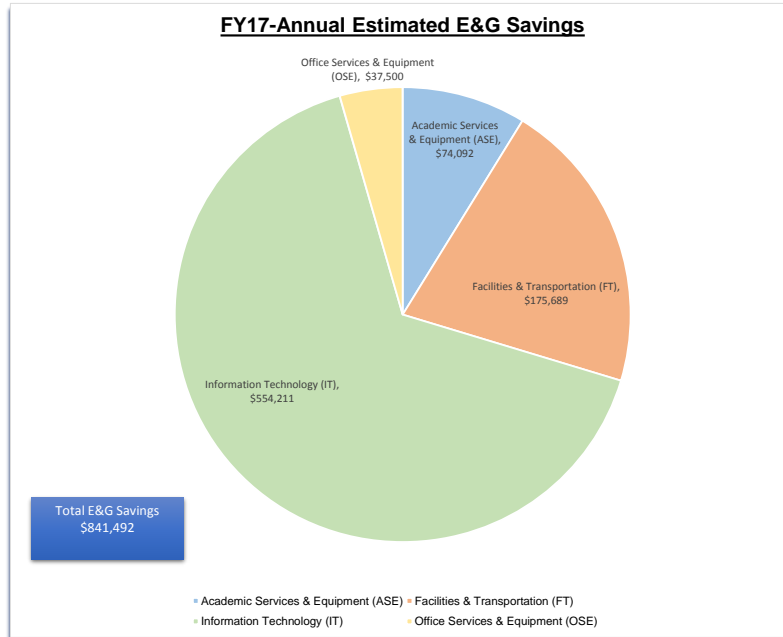
### Procurement Operations

Payment Processing		
Category	Quantity	Amount
Invoices Processed	119,000	\$ 200,000,000
Purchasing Card Transactions	29,000	\$ 3,400,000
Travel Card Transactions	57,000	\$ 8,000,000
Fuel Card Transactions	7,000	\$ 179,000
Travel Expense Reports	17,000	\$ 11,000,000
Payments Made (Checks/EFT)	85,000	\$ 258,000,000

### A. Strategic Sourcing

#### Sourcing Initiative Savings

- New E&G Savings - \$841K
- Carry forward FY17 E&G Savings - \$1.6MM
- **Total E&G Savings** (New E&G, Carry forward) FY17- **\$2.4MM**
  
- New Non E&G Savings - \$890k
- **Total Savings** (New E&G, Carry forward, New Non E&G) - **\$3.3MM**



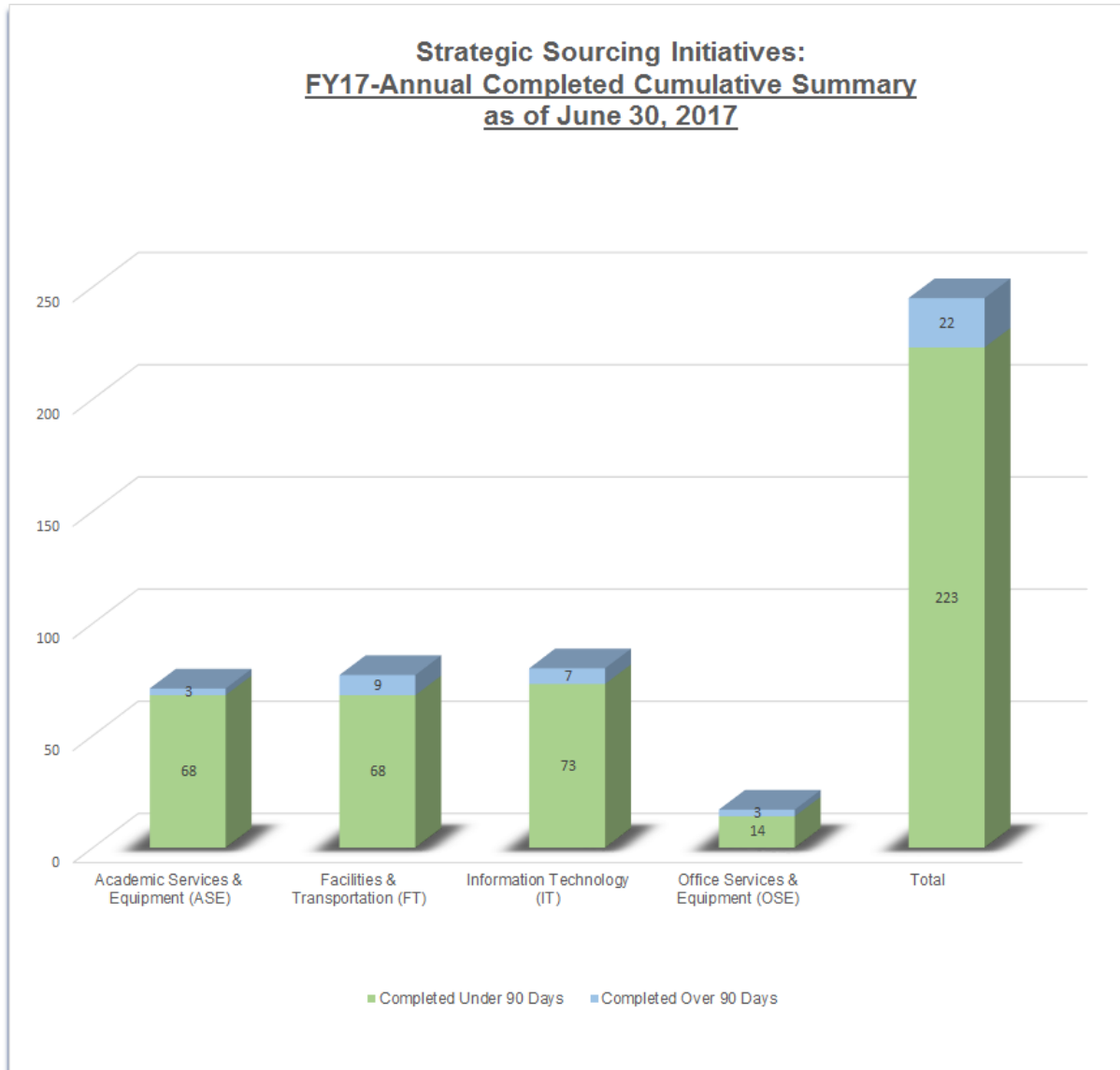


### Sourcing Initiatives

- 245 initiatives completed
- 73 competitively bid initiatives with direct E&G Savings
- 28 competitively bid initiatives with direct non E&G Savings
- 144 non-competitive initiatives (waivers, contract extensions)

### Initiative Completion Averages: From Kick-off meeting to Contract Execution

- Initiative Average 91% completed within 90 days
- E&G 78.1% completed within 90 days
- Non E&G 92.3 completed within 90 days
- Non-competitive 97.2 completed within 90 days

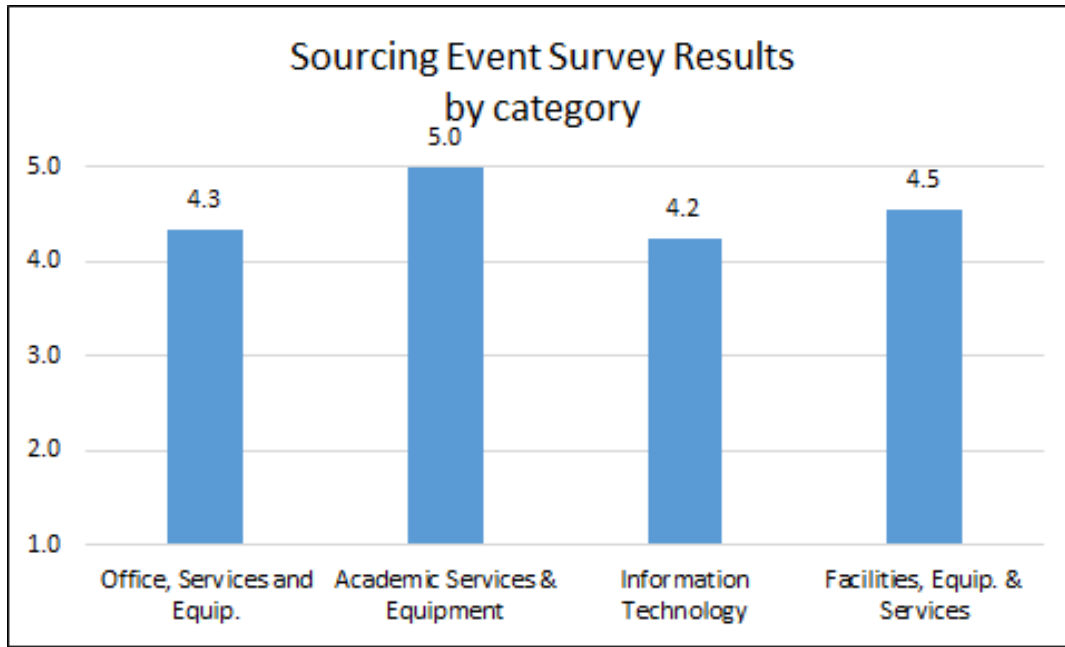


### Survey Results:

Number of Sourcing Events surveyed (FY17): 22

Average combined score of all events (on a scale of 1 to 5; 5 = extremely satisfied): 4.4

> List of Events Surveyed – See Appendix A



### Staffing:

- Contract Coordinator position was left empty throughout FY17
- Job Description for CC changed to CL2 position, currently interviewing
- No changes in staff

### Pipeline:

- FY17 Pipeline was created to reflect current in-process events as well as built out FY18-FY21

> FY17 Pipeline – See Appendix C

### Annual Competitive Procurement Waiver Reporting to the Maine Legislature (FY16 Data Reported):

- Reported Waivers were down 24% by dollar over the previous reporting year
- Sole Source Waivers were down 37% by dollar over the previous reporting year

### B. Procurement Services

#### Training Activities

Training activities included the presentation of live, in-person and webinar sessions as well as the production of recorded and online content.

Recorded online videos:

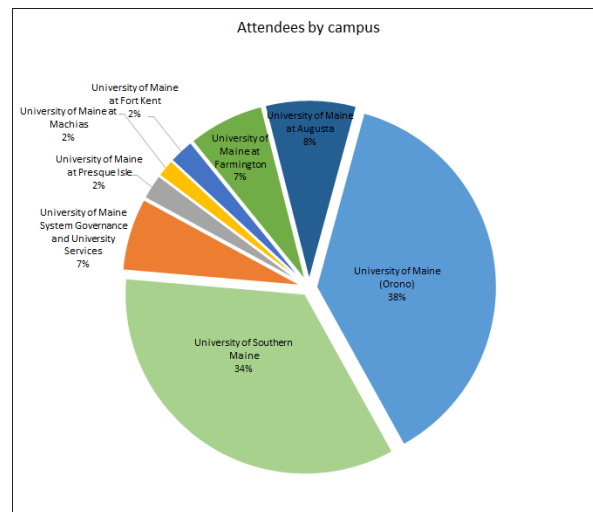
- 5,763 views of recorded videos on YouTube and GoToWebinar channels
- 4.6 minutes: Average YouTube view duration

Live in-person individual and small group trainings:

- 425+ individual and small group training sessions

Live, interactive webinars:

- 33 total courses offered during 110 sessions
- 23 New webinar courses developed and delivered
- 2,184 combined attendance, 805 unique attendees



#### Training Satisfaction Surveys

- 1,031 Post-webinar survey responses
- 4.4: Average post webinar survey score - scale of 1 to 5 (5 = excellent)
- 3,706 PCard & TCard Roles and Responsibility Mandatory Training/quizzes passed

#### Strategic Procurement Annual Survey Summary Results

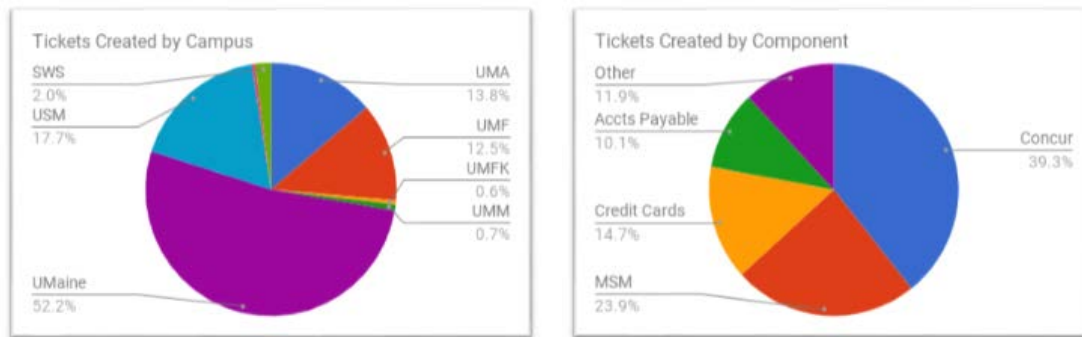
- 677 Total responses
- Overall Satisfaction scores - scale of 1 to 5 (5 = excellent):
- The Overall Satisfaction score for the Concur Travel and Expense Reimbursement system was the Procurement function with the greatest change year-over-year; it increased 0.28 from 2.6 to 2.9.
- The Overall Satisfaction scores for all the other Procurement functions (Procurement Card, Strategic Sourcing, General Support, MaineStreet Marketplace, Accounts Payable) were higher than the Concur score ranging from 3.1 to 3.6.
- The combined Overall Satisfaction score (average of averages for all functions) was positive at 3.2. This is up from the 3.1 from last year's survey.

### Unified Procurement End-User Support

Procurement Services phone message line/email implemented. Service request management system implemented (Service Desk) with service level commitments (e.g. customer response in one business day).

- 3,273 Service Desk Tickets Created FY17
- 99.8% Time to Response Service Level (one business day) met

Service Desk Tickets are categorized by campus and by content area (component):



### Quality Assurance Analyst Activities

New Quality Assurance Analyst position (hired late FY16) implemented in FY17 focused on improving processes, procedures and controls within Strategic Procurement.

- Regular and timely reconciliation of key liability and asset accounts
- Business process reviews (e.g., Concur user onboarding process, Grant-related expense reporting, Travel Card/Purchasing Card transaction aging/cleanup)
- Service Desk implementation, maintenance, optimization and reporting

### Procurement Services Staffing Activities

Two staff members were hired (replacing vacated positions) in FY17.

- Melissa Campbell, Procurement Coordinator – USM, hired 12/2016. 6 years of service at USM
- Patti McPheters, Procurement Coordinator – UM, hired 9/2016. 17 years of service at UM

### C. Procurement Operations

#### Accounts Payable

##### Total Invoices

	Rejected	MaineStreet Marketplace (MSM)	AdHoc	Totals
<b>UMA</b>	542	6,722	63	7,327
<b>UMF</b>	330	8,994	61	9,385
<b>UMFK</b>	149	3,847	12	4,008
<b>UMM</b>	152	3,043	67	3,262
<b>UM</b>	3,454	51,702	1,332	56,488
<b>USM</b>	1,529	19,266	348	21,143
<b>UMPI</b>	154	5,379	32	5,565
<b>UMS</b>	404	5,472	40	5,916
<b>No BU</b>	6,031	0	0	6,031
<b>Total</b>	<b>12,745</b>	<b>104,425</b>	<b>1,955</b>	<b>119,125</b>

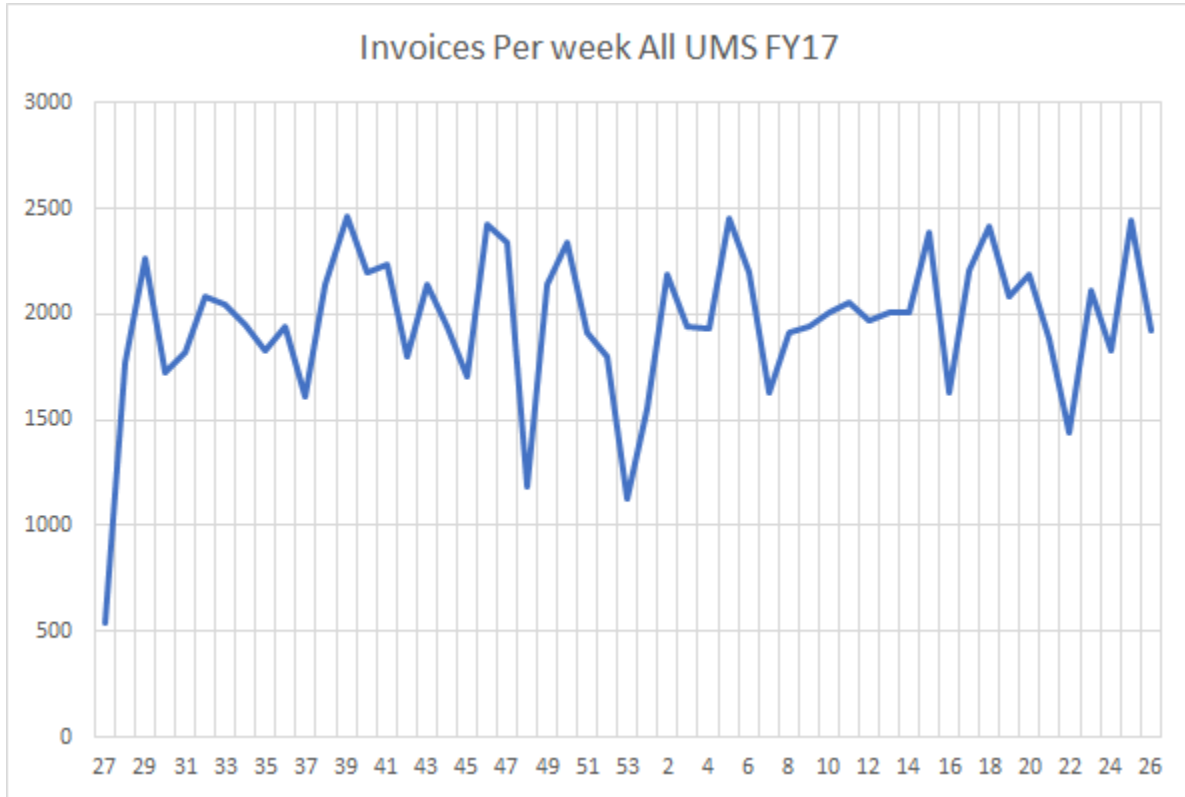
##### Total Invoices PO vs. Non-PO

	PO Related	Non PO
<b>UMA</b>	5,057	1,665
<b>UMF</b>	6,845	2,149
<b>UMFK</b>	3,117	730
<b>UMM</b>	2,489	554
<b>UM</b>	42,289	9,413
<b>USM</b>	16,900	2,366
<b>UMPI</b>	2,842	2,537
<b>UMS</b>	4,390	1,082
<b>Total</b>	<b>83,929</b>	<b>20,496</b>

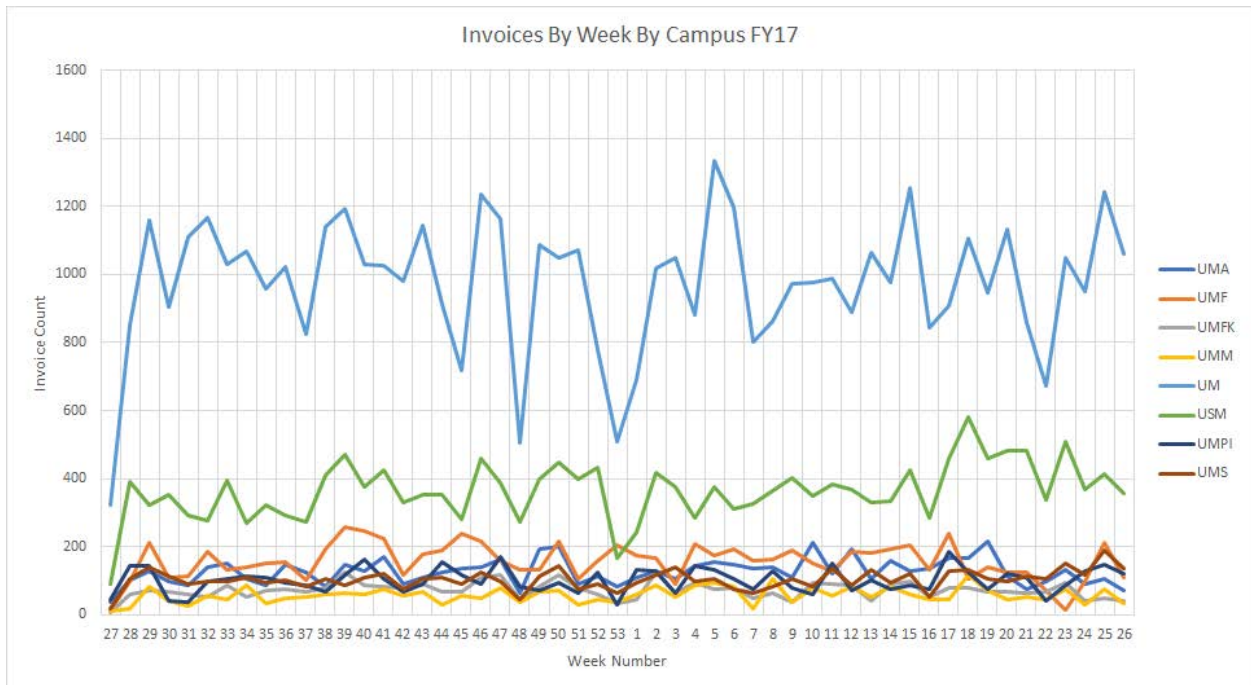
##### Invoice Source

	Digital Mail Room	Electronic	Manual	Automated After the Fact (ATF)	Automated Check Request (CKRQ)
<b>UMA</b>	3,309	1,247	470	1,310	449
<b>UMF</b>	3,532	1,100	581	2,521	1,321
<b>UMFK</b>	1,172	303	74	1,982	328
<b>UMM</b>	2,006	258	354	267	225
<b>UM</b>	27,367	10,998	5693	5,137	3,839
<b>USM</b>	10,741	3,982	1098	1,380	2,413
<b>UMPI</b>	2,932	434	283	1,005	757
<b>UMS</b>	2,350	996	333	662	1,171
<b>Total</b>	<b>53,409</b>	<b>19,318</b>	<b>8,886</b>	<b>14,264</b>	<b>10,503</b>

Invoices per week all UMS



Invoices Per Week By Campus



### Payment Discount Count and Amount

	Discount Amount	Discount Count
<b>UMA</b>	\$2,115.18	991
<b>UMF</b>	\$3,831.61	961
<b>UMFK</b>	\$635.09	294
<b>UMM</b>	\$367.81	183
<b>UM</b>	\$37,264.30	9,282
<b>USM</b>	\$7,195.67	2,836
<b>UMPI</b>	\$2,143.24	393
<b>UMS</b>	\$587.55	441
<b>Total</b>	<b>\$54,140.45</b>	<b>15,381</b>

### Card Operations

#### Travel Card

	Transactions	Amount
<b>UMA</b>	2,223	\$268,307.20
<b>UMF</b>	3,401	\$618,959.68
<b>UMFK</b>	1,821	\$147,735.55
<b>UMM</b>	710	\$65,060.17
<b>UM</b>	33,711	\$4,810,120.54
<b>USM</b>	11,544	\$1,668,963.33
<b>UMPI</b>	1,899	\$282,252.25
<b>UMS</b>	1,757	\$191,271.74
<b>Totals</b>	<b>57,066</b>	<b>\$8,052,670.46</b>

#### Purchasing Card

	Transactions	Amount
<b>UMA</b>	1,499	\$168,714.56
<b>UMF</b>	1,044	\$142,174.93
<b>UMFK</b>	625	\$66,828.29
<b>UMM</b>	387	\$38,489.90
<b>UM</b>	18,543	\$2,008,046.71
<b>USM</b>	4,931	\$554,039.20
<b>UMPI</b>	1,145	\$131,970.22
<b>UMS</b>	1,111	\$286,983.65
<b>Totals</b>	<b>29,285</b>	<b>\$3,397,247.46</b>

### Wex Card

	Transactions	Amount
<b>UMA</b>	513	\$15,986.56
<b>UMF</b>	899	\$25,101.20
<b>UMFK</b>	296	\$7,151.19
<b>UMM</b>	508	\$11,224.87
<b>UM</b>	3,347	\$74,693.87
<b>USM</b>	718	\$18,477.08
<b>UMPI</b>	572	\$20,306.36
<b>UMS</b>	290	\$6,333.34
<b>Totals</b>	<b>7,143</b>	<b>\$179,274.47</b>

### Rebates

Rebate Type	Vendor Name	Amount
<b>EPayable</b>	Bank of America	\$115,874.44
<b>Purchasing Card</b>	U.S. Bank	\$100,000.00
	JPMorgan Chase	\$1,101.45
<b>Vendor</b>	Creative Office Pavilion	\$3,913.28
	E&I	\$8,421.24
	GovConnection Inc.	\$9,020.71
	Home Depot	\$211.99
	MSC Industrial Supply co.	\$1,392.94
	Office Depot	\$24,375.33
<b>Totals</b>		<b>\$264,311.38</b>

### Travel and Expense

#### Expense reports By Location and Campus

	In State	Out of state	International	Total
<b>UMA</b>	1,926	208	26	2,160
<b>UMF</b>	935	405	67	1,407
<b>UMFK</b>	364	125	35	524
<b>UMM</b>	294	54	7	355
<b>UM</b>	7,553	3,859	678	12,090
<b>USM</b>	3,750	1,739	189	5,678
<b>UMPI</b>	712	197	19	928
<b>UMS</b>	1,464	160	2	1,626
<b>Total</b>	<b>16,998</b>	<b>6,747</b>	<b>1,023</b>	<b>24,768</b>



*Expense report spend by campus*

Campus	Approved amount
<b>UMA</b>	\$441,929
<b>UMF</b>	\$764,457
<b>UMFK</b>	\$346,479
<b>UMM</b>	\$84,216
<b>UM</b>	\$6,424,544
<b>USM</b>	\$2,251,495
<b>UMPI</b>	\$409,312
<b>UMS</b>	\$404,894
<b>Total</b>	<b>\$11,127,357</b>

*Expense Report spend by category*

	Agency Fee	Air	Car	Conference	Food	Hotel	Mileage	Other	Parking	Train	Total
<b>UMA</b>	\$85	\$54,714	\$14,637	\$47,508	\$58,181	\$82,132	\$141,034	\$40,282	\$2,773	\$583	\$441,929
<b>UMF</b>	\$3,188	\$181,218	\$58,034	\$49,350	\$98,488	\$227,712	\$67,652	\$72,657	\$3,483	\$2,676	\$764,457
<b>UMFK</b>	\$0	\$23,407	\$32,002	\$11,161	\$95,292	\$128,265	\$30,980	\$24,205	\$1,167	\$0	\$346,479
<b>UMM</b>	\$20	\$7,869	\$4,901	\$2,814	\$28,977	\$29,449	\$1,464	\$8,192	\$514	\$16	\$84,216
<b>UM</b>	\$43,802	\$1,462,309	\$426,630	\$541,056	\$1,021,494	\$1,742,676	\$701,925	\$433,380	\$44,164	\$7,108	\$6,424,544
<b>USM</b>	\$6,777	\$496,590	\$140,135	\$272,410	\$377,945	\$646,617	\$153,336	\$133,077	\$20,463	\$4,146	\$2,251,495
<b>UMPI</b>	\$603	\$45,711	\$1,454	\$26,196	\$93,980	\$163,209	\$45,558	\$31,168	\$1,432	\$0	\$409,312
<b>UMS</b>	\$325	\$37,536	\$4,151	\$37,822	\$31,731	\$111,584	\$160,514	\$18,432	\$2,500	\$299	\$404,894
<b>Total</b>	<b>\$54,800</b>	<b>\$2,309,355</b>	<b>\$681,945</b>	<b>\$988,317</b>	<b>\$1,806,089</b>	<b>\$3,131,675</b>	<b>\$1,302,462</b>	<b>\$761,392</b>	<b>\$76,495</b>	<b>\$14,829</b>	<b>\$11,127,358</b>

*Travel Request by Location and Campus Vs Expense reports*

	In State	% of expense Report	Out Of State	% of expense Report	International	% of expense Report	Total	% of expense Report
<b>UMA</b>	524	27.21%	52	25.00%	5	19.23%	581	26.90%
<b>UMF</b>	321	34.33%	248	61.23%	35	52.24%	604	42.93%
<b>UMFK</b>	144	39.56%	45	36.00%	9	25.71%	198	37.79%
<b>UMM</b>	87	29.59%	34	62.96%	2	28.57%	123	34.65%
<b>UM</b>	1800	23.83%	2007	52.01%	405	59.73%	4212	34.84%
<b>USM</b>	574	15.31%	877	50.43%	71	37.57%	1522	26.81%
<b>UMPI</b>	158	22.19%	87	44.16%	14	73.68%	259	27.91%
<b>UMS</b>	278	18.99%	81	50.63%	3	150.00%	362	22.26%
<b>Total</b>	<b>3886</b>	<b>22.86%</b>	<b>3431</b>	<b>50.85%</b>	<b>544</b>	<b>53.18%</b>	<b>7861</b>	<b>31.74%</b>

### Payment Operations

#### Payment Count and Amount

	Check*		ACH		ePay		Totals	
	QTY	Amt	Qty	Amt	Qty	Amt	Qty	Amt
<b>UMA</b>	6,010	\$9,598,918	2,025	\$6,853,041	305	\$355,633	8,340	\$16,807,593
<b>UMF</b>	5,323	\$8,799,724	1,904	\$7,985,671	304	\$472,438	7,531	\$17,257,833
<b>UMFK</b>	2,436	\$4,344,460	795	\$1,491,156	213	\$188,673	3,444	\$6,024,289
<b>UMM</b>	1,728	\$2,770,223	724	\$1,501,912	114	\$163,464	2,566	\$4,435,599
<b>UM</b>	22,925	\$54,999,003	9,894	\$43,751,870	1,401	\$4,287,677	34,220	\$103,038,551
<b>USM</b>	15,585	\$25,735,238	4,225	\$19,310,831	807	\$1,577,976	20,617	\$46,624,045
<b>UMPI</b>	2,933	\$3,510,110	1,115	\$2,857,564	207	\$327,837	4,255	\$6,695,511
<b>UMS</b>	2,188	\$29,968,288	1,511	\$22,044,213	212	\$5,063,451	3,911	\$57,075,953
<b>Total</b>	<b>59,128</b>	<b>\$139,725,966</b>	<b>22,193</b>	<b>\$105,796,258</b>	<b>3,563</b>	<b>\$12,437,150</b>	<b>84,884</b>	<b>\$257,959,374</b>

\* Includes 3,377 Student Refund Checks

### Vendor Operations

#### Vendors Paid in FY17

	Individuals	% of Total	Company	% of Total	Total
<b>Vendor Paid Count</b>	4,130	39.97%	6,203	60.03%	10,333

#### Vendors Paid by Type and Campus in FY17

	Individual	% of total	Company	% of total	Total
<b>UMA</b>	187	18.44%	827	81.56%	<b>1,014</b>
<b>UMF</b>	702	45.17%	852	54.83%	<b>1,554</b>
<b>UMFK</b>	109	23.34%	358	76.66%	<b>467</b>
<b>UMM</b>	112	25.99%	319	74.01%	<b>431</b>
<b>UM</b>	1,844	33.79%	3,613	66.21%	<b>5,457</b>
<b>USM</b>	1,099	38.67%	1,743	61.33%	<b>2,842</b>
<b>UMPI</b>	287	38.63%	456	61.37%	<b>743</b>
<b>UMS</b>	37	6.54%	529	93.46%	<b>566</b>

\*Vendor total count is higher for this chart because payees are repeated for certain campuses

#### Vendors Created in FY17

	Individual	Company	Total FY17 Created	Request by Vendor	Request by Dept	Requested Online
<b>Vendors</b>	1,928	1,056	2,984	990	1,836	2,826

### Staffing Operations

Two staff members were hired (replacing vacated positions) in FY17

- Travel Administrator: Mary Norment, Hired 5/1/2017, 20+ years Travel agent experience
- Accounting Support Specialist CL3 (AP workload Supervisor), Hired 6/12/2017, 14 Years service UM

	Description	Work to be Done	Status	%	FY17 EOY Status
				Complete	Aug-17
<b>A. Strategic Sourcing</b>					
1	Sourcing Initiatives and Planning	<ul style="list-style-type: none"> <li>- Maintain Sourcing Initiative Dashboard with completed and in-process initiatives</li> <li>- Identify new opportunities for multi-campus Sourcing events</li> <li>- Develop and maintain Sourcing initiative pipeline with timeframes</li> <li>- Identify and evaluation spend analysis tools</li> </ul>	█	90%	<ul style="list-style-type: none"> <li>- Completed 245 independent Sourcing events, including waivers, contract negos, formal solicitations, and, state/consortium participation.</li> <li>- Created and distributed Sourcing Pipeline. FY18-FY21 known events are planned by quarter.</li> <li>- Currently do not have visibility into contracts for several major spend categories (i.e., ITS, Libraries, Marketing) which is why we cannot indicate a full 100%.</li> </ul>
2	Vendor/Supplier Management	<ul style="list-style-type: none"> <li>-Develop Vendor Scorecards, KPI/SLA review.</li> <li>- Develop Roles and responsibilities for vendor/supplier management including relationship ownership</li> <li>-Quarterly and Annual Meetings with Key Vendor Partnerships,</li> </ul>	█	50%	<ul style="list-style-type: none"> <li>- Vendor Scorecard Template draft completed.</li> <li>- Roles/Responsibilities in process through the development of "Contract signed. Now What?" document. Currently in development.</li> <li>- Sodexo annual meeting completed in July with key governance personell in attendance.</li> </ul>
3	Process improvement - closeout	Create Event Closure Deck post contract signing w/Core Teams	█	100%	<ul style="list-style-type: none"> <li>- Starting 3rd 1/4, Core team Surveys completed for sourcing events where a formal process was completed.</li> <li>- Average Sourcing Event Satisfaction of completed surveys as of 6/30/17 is 4.3 out of 5.</li> </ul>
4	Services Partnership - Communication	- Bullet key features/benefits for Contract Value to Services for "marketing doc" highlighting sourcing initiative outcomes	█	70%	<ul style="list-style-type: none"> <li>- Through discussion and input, Sourcing has disbanded the "one pager" and instead will send completed Decks to Services/Operations for FY18 events.</li> <li>- Services/Sourcing/Operations are now present during weekly/bi-weekly meetings. This enhances communication between the departments and should lead to smoother handoffs between areas.</li> </ul>
5	Sourcing Tools	- Identify and implement tools and process to enhance Sourcing effectiveness	█	90%	<ul style="list-style-type: none"> <li>-Procurex selected as reverse auction tool via E&amp;I contract.</li> <li>- Vehicle RFB via reverse auction valued at \$250k with participation from Farmington and UMaine scheduled for Q1 FY18.</li> <li>-Anticipated savings 5-7% over prior bid methods</li> </ul>
6	Contract Management	Email reminder to stakeholders and SM prior to renew/kickoff	█	70%	<ul style="list-style-type: none"> <li>- Contract admins receive notification upon contract renewals.</li> <li>- all docs have been migrated from Google to BOX.</li> <li>- contract data base in need of updating with open contract position all of FY17.</li> </ul>
7	Sourcing Department Assessment Process	Develop and implement framework and methodology for assessing effectiveness and productivity of Sourcing initiatives including savings calculation.	█	100%	<ul style="list-style-type: none"> <li>- FY17 savings and productivity reporting in place</li> <li>- Independent 3rd party validation of savings no longer a University requirement.</li> </ul>
8	Travel - In-State	Identify Maine Lodging for preferred rates and booking ease	█	100%	Responsibility Transferred Travel Administrator

	Description	Work to be Done	Status	%	FY17 EOY Status
				Complete	Aug-17
<b>B. Procurement Services</b>					
1	Procurement Training	<ul style="list-style-type: none"> <li>- Build upon the foundation already created (T&amp;E components) to implement a comprehensive User Training system for all Procurement systems and policies</li> <li>- Establish routine scheduled training</li> <li>- Integrate and support HR's emerging new employee training curriculum (partnering with HR)</li> </ul>		100%	<ul style="list-style-type: none"> <li>- Weekly emails sent to 10,000 faculty, staff and students.</li> <li>- Webinars - live and recorded</li> <li>- 33 webinar modules developed and presented</li> <li>- More than 110 webinar sessions conducted</li> <li>- Also numerous ad hoc in person training sessions (group/one-on-one)</li> <li>- Comprehensive mandatory training (with validation testing) implemented for PCard and TCard holders, all existing and new cardholders trained</li> </ul>
2	Outreach and Communication	<ul style="list-style-type: none"> <li>- Develop and deploy Faculty/Staff Welcome Back Kit</li> <li>- Survey faculty and staff for feedback and enhancement ideas</li> <li>- Communication strategies for new training and initiatives (i.e., PCard and TCard Recon)</li> <li>- Develop strategies for greater faculty involvement and feedback for procurement support activity</li> </ul>		100%	<ul style="list-style-type: none"> <li>- Faculty/Staff Welcome Back communication and training program launched Fall semester and repeated Spring semester. "Welcome Back": <ul style="list-style-type: none"> <li>&gt; Weekly emails sent to 10,000 faculty, staff and students</li> <li>&gt; More than 110 webinar sessions conducted</li> <li>&gt; Faculty and staff Surveyed for feedback and enhancement ideas (Annual comprehensive survey, pre and post training surveys, sourcing event surveys)</li> </ul> </li> <li>- Targeted communications campaigns delivered, providing timely information to faculty and staff (Interim Close, Fiscal Year End, outstanding PCard, TCard or Concur transactions)</li> </ul>
3	Unified Support Services Infrastructure: - Phone and Email Support - Procurement Web Portal - Knowledge base	<ul style="list-style-type: none"> <li>- Create unified method for receiving, resolving and tracking procurement help calls and emails.</li> <li>- Create and implement myCampus portal environment to provide a secure, user-centric web presence for our internal audience; faculty, staff and administrators</li> <li>- Develop internal knowledge base</li> </ul>		100%	<ul style="list-style-type: none"> <li>- JIRA-based Service Desk system implemented to track all inbound calls and emails to central support line, including tracking key SLAs (time to response and time to resolution)</li> <li>- Developed, tested, launched and made refinements to the Strategic Procurement myCampus Intranet website</li> <li>- Internal knowledge base created with baseline content - building on baseline will be a priority for FY18</li> </ul>
4	QA Activities / Special Projects	<ul style="list-style-type: none"> <li>- Implement and enhance GL reconciliation procedures</li> <li>- Initiate business process reviews and recommend improvements</li> <li>- Develop and implement fraud detection and mitigation processes</li> <li>- Conduct periodic reporting reviews</li> <li>- Special projects as identified</li> </ul>		90%	<ul style="list-style-type: none"> <li>- GL reconciliation process implemented and ongoing for PCard/Tcard liability accounts, Travel-related liability accounts, Interim Trial Close, Fiscal Year End (travel-related liability account reconciliation is still in process as accounts have had to be reconciled back to Concur go-live and cash advance reconciliation process is dependent on technical solution current in test phase)</li> <li>- Multiple business processes examined and enhanced including Outstanding TCard/PCard Transaction tracking and follow up, Concur New User On-boarding process, ADHOC check requests</li> <li>- Annual OPEGA reporting complete</li> <li>- AP Bench developed and deployed to provide targeted AP processing support as needed throughout the year</li> <li>- Canon copier day-to-day management transition to US:IT complete (billing process in final transition stages)</li> </ul>
5	Performance Measurement	<ul style="list-style-type: none"> <li>- Continue to create and refine management-level analysis of Key Performance Indicators, including measurement against baselines</li> <li>- Track performance against KPI targets</li> <li>- Annual survey refresh and action plan</li> </ul>		100%	<ul style="list-style-type: none"> <li>- SLAs for Service Desk implemented and tracked (Time to Response = Next Business Day, Time to Resolution = Three Business Days)</li> <li>- SLAs tracked and reported to Steering Committee monthly</li> <li>- Annual enterprise-wide Strategic Procurement Satisfaction Survey completed and high-level analysis was completed</li> </ul>

	Description	Work to be Done	Status	%	FY17 EOY Status
				Complete	Aug-17
<b>C. Procurement Operations</b>					
1	STAFFING: Recruit, hire, review, balance and optimize Operations staff work responsibilities	1. Map operations work duties for review 2. Utilize finance audit span of control for employees within Operations 3. Define new duties within scope of HR job description 4. Produce a document/map of duties and expectations for Operations team and outside clients to better understand, "who does what"	Green	100%	1. Travel admin is in place and running day to day travel/expense operations 2. AP Bench is working and being deployed proactively when AP staff shortfalls occur.
2	Deploy and optimize advanced financial controls and processes	General Ledger reconciliation and controls including: 1. Travel advance 2. Travel Receivables 3. Travel and Procurement Card 4. Encumbrances	Yellow	75%	1. Procurement is done with work for Travel req integration, IT testing is required and is in the works. Travel admin is assisting with Testing 2. Reconciliation process have been assigned to Procurement services and those processes are ongoing 3. TCard and PCard compliance work is complete, PCard non compliance notification have begun in Q1 of FY18
3	Payment Optimization	1. Expand vendor submission of electronic invoices (cXML, vendor portal) 2. Optimize use of central receiving and data entry for all invoices (digital mail room) 3. Expand use of vendor self service portal for status communications 4. Analyze ePay/ACH payments 5. Manage payment/banking vendors to optimize processes 6. Analyze vendor spend for Discounting changes	Green	75%	1. Vendor communication for central receipt of invoices is been done in earnest. An expanded communication will go out to vendors at the end of Q1 FY18 2. Unclaimed property check notices were sent out complete and ontime. 3. ACH and ePayables enrollment has been delayed due to contract negotiation with BOA and FY end. New enrollment campaign should start during late Q1 of FY18 4. annual enrollment campaigns to reduce check printing
4	New Banking Services Applications	To Be determined pending Result of the current banking RFP	Green	95%	Design and business model have been completed, Basic buy in from Finance has also been retained. Project needs to be launched with IT. Will not be able to start this until Q2 of FY18 due to HR PS upgrade.
5	Vendor Optimization	1. Electronic storage of vendor documents (W8, W9, 8233, Etc.) 2. Review and create process to rationalize current active database	Green	100%	1. ImageNow work failed with IT, Box transition to doc storage has began durring FY end. 2. On boarding process has been reviewed for possible new process project in FY18 3. Proposed rationalization of vendor database would cause more technical issues due to archiving limitations and therefore should not be implemented at this time.
6	Mainstreet Marketplace (MSM) workflow optimization	- Work with each campus to determine what Workflow should look like with Current Staff -Make changes to or remove redundant workflows -Use New technology and fields to Increase the Usefulness of workflow in MSM -Deployment of "Request form type" for other areas outside of copier program within MSM	Red	35%	1. New forms are in UIT(Test environment) but have not been deployed to Prod. 2. UMS03 (UMFK) interview completed, Changes in process (Completion before September 1 2017), with possible changes after UMFK SP training onsite 3. UMS04 (UMM) was requested to be put on hold to assure the proper staff was in place for changes in financial management. Will work Testing in Q1 of FY18 and moving to PROD in Q2 of FY18 4. UMS07 (UMPI) workflow changes will be designed durring SP onsite with UMPI staff (Completion within first month of Q2 FY18)
7	Reporting and Communications	1. Develop key productivity indicators (KPI) and service level agreements (SLA) for department positions 2. Publish reports as needed for CBO toolkit and other reporting locations  FIRST REPORT: End Q4	Yellow	50%	1. All processes within operations are currently being analyzed and reworked. Development of better reporting will be deployed in Q2 of FY18. Prototype reporting methodology has been developed for FY17 closeout report. Optimizing prototypes to be handled in Q1 of FY18. 2. Steering committee will be engaged after development has been complete in Q2 of FY18 3. Reports for etrenal payment methods are being discussed with BOA but can not be finalized until contract is in place. Looking for Q2 deployment in FY18. Other reports outside of payments will be deployed by SP durring Q2 of FY18 as well



**IV. Appendix**  
**A. FY2017 Completed Sourcing Initiatives**

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Project Specific Info				Institution								SOURCING EVENT INFORMATION	Savings			Estimated Contract Value			
Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UM/A	UMF	UMPI	UMM	UMFK	Awarded Vendor		E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017
<b>Strategic Sourcing Initiatives With Some Savings</b>																			
7/5/2016	Contract Dining Operations	RFP for Food Service Provider (all campuses except UM)	RFP 2015-12	X	X			X	X	X	X	X	X	X		\$ -	\$ 384,027	\$ 384,027	\$ 120,000,000
7/28/2016	Digital Migration Services	Osher Map Library and Smith Center for Education website migration and metadata cleanup	RFP 2016-62	X				X							HistoryIT, Inc	\$ -	\$ 295,442	\$ 295,442	\$ 109,700
9/6/2016	UMS Workers Compensation Insurance Carrier Services		RFB 2017-13	X	X										Maine Employers' Mutual Insurance Policy Company (MEMIC)	\$ 244,550	\$ -	\$ 244,550	\$ 2,810,445
2/8/2017	Komand	Security orchestration	Contract		X										Komand	\$ 111,000	\$ -	\$ 111,000	\$ 9,000
7/20/2016	USM Softball Seating	New seats including installation for the Softball stadium - purchase through NJPA / Hussey Seating Contract	RFB 2017-18					X							Hussey Seating	\$ -	\$ 76,214	\$ 76,214	\$ 32,774
6/22/2016	Bus Transportation- UM, UMF & UMM Athletics	UM, UMF, UMM Athletic Teams- transportation needs	RFP# 22-16	X			X				X		X		John T. Cyr & Sons, Inc.	\$ 74,092	\$ -	\$ 74,092	\$ 3,727,798
1/10/2017	USM Advertising Agency	USM Advertising Agency	RFP #74-16					X								\$ 37,500	\$ -	\$ 37,500	
6/26/2017	Quantum	Storage upgrade	CT 2015-021		X										DataSpan, Inc.	\$ 37,273	\$ -	\$ 37,273	\$ 119,162
6/15/2016	Panopto - Video Capture System	Video Capture System	CT	X	X										Panopto, Inc.	\$ 26,021	\$ -	\$ 26,021	\$ 118,625
6/29/2016	Course Capture	Course Capture	RFP 2016-26	X	X		X	X	X	X	X	X	X	X	Kaltura, Inc	\$ 24,854	\$ -	\$ 24,854	\$ 379,958
11/18/2016	Compact Utility Work Vehicle	Procure a compact utility work vehicle with multiple attachments	RFB #38-17								X				Jordan Equipment	\$ 24,199	\$ -	\$ 24,199	\$ 72,171
7/26/2016	Professional Consulting Services	Non-IT Positions	RFP 2017-01	X	X	X		X							Carole Martin Consulting	\$ -	\$ 18,383	\$ 18,383	\$ 225,000
2/7/2017	Lease of John Deere Tractor and attachments	UMFK to lease to own a JD tractor plus attachments utilizing a JD / NJPA Consortium contract	NRFB #071-17											X	Greenway Equipment	\$ 18,029	\$ -	\$ 18,029	\$ 45,661
7/25/2016	Talent Acquisition & LMS	Award and Contract for Talent Acquisition Solution Only	RFP 2016-067	X	X										ImageTrend, Inc	\$ 17,672	\$ -	\$ 17,672	\$ 296,260
10/27/2016	Course Evaluation	Course Evaluation software to allow Student Evaluations of teaching for all courses (live, hybrid, and online).	Contract	X			X								eXplorance, Inc.	\$ -	\$ 14,600	\$ 14,600	\$ 146,000
7/12/2016	UMF Mattresses RFB #02-17	400 mattresses for UMF for the dorms using MHEC contract C05	RFB 2017-02								X				University Sleep Products	\$ -	\$ 14,418	\$ 14,418	\$ 53,576
8/4/2016	Athletic Teams Mini & Medium Duty Passenger Bus Lease	UMFK & UMPI needs to have passenger buses for the transportation needs of the Athletic Departments	RFP 2016-59									X		X	Master's Leasing	\$ 14,377	\$ -	\$ 14,377	\$ 231,635
3/20/2017	Furniture Purchase for UM Aux Services	Replacement Furniture for UM Housing	GPO/Consortia				X								MHEC/ New England Woodcraft	\$ -	\$ 12,357	\$ 12,357	
2/9/2017	UM Facilities Management Bulk Delivery of Regular Unleaded 87 Gasoline	UM FM purchases 4000 gallons every 3 weeks of 87 unleaded gas	RFB #062-17				X								Foster Holdings, LLC	\$ 11,423	\$ -	\$ 11,423	\$ 620,000
3/8/2017	UM FM Tandem Axle Dump/Plow Truck	Purchase of a tandem dump truck with plow minus trade in	RFB #065-17				X								Freightliner of Maine	\$ 11,249	\$ -	\$ 11,249	\$ 94,533
11/15/2016	USM Scheduled Testing, Inspection & Cleaning of Life Safety Systems Services - Schedule III	quarterly, semi-annual & annual testing, inspection, cleaning as well as on-call services for sprinkler systems	RFP 2017-26					X							Eastern Fire Services	\$ 11,121	\$ -	\$ 11,121	\$ 46,370
2/15/2017	UM FM Mini Excavator	Purchase of a mini excavator for UM FM Ground Shop	RFB #066-17				X								Jordan Equipment	\$ 10,767	\$ -	\$ 10,767	\$ 37,230
1/12/2017	Association of Title IX Administrators (Atixa) Membership	Clery Act Annual template language to comply with VAWA Section 304; ATIXA One Policy	Contract	X	X										ATIXA	\$ -	\$ 10,581	\$ 10,581	\$ 89,988
6/5/2017	Equipment for UM Print Services	Specialized Print Equipment	Consortia				X								Ricoh	\$ -	\$ 10,576	\$ 10,576	
9/14/2016	Duplo Unit for UM Print Shop	Printing Equipment for UM	RFB # 28-17				X								Ricoh	\$ -	\$ 10,315	\$ 10,315	
3/2/2016	Line Truck, UM Electric Shop	The University of Maine Electric Shop is in need of replacing their line truck	RFB 2016-45				X								RBG Inc.	\$ 9,839	\$ -	\$ 9,839	\$ 110,042
8/19/2016	IT Project Mgmt Services	PMP Recruiter Staffing	RFP 2016-63	X	X										CST 2000, LLC d.b.a iCST	\$ 9,758	\$ -	\$ 9,758	\$ -
8/19/2016	IT Project Mgmt Services	PMP Recruiter Staffing	RFP 2016-63	X	X										Berry Dunn, McNeil & Parker, LLC	\$ 9,758	\$ -	\$ 9,758	\$ -
8/19/2016	IT Project Mgmt Services	PMP Recruiter Staffing	RFP 2016-63	X	X										NTT Data, Inc.	\$ 9,758	\$ -	\$ 9,758	\$ -
8/19/2016	IT Project Mgmt Services	PMP Recruiter Staffing	RFP 2016-63	X	X										Pro Search, Inc	\$ 9,758	\$ -	\$ 9,758	\$ -
8/19/2016	IT Project Mgmt Services	PMP Recruiter Staffing	RFP 2016-63	X	X										Signature Commercial Solutions, LLC	\$ 9,758	\$ -	\$ 9,758	\$ -
1/30/2017	Plate Imaging Machine University of Maine Printing & Mailing Services	UM Print shop needs to replace their current plate imaging machine with a new one. the old one will be traded in.	RFB#057-17				X								Presstek Inc	\$ -	\$ 9,087	\$ 9,087	\$ 54,995
12/2/2016	Video Surveillance	VS Camera purchase and support	RFP 2017-31	X			X	X				X			Minuteman	\$ 8,454	\$ -	\$ 8,454	\$ -



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Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor		E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017
11/15/2016	USM Scheduled Testing, Inspection & Cleaning of Life Safety Systems Services - Schedule I	quarterly, semi-annual & annual testing, inspection, cleaning as well as on-call services for fire alarm systems	RFP 2017-26					X							Norris, Inc				
8/19/2016	UMM 12 Passenger Van Lease	UMM lease of 2 - 12 passenger vans	RFB 2017-22										X		Merchants Automotive Group	\$ 8,385	\$ -	\$ 8,385	\$ 109,304
12/12/2016	Pest Services for University of Southern Maine	Scheduled monthly & quarterly pest inspections & treatment of USM Portland & Gorham buildings as well as on-call for additional pest services	RFP #035-17	X				X							Rentokil North America, Inc. DBA Ehrlich Pest	\$ -	\$ 8,370	\$ 8,370	\$ 17,010
3/9/2017	University of Maine Ambulance Chassis Replacement	REplacement of the chassis for a type III ambulance box	RFB #070-17				X								Sugarloaf Ambulance & Rescue Vehicles	\$ -	\$ 6,464	\$ 6,464	\$ 73,406
3/31/2017	FOIP	Fax Over IP (FOIP) Services	RFP 2017-58	X	X										XMedius Solutions, INC.	\$ 6,306	\$ -	\$ 6,306	\$ -
2/2/2017	Kentik	Storage and Analysis services for network metadata	Contract		X										Kentik	\$ 6,240	\$ -	\$ 6,240	\$ 17,760
12/29/2016	UMF 1 ton 4x4 plow truck with dump body - LEASE	replace UMF 1 ton plow truck, new truck needs a dump body and sander unit	NRFB #079-17									X			O'Connor GMC	\$ 6,211	\$ -	\$ 6,211	
9/22/2016	Janitorial Services for University of Maine Hutchinson Center	yearly janitorial services to be provided 3 times per week at night	RFB 2017-11				X								Richen Management	\$ 5,059	\$ -	\$ 5,059	1+1+1+1
6/28/2016	Graduate Recruitment Services (TargetX)	Customer Relations Management - Amendment for UM Graduate Services	CT (Originally RFP 2014-08)	X			X	X	X	X	X	X	X	X	TargetX	\$ 4,896	\$ -	\$ 4,896	\$ 362,920
8/2/2016	UM Verticle Steam Fired Water Heater	Purchase of a specialized vertical steam fired water heater	RFB 2017-17				X								F.W. Webb	\$ 4,007	\$ -	\$ 4,007	\$ 19,925
3/2/2016	Grounds Shop Plow Truck & Dump Truck - UM	UM Facilities request the purchase of a 1 ton plow truck and 1 1/2 ton dump truck for their Grounds Shop Dept.	RFB 2016-44				X								Darling's Commercial Sales	\$ 3,606	\$ -	\$ 3,606	\$ 84
4/28/2017	3 - 12 Passenger Vans for UM Motor Pool	3 - 12 Passenger vans purchased using SoM Contract	State of Maine				X								O'Connor GMC	\$ -	\$ 3,552	\$ 3,552	\$ 82,023
1/22/2017	UM Cooperative Extension Vehicle Purchase & Trade-in	UM Cooperative Ext. wants to purchase a small AWD wagon and trade in an older Subaru wagon	NRFB #068-17				X								O'Connor Auto	\$ -	\$ 3,513	\$ 3,513	\$ 21,992
8/3/2016	UMA Plow Truck	Purchase of a truck and plow	RFB 2017-25						X						Quirk Auto	\$ 3,401	\$ -	\$ 3,401	\$ 34,864
3/22/2016	Plow Truck for UMPI	UMPI Dept. of Facilities Management needs a new plow truck with a plow	NA									X			Carroll's Auto	\$ 3,392	\$ -	\$ 3,392	\$ 33,870
6/29/2017	Course Evaluation	Course Evaluation software to allow Student Evaluations of teaching for all courses (live, hybrid, and online).	Contract	X			X								eXplorance, Inc.	\$ 3,163	\$ -	\$ 3,163	\$ 146,000
12/12/2016	Elevator Maintenance, Inspection & Repair Services UMF	Elevator maintenance, inspection and repair services for "turn key" quarterly and annual servicing of UMF elevators	RFP #033-17	X								X			Kone Elevator	\$ 3,093	\$ -	\$ 3,093	\$ 98,338
5/5/2017	UMaine Website Template Services	UMaine Website Template Services	Contract	X			X								10-Up Inc	\$ 2,880	\$ -	\$ 2,880	\$ 357,020
10/6/2016	Pest Management Services for University of Maine at Farmington	Pest management services for UMF	RFP 2017-25									X			Rentokil North America, Inc. DBA Ehrlich Pest	\$ 1,566	\$ 1,282	\$ 2,848	\$ 94,650
5/2/2017	UMA Purchase of a ATV	UMA Professional Studies purchase of a work site utility vehicle - 4 person w/ extendable dump body	NRFB #108-17							X					Union Farm Equipment	\$ -	\$ 2,508	\$ 2,508	\$ 17,595
3/10/2017	Reproducability Development Group		Contract					X							Oxford University Press	\$ 2,500	\$ -	\$ 2,500	\$ 7,500
3/10/2017	Research Transferable Skill Development Group Agreement		Contract				X								Oxford University Press	\$ 2,500	\$ -	\$ 2,500	\$ 7,500
9/2/2016	Custodial Service for University College at Ellsworth	Custodial/janitorial services to clean the UMA University College at Ellsworth Facility.	RFB 2017-06							X					Richen Management	\$ 2,493	\$ -	\$ 2,493	\$ 77,700
5/3/2017	2 - 12 Passenger Vans for Bryant Pond	2 - 12 passenger vans purchased using SoM Contract	State of Maine				X								O'Connor GMC	\$ -	\$ 2,368	\$ 2,368	\$ 55,430
1/10/2017	USM 3/4 Ton Work Truck	Purchase of a new 3/4 work truck with lift gate and trade in of old work truck	NRFB #059-17					X							Quirk Ford of Augusta	\$ 2,298	\$ -	\$ 2,298	\$ 28,397
7/7/2016	UMF Custodial Paper	Purchase of bathroom tissue for FY'17 year	RFB 2017-08									X			Maine Paper & Janitorial Supplies	\$ 682	\$ 1,385	\$ 2,067	
7/5/2016	Emergency Mgmt Solution	Omni Alert - e2Campus Extension	CT - Renewal	X	X		X	X	X	X	X	X	X		OMNILERT, LLC	\$ 1,944	\$ -	\$ 1,944	\$ 20,385
6/1/2017	UM Auxiliary Services Full-size Cargo Van	purchase of a full-size cargo for UM Auxiliary Services	NRFB #116-17				X								Charles Chevrolet	\$ -	\$ 1,930	\$ 1,930	\$ 22,587
9/26/2016	RFQ for UMA Plow Truck	Purchase of truck and plow for UMA	RFQ 2017-45							X					Quirk Auto	\$ 1,925	\$ -	\$ 1,925	
4/11/2017	Used Crew Cab Truck	Purchase of a used crew cab truck for Diving Dept.	NRFB#095-17				X								Norm's Used Cars, Inc.	\$ 1,885	\$ -	\$ 1,885	NA



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Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor	E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017	Estimated Contract Value
1/6/2017	Mechanical & HVAC Preventative Maintenance, Inspection & Repair Services for UM Hutchinson Center	Contract for services for mechanical & HVAC services for UM Hutchinson Center in Belfast, ME	RFP #039-17				X								XL Mechanical Services				
11/15/2016	Affirmative Action	Affirmative Action	RFP 2017-03	X	X										Berkshire Associates, Inc.,	\$ 1,648	\$ -	\$ 1,648	\$ 33,500
10/27/2016	UMPI Scheduled Testing, Inspection & Cleaning of Life Safety Systems Services - Schedule II	quarterly, semi-annual & annual testing, inspection, cleaning as well as on-call services for kitchen hood suppression systems	RFP 2017-30									X			Maine Fire Protection Services	\$ 1,430	\$ -	\$ 1,430	\$ 57,915
2/11/2016	UM Grounds Vibratory Roller	UM Department of Facilities Management Grounds Shop is in need of a skid-steer quick-attach smooth drum vibratory roller	Contract				X								Greenway Equipment	\$ 1,368	\$ -	\$ 1,368	\$ 17,500
10/27/2016	UMPI Scheduled Testing, Inspection & Cleaning of Life Safety Systems Services - Schedule III	quarterly, semi-annual & annual testing, inspection, cleaning as well as on-call services for sprinkler systems	RFP 2017-30									X			Sprinkler Systems, Inc.	\$ 1,174	\$ -	\$ 1,174	\$ 10,869
8/1/2016	DVSPORT - GameDay Videos & Hardware	DVSPORT - GameDay Videos & Hardware	Contract				X								DVSPORTS, Inc.	\$ 1,170	\$ -	\$ 1,170	\$ 26,000
2/23/2017	UltraCamp	The three University of Maine 4-H Camp & Learning Centers require a cloud-based registration system that will allow the camps to better collaborate on programming and reporting, and increase efficiency for their shared participants. Families will be able to submit required forms one time (per year) even if they are attending programs at multiple sites. Having an online system will allow improved efficiency for staff by significantly reducing or eliminating data entry time. The new system would also allow for increased accuracy when reporting who we serve, where they are from, and the number of times they participate in our programs.	Contract		X		X								UltraCamp, LLC	\$ 1,080	\$ -	\$ 1,080	\$ 104,925
9/12/2016	UMA Annual Inspection, Service Cleaning and Overhaul for Oil-Fired & Gas-Fired Hot Water Boilers and Associated Controls	to clean the UMA - Augusta boilers	RFB 2017-20						X						JE Carson, Co., Inc.	\$ 888	\$ -	\$ 888	\$ 6,410
8/29/2016	UMF Pavers & Wall Blocks	Purchase of pavers and matching wall blocks plus delivery	RFB 2017-23								X				MacKenzie Landscaping Inc.	\$ 855	\$ -	\$ 855	
11/15/2016	USM Scheduled Testing, Inspection & Cleaning of Life Safety Systems Services - Schedule II	quarterly, semi-annual & annual testing, inspection, cleaning as well as on-call services for kitchen hood suppression systems	RFP 2017-26					X							Eastern Fire Services	\$ 806	\$ -	\$ 806	\$ 8,640
1/1/2017	Health Insurance Billing & Collections	Amendment to extend services - billing collection services	Contract					X							Physician Billing and Consulting, Inc.	\$ 775	\$ -	\$ 775	\$ 118,743
11/4/2016	Prurchase 2 snowmobiles for UM	Purchase 2 snowmobiles for UM Dept. of Wildlife, Fisheries, & Conservation	RFB				X								Plourde & Plourde, & Harvey Trailers	\$ -	\$ 768	\$ 768	
1/5/2017	USM Tractor with cab and multiple attachments	Purchase of a tractor with cab and multiple attachments to cut grass, snow blower, broom, and blade	NRFB #067-17					X								\$ 716	\$ -	\$ 716	
6/29/2016	Campus Labs	Campus Labs	CT					X							Campus Labs, Inc	\$ 506	\$ -	\$ 506	\$ 16,873
2/17/2017	CRFU Midsize Truck	Purchase of a GMC or Chevy Midsize truck, GMC or Chevy for the OnStar option as needed for communication for the department	NRFB 2017-076				X								O'Connor Motor	\$ -	\$ 489	\$ 489	NA
10/27/2016	UMPI Scheduled Testing, Inspection & Cleaning of Life Safety Systems Services - Schedule I	quarterly, semi-annual & annual testing, inspection, cleaning as well as on-call services for fire alarms systems	RFP 2017-30									X			Maine Fire Protection Services	\$ 459	\$ -	\$ 459	\$ 17,925
11/1/2016	Purchase UMA Security Vehicle	Purchase a new AWD/4x4 Small SUV painted white for UMA Security	RFQ							X					Darling's Commercial Sales	\$ 426	\$ -	\$ 426	
10/13/2016	UM School of Forest Resources Pulpwood & Raw Logs Transportation Services	To haul wood from UM forest plots to mills throughout the state	RFB 2017-32				X								Randy Percival Trucking	\$ -	\$ 402	\$ 402	\$ 57,750
1/1/2017	UM Auxiliary Services 3/4 Ton work Truck	Purchase of a new 3/4 ton work truck for UM Auxiliary Services	NRFB #061-17				X								O'Connor GMC	\$ -	\$ 323	\$ 323	\$ 34,916
12/22/2016	UMA Bookstore New-Used Van	Purchase of a new-used small van for the UMA Augusta Bookstore	NRFB #063-17						X						Darling's	\$ -	\$ 290	\$ 290	\$ 17,399
4/26/2017	UM Auxiliary Services Plow Truck	Purchase of a plow truck for UM Auxiliary Services	NRFB #106-17				X								Darlings	\$ -	\$ 276	\$ 276	\$ 35,849
10/27/2016	Extegrity	Armored web-based exam word processor	Contract					X							Extegrity, Inc	\$ 132	\$ -	\$ 132	\$ -
6/29/2016	EMR	Collegiate healthcare information management system	RFP 2016-46	X				X							Medicat, inc	\$ 79	\$ -	\$ 79	\$ 82,000
<b>Total</b>																<b>\$ 841,392</b>	<b>\$ 889,920</b>	<b>\$ 1,731,311</b>	<b>\$ 131,902,475</b>





**IV. Appendix**  
**A. FY2017 Completed Sourcing Initiatives**

University Services:  
Strategic Procurement

Project Specific Info				Institution								SOURCING EVENT INFORMATION	Savings			Estimated Contract Value			
Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor		E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017
<b>Strategic Sourcing Initiatives Without Savings: Including Sole Source and Emergency Waivers</b>																			
7/1/2016	Emergency Justification- Publishing of King Book for UM	Publishing of Steven King Book for UM	Emergency				X								Thomson-Shore	\$ -	\$ -	\$ -	
9/28/2016	Viewbook Publication for UM	Printing of Viewbooks and Envelopes for UM	RFB # 29-17				X								Universal Wilde	\$ -	\$ -	\$ -	
7/1/2016	Turbulence Profiler	Turbulence Profiler	NA				X								Rockland Scientific	\$ -	\$ -	\$ -	\$ 55,100
7/25/2016	Outreach Communications	Outreach Communications	NA				X								ORPC Solutions	\$ -	\$ -	\$ -	\$ 53,333
7/29/2016	Lab Equipment	Lab Equipment	NA				X								Lab Synergy	\$ -	\$ -	\$ -	\$ 18,792
8/10/2016	Life Fitness Equipment	Life Fitness Equipment	NA				X								Gronk Fitness	\$ -	\$ -	\$ -	\$ 37,171
8/15/2016	Underwater Motion Tracking System	Underwater Motion Tracking System	NA				X								Qualysis	\$ -	\$ -	\$ -	\$ 73,000
8/15/2016	Lab Kits	Lab Kits	NA				X								Lab-Aids	\$ -	\$ -	\$ -	\$ 12,240
8/18/2016	Proprietary Self-cleaning Polymers	Proprietary Self-cleaning Polymers	NA				X								SLIPS Technologies	\$ -	\$ -	\$ -	\$ 14,000
8/18/2016	Victrino Profiler	Victrino Profiler	NA				X								NortekUSA Inc.	\$ -	\$ -	\$ -	\$ 18,354
8/18/2016	5 Axis CNC Router	5 Axis CNC Router	NA				X								Diversified Machines	\$ -	\$ -	\$ -	\$ 103,500
8/25/2016	Video Equipment	Video Equipment	NA				X								Ross Video	\$ -	\$ -	\$ -	\$ 27,725
8/25/2016	Hydrotherapy Tubs	Hydrotherapy Tubs	NA				X								ColdTub	\$ -	\$ -	\$ -	\$ 29,900
8/30/2016	Mens Basketball Equipment	Mens Basketball Equipment	NA				X								Prime Time	\$ -	\$ -	\$ -	\$ 15,000
9/9/2016	Athletic Ticketing	Athletic Ticketing	NA				X								Learfield	\$ -	\$ -	\$ -	\$ 2,400,000
9/21/2016	Charter Boat for Tagging Tuna	Charter Boat for Tagging Tuna	NA				X								Release Fisheries	\$ -	\$ -	\$ -	\$ 12,000
9/21/2016	Underwater Spectrophotometer	Underwater Spectrophotometer	NA				X								WETLabs	\$ -	\$ -	\$ -	\$ 35,000
9/21/2016	Wavelength Backscattering Instrument	Wavelength Backscattering Instrument	NA				X								WETLabs	\$ -	\$ -	\$ -	\$ 9,300
9/26/2016	Lab Equipment	Lab Equipment	NA				X								Texas Woman's University	\$ -	\$ -	\$ -	\$ 83,304
7/11/2014	TK20	SCHOOL OF SOCIAL WORK-Enterprise Software License Agreement for HigherEd Software	Contract	X			X	X							TK20	\$ -	\$ -	\$ -	\$ 10,000
6/19/2015	Audio/Visual System Design & Installation Services	UMaine Audio/Visual System Design & Installation Services	RFP 54-15	X			X	X							Pro AV Systems, Inc.	\$ -	\$ -	\$ -	\$ -
10/23/2015	Exclusive Right to Sell Listing Agreement	Exclusive Right to Sell Listing Agreement	Contract		X										Epstien Commercial RE	\$ -	\$ -	\$ -	\$ -
6/27/2016	Professional Consulting Hours	Prepare scenarios to best realize the Board's strategic outcomes and, in particular, the priority strategic outcomes.	Contract	X	X										James W. Sewall Company	\$ -	\$ -	\$ -	\$ 15,000
7/5/2016	EREZLIFE	EREZLIFE	CT				X								EREZLIFE SOFTWARE, INC.	\$ -	\$ -	\$ -	\$ 7,700
7/6/2016	Pine Tree Legal Assistance System	LegalServices Network	CT						X						Pine Tree Legal Assistance System	\$ -	\$ -	\$ -	\$ -
7/7/2016	360 Training CT Renewal		CT					X							360Training	\$ -	\$ -	\$ -	\$ -
8/26/2016	Qualtrics	GfK's KnowledgePanel for Web-Based Statistical Surveys	Contract				X								GfK Custom Research, LLC	\$ -	\$ -	\$ -	\$ 49,485
8/26/2016	Cengage	Education To Go develops, designs, produces and distributes online "non-credit" educational courses and content for Web-based Training (WBT) and instruction delivered via the Internet	Contract				X								Education To Go	\$ -	\$ -	\$ -	\$ -
8/29/2016	Credly Badging Solution	Grant approved for Engaged Black Bear	Contract				X								Credly, Inc	\$ -	\$ -	\$ -	\$ 23,600
8/29/2016	Edthena	Web-Based video conferencing tool used to evaluate student teaching performance	Contract				X								R3 Collaboratives, Inc	\$ -	\$ -	\$ -	\$ 3,850
9/12/2016	Sagence - CBE Course Content MGMT	Suite of tools used for CBE course content, management, business intelligence/analytics, early warning and intervention, adaptive learning strategies, assessment, etc.	Contract	X									X		Sagence Learning, Inc	\$ -	\$ -	\$ -	\$ 120,000
9/20/2016	InfoReady Corporation	The Service allows government entities, universities, schools, and other users to create, manage, track and report on competitions for funding. InfoReady will implement and deliver the InfoReady Review™ product as a SaaS (Software as a Service) solution.	Contract	X	X										InfoReady Corporation	\$ -	\$ -	\$ -	\$ 7,500
9/30/2016	Video Surveillance		Contract Amendment	X				X							Advance Technology	\$ -	\$ -	\$ -	\$ 2,205
8/11/2016	UMM RFP #15-15 Contract Renewal	Contract renewal with The By Us Company to continue to provide Grounds Maintenance Services, Landscaping & Snow Removal	Contract										X		The By Us Company	\$ -	\$ -	\$ -	\$ -
7/25/2016	SSJ for UM FM	Aroostook Farm & Honeywell	Sole Source Justification Form				X								Honeywell	\$ -	\$ -	\$ -	\$ -
7/25/2016	SSJ for UM FM	UM FM Hardware Consultants for electronic/handicap door actuator installation	Sole Source Justification Form				X								Hardware Consultants	\$ -	\$ -	\$ -	\$ -



**IV. Appendix**  
**A. FY2017 Completed Sourcing Initiatives**

University Services:  
Strategic Procurement

Project Specific Info				Institution								SOURING EVENT INFORMATION	Savings						
Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor	E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017	Estimated Contract Value
7/25/2016	SSJ for UM FM	UM FM Honeywell for Speciality equipment in UM Dorms	Sole Source Justification Form				X								Honeywell	\$ -	\$ -	\$ -	
7/25/2016	SSJ for UM FM	UM FM 24 hour service for plow trucks	Sole Source Justification Form				X								Bangor Truck Equipment	\$ -	\$ -	\$ -	
7/25/2016	SSJ for UM FM	UM FM 24 hour service for repairs to plow equipment	Sole Source Justification Form				X								Sargent Corp.	\$ -	\$ -	\$ -	
8/3/2016	USM Contract Renewal - ATA Piping, Inc	Renewal ATA Piping under RFP 22-13	Contract					X							ATA Piping	\$ -	\$ -	\$ -	
9/23/2016	USM Contract Renewal - Casella	Renewal Casella under RFP 30-12	Contract					X							Casella	\$ -	\$ -	\$ -	
8/23/2016	USM Contract Renewal - Troiano Waste	Renewal Troiano under RFP 30-12	Contract					X							Troiano Waste	\$ -	\$ -	\$ -	
12/9/2016	Executive Search Assistance	Search for new Dean- UMA	Modified RFP							X					Spelman Johnson	\$ -	\$ -	\$ -	
12/19/2016	Printing of UM Student Newspaper	UMaine Printing of Maine Campus newspaper	Emergency Waiver				X									\$ -	\$ -	\$ -	
10/25/2016	Liver and Tissue Assays	Liver and Tissue Assays	NA				X								Michigan DCPAH	\$ -	\$ -	\$ -	\$ 10,000
11/28/2016	Lab Testing Equipment	Lab Testing Equipment	NA				X								KRUSS USA	\$ -	\$ -	\$ -	\$ 17,000
12/1/2016	Carpet Tile	Carpet Tile	NA				X								Tandus Inc	\$ -	\$ -	\$ -	\$ 31,732
12/14/2016	GDS Instruments Triaxial Equipment	GDS Instruments Triaxial Equipment	NA				X								GDS	\$ -	\$ -	\$ -	\$ 115,000
12/14/2016	Ezafm Atomic Force Microscope	Ezafm Atomic Force Microscope	NA				X								NanoMagnetics	\$ -	\$ -	\$ -	\$ 18,500
12/15/2016	Geotechnical Finite Element Software	Geotechnical Finite Element Software	NA				X								Plaxis	\$ -	\$ -	\$ -	\$ 20,100
12/28/2016	Structural Thermoplastic Forming Consultant	Structural Thermoplastic Forming Consultant	NA				X								Karl Pepin	\$ -	\$ -	\$ -	\$ 30,000
10/3/2016	QSR Software	Statistical Software	Contract	X	X			X							QSR International (Americas) Inc	\$ -	\$ -	\$ -	\$ 7,500
10/5/2016	H-1B and Permanent Residency Module	Sunapsis	Contract	X			X								The Trustees of Indiana University	\$ -	\$ -	\$ -	\$ -
11/15/2016	Experian	Experian is used for credit monitoring services that we offer victims of breaches or unauthorized disclosures. Original RFP 2013-20	Contract Amendment		X										ConsumerInfo.com, (a.k.a. Experian Consumer Direct),	\$ -	\$ -	\$ -	\$ -
11/15/2016	Verba - Connect	Long standing contract - Verba master agreement for an additional module to process digital course material for the store. We are piloting a digital course material offering to support the campus initiative.	Contract				X								Verba Software, Inc	\$ -	\$ -	\$ -	\$ 80,500
11/16/2016	Signal Vine	UMaine's College Success Program. provides software licensing (texting solution)	Contract				X								Signal Vine, LLC	\$ -	\$ -	\$ -	\$ 4,200
11/29/2016	Top Hat Student Engagement Services	Top Hat Student Engagement Services	Contract	X	X										Top Hat	\$ -	\$ -	\$ -	\$ -
12/30/2016	OTT Telephony Services	Amendment for upcoming year (2017)	Contract	X	X										OTT Communications	\$ -	\$ -	\$ -	\$ 118,231
10/5/2016	UM Blueberry Hill Farm RFQ for Pickup Truck	UM Blueberry Hill needs a new pickup truck	RFQ				X								O'Connor GMC	\$ -	\$ -	\$ -	\$ 31,759
10/26/2016	UM Hutchinson Center / Farley & Son Landscaping Contract renewal	Renewal of grounds / snow plowing contract for UM Hutchinson Center / Farley & Son Landscaping	Contract Renewal				X								Farley & Son Landscaping	\$ -	\$ -	\$ -	\$ 215,000
11/1/2016	UMF Purchase of road salt	UMF commit to 72 tons of road salt using the Harcros / SoM contract	SoM Contract							X					Harcros Chemicals Inc.	\$ -	\$ -	\$ -	\$ -
12/16/2016	UMFK Rider D of UMS Contract for Services RFP #030-17	Rider D for sprinkler services awarded to Sprinkler Systems Inc with UMPI	Rider D										X		Sprinkler Systems Inc	\$ -	\$ -	\$ -	\$ -
12/21/2016	UMM President's RAV Lease extension	Lease expires 1/4/17, renew for 6 more months	Contract Extension									X				\$ -	\$ -	\$ -	\$ -
10/26/2016	Emergency Purchase Darling Marine Cntr pair replacement	The permanent pair at the DMC can no longer support operations due to rapid deterioration.	Emergency Justification Form				X								Round Pond Marine Serv.	\$ -	\$ -	\$ -	\$ -
10/26/2016	Emergency Just. Form for electrical conduit replacement	Replace failing conduit between the UMA Farmhouse & Civic Center. needs immediate replacement to keep elevator communication and other communication from being disrupted	Emergency Justification Form						X						Bruce A Manzer, Inc.	\$ -	\$ -	\$ -	\$ -
11/7/2016	Colloider	Colloider (MKCA6-2J)	NA				X								Masuko	\$ -	\$ -	\$ -	\$ 10,000
12/22/2016	Acquisition of USGS QL2 LiDAR Data	Acquisition of USGS QL2 LiDAR Data	NA				X								Maine Geolibrary	\$ -	\$ -	\$ -	\$ 27,000
1/17/2017	Digital Marketing Advertising	UMA- Digital Marketing/Advertising	RFP							X					WCSH	\$ -	\$ -	\$ -	\$ 30,000
1/9/2017	USNHCoherentOptNet	Joint initiative with USNH	RFP	X	X										Integration Partners Corporation, Inc.	\$ -	\$ -	\$ -	\$ -
1/30/2017	Active Works	Registration for Summer Camps	No Contract Issued - See Comment	X				X							No Contract Issued - See Comment	\$ -	\$ -	\$ -	\$ -

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**A. FY2017 Completed Sourcing Initiatives**

Project Specific Info				Institution								SOURING EVENT INFORMATION	Savings						
Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor	E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017	Estimated Contract Value
2/3/2017	MyTurn	UMaine Extension requires a cloud-based tool to manage 50+ 4-H Science Toolkits and other shared resources by multiple staff. The kits are available for loan to schools and others across the state. Basic functions needed include status, location, and inventory tracking. We are looking for one tool to track inventory from at least three Extension locations.	Contract		X		X								myTurn.com. pbc	\$ -	\$ -	\$ -	\$ 2,500
1/23/2017	SightLines	Facilities Asset Analysis and Advising. Harriman Master Planning Process	Contract	X	X		X	X	X	X	X	X	X	X	Sightlines, Inc	\$ -	\$ -	\$ -	\$ 733,672
2/15/2017	Gaussian Software	Faculty Software - UMaine	Contract				X								Gaussian	\$ -	\$ -	\$ -	\$ 1,010
1/17/2017	Handheld Ticket Writer Software		Contract					X							T2 Systems, Inc	\$ -	\$ -	\$ -	\$ 16,042
2/16/2017	Benchmarking Service Solution		RFP 2017-27	X	X										Hanover Research Council LLC	\$ -	\$ -	\$ -	\$ 225,000
2/22/2017	Pearson - Bookstore	Digital Text books to be sold through Bookstore	Contract				X								Pearson Education, Inc	\$ -	\$ -	\$ -	\$ 90,000
3/10/2017	Center Dynamics (CenterEX) hosted database and CRM for Maine SBDC	The Maine SBDC is one of 63 SBDC networks throughout the country. To continue SBA funding, each year the Maine State Director negotiates goals with the SBA for the SBDC network for Long Term Clients, New Business Starts, and Capital Infusion for the upcoming calendar year.  Maine accomplishes the required SBA data collection by using Center Dynamics (CenterEX). CenterEX is the MIS tracking system used by approximately half of SBDCs in the country.	Contract		X			X							Center Dynamics USA, LLC	\$ -	\$ -	\$ -	\$ -
3/10/2017	Great Colleges to Work Program	ModernThink is a nationally recognized management consulting firm that has been working with colleges and universities for over a decade and has particular expertise in organization culture, workplace quality and faculty/staff engagement. ModernThink partnered with the Chronicle of Higher Education in 2008 to co-found the Great Colleges to Work For® program.	Contract		X	X									ModernThink	\$ -	\$ -	\$ -	\$ 20,000
3/27/2017	UMaine Website Review, Audit and Recommendations	The intent of this agreement is for the vendor to provide professional services for review and consulting regarding the University of Maine website. The scope of contract does not include website content or modification.	Contract					X							KeyPath Education, Inc	\$ -	\$ -	\$ -	\$ -
3/30/2017	Cognos Upgrade	The University has an established installation of Cognos and is seeking assistance in upgrading their current Cognos environment from version 10.2.2 to the most current version of Cognos Analytics (aka Cognos 11.x).	Contract		X	X									Creative Computing, LLC	\$ -	\$ -	\$ -	\$ -
3/28/2017	Travel and Expense Management	Travel and Expense Management Solution (Concur Technologies)	RFP 04-14 CT 2017-080			X									Concur Technologies	\$ -	\$ -	\$ -	\$ -
2/16/2017	USM RFP #10-14 Contract Renewal	Renewal of Contract awarded to Maine Elevator Specialist under RFP #10-14. this is the first of two possible renewals.	contract						X						Maine Elevator Specialist	\$ -	\$ -	\$ -	\$ -
2/21/2017	Greenhouse UMPI	Purchase of Greenhouse for UMPI	RFB #051-17									X			Nexus Corporation	\$ -	\$ -	\$ -	\$ 183,065
2/24/2017	UM Auxiliary Services Bi-Annual Kitchen Exhaust Cleaning & Repair Services	Bi-annual & annual cleaning of 24 UM Dining Kitchen exhaust systems as well as hourly rates for repairs services	RFB #064-17		X		X								Under Pressure	\$ -	\$ -	\$ -	\$ 62,500
3/23/2017	RFP #047-16 ESI Contract Renewal	first of a possible 4 year contract renewal	Contract Renewal	X												\$ -	\$ -	\$ -	\$ -
2/1/2017	U.M. Maine Today Publication	Contract renewal/extension					X									\$ -	\$ -	\$ -	\$ -
2/14/2017	International Student Recruitment UMFK	Expansion of (UM/USM) RFQ Process											X			\$ -	\$ -	\$ -	\$ -
1/9/2017	Oceanographic Instruments	Oceanographic Instruments	NA				X								Teledyne	\$ -	\$ -	\$ -	\$ 31,000
1/19/2017	Water Level Loggers	Water Level Loggers	NA				X								Industrial Process Measurement	\$ -	\$ -	\$ -	\$ -
1/20/2017	Garford Robo Crop Side Shift Unit	Garford Robo Crop Side Shift Unit	NA				X								Willsie Equipment	\$ -	\$ -	\$ -	\$ 25,000
1/26/2017	Laboratory Analysis for southern coastal beaches	Laboratory Analysis for southern coastal beaches	NA				X								Nelson Analytical	\$ -	\$ -	\$ -	\$ 18,000
2/3/2017	Atmospheric Visibility Sensor	Atmospheric Visibility Sensor	NA				X								Aanderaa Data Instruments	\$ -	\$ -	\$ -	\$ 59,000
2/7/2017	Upgrade Siemens PCS7 Control	Upgrade Siemens PCS7 Control	NA				X								Optimation	\$ -	\$ -	\$ -	\$ 45,000
2/16/2017	Comprehensive Literacy Model	Comprehensive Literacy Model	NA				X								University of Arkansas	\$ -	\$ -	\$ -	\$ 13,000



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Strategic Procurement

Project Specific Info				Institution								SOURING EVENT INFORMATION	Savings						
Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Lab	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor	E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017	Estimated Contract Value
2/7/2017	RFQ for Organization Development and Human Resources Professional Services	RFQ for UMS	RFQ #60-17		X											\$ -	\$ -	\$ -	
2/21/2017	Paper Cup Manufacturing Machine	Paper Cup Manufacturing Machine	NA				X								Ruan Maoyuan Machine Factory	\$ -	\$ -	\$ -	\$ 9,000
2/27/2017	Permitting Support to Deploy Floating Hull	Permitting Support to Deploy Floating Hull	NA				X								HDR Engineering	\$ -	\$ -	\$ -	\$ 13,900
2/28/2017	Research Consultant	Research Consultant	NA				X								TreMonti Consulting	\$ -	\$ -	\$ -	\$ 20,000
2/28/2017	Seaguard Platform	Seaguard Platform	NA				X								YSI Inc	\$ -	\$ -	\$ -	\$ 78,000
3/2/2017	Acoustic Doppler Profiler	Acoustic Doppler Profiler	NA				X								Oceanographic Instruments	\$ -	\$ -	\$ -	\$ 31,000
3/2/2017	Micro Turbulence Profiler	Micro Turbulence Profiler	NA				X								Rockland Scientific	\$ -	\$ -	\$ -	\$ 54,000
3/6/2017	Archeological Survey	Archeological Survey	NA				X								Pemaquid	\$ -	\$ -	\$ -	\$ 16,000
3/6/2017	Bench-top Electrospinning System	Bench-top Electrospinning System	NA				X								NanoNC	\$ -	\$ -	\$ -	\$ 35,000
3/6/2017	Extrusion Die Set	Extrusion Die Set	NA				X								Sylvanix International	\$ -	\$ -	\$ -	\$ 28,000
3/6/2017	Sheetmaster 30" Wide Slitter	Sheetmaster 30" Wide Slitter	NA				X								Smartslitters	\$ -	\$ -	\$ -	\$ 23,000
3/21/2017	Automated Synthesis System	Automated Synthesis System	NA				X								AAPPTEC	\$ -	\$ -	\$ -	\$ 99,705
3/22/2017	Specialized Acoustic Tags for Fish Telemetry	Specialized Acoustic Tags for Fish Telemetry	NA				X								Vemco	\$ -	\$ -	\$ -	\$ 100,000
3/22/2017	Specialized Tags, Transmitters, Receivers	Specialized Tags, Transmitters, Receivers	NA				X								Lotek Wireless	\$ -	\$ -	\$ -	\$ 25,675
3/23/2017	Develop Over Water Sound Propagation	Develop Over Water Sound Propagation	NA				X								Bodwell	\$ -	\$ -	\$ -	\$ 12,300
3/23/2017	Viewshed Analysis	Viewshed Analysis	NA				X								Terrence Dewan & Associates	\$ -	\$ -	\$ -	\$ 17,800
3/27/2017	Advanced Telemetry Transmitter	Advanced Telemetry Transmitter	NA				X								Advanced Telemetry Systems	\$ -	\$ -	\$ -	\$ 12,240
4/7/2017	Tables/Furnishings for UM	Purchase of new tables for UM	GPO/Consortia				X									\$ -	\$ -	\$ -	
4/3/2017	Profiling Floats with Sensors	Profiling Floats with Sensors	NA				X								Seabird Electronics	\$ -	\$ -	\$ -	\$ 44,000
4/12/2017	Wearable Video Camera System	Wearable Video Camera System	NA				X								Axon Enterprise	\$ -	\$ -	\$ -	\$ 17,000
5/17/2017	Football Fall 2017 Team Charters	Football Fall 2017 Team Charters	RFP# 2017-78				X								Air Planning	\$ -	\$ -	\$ -	\$ 240,000
6/26/2017	Scientific Supplies	Scientific Supplies	Consortium	X	X	X	X	X	X	X	X	X	X	X	Fisher Scientific	\$ -	\$ -	\$ -	\$ 3,400,000
4/12/2017	Pilot Web Coater	Pilot Web Coater	NA				X								Faustel	\$ -	\$ -	\$ -	\$ 19,307
4/12/2017	Bruker Diffractometer	Bruker Diffractometer	NA				X								Bruker	\$ -	\$ -	\$ -	\$ 125,000
4/26/2017	Intellectual Property Portfolio	Intellectual Property Portfolio	NA				X								TreMonti Consulting	\$ -	\$ -	\$ -	\$ 45,000
5/8/2017	Kits for Hygiene Students	Kits for Hygiene Students	NA				X								Hu-Friedy	\$ -	\$ -	\$ -	\$ 24,143
5/10/2017	Control Valves	Control Valves	NA				X								Sullivan Associates	\$ -	\$ -	\$ -	\$ 13,500
5/10/2017	Mag Flow Meters	Mag Flow Meters	NA				X								Sullivan Associates	\$ -	\$ -	\$ -	\$ 27,000
5/12/2017	Taskstream Assessment Software	Taskstream Assessment Software	NA				X								Taskstream	\$ -	\$ -	\$ -	\$ 27,000
5/15/2017	Legal Consulting Services	Legal Consulting Services	NA				X								Bernstein, Shur, Sawyer	\$ -	\$ -	\$ -	\$ 25,000
5/30/2017	Calibration of Instron Equipment	Calibration of Instron Equipment	NA				X								Instron	\$ -	\$ -	\$ -	\$ 38,935
6/9/2017	Archaeological Survey	Archaeological Survey	NA				X								Public Archaeology Lab	\$ -	\$ -	\$ -	\$ 20,000
6/13/2017	Biolog Microstratation	Biolog Microstratation	NA				X								Biolog	\$ -	\$ -	\$ -	\$ 10,450
6/13/2017	Continuous Real Time Measurement of Nitrate	Continuous Real Time Measurement of Nitrate	NA				X								SeaBird	\$ -	\$ -	\$ -	\$ 33,000
6/21/2017	Vessel to Perform Survey of MAVI Project	Vessel to Perform Survey of MAVI Project	NA				X								CR Environmental	\$ -	\$ -	\$ -	\$ 31,800
6/21/2017	Profiling Floats	Profiling Floats	NA				X								SeaBird	\$ -	\$ -	\$ -	\$ 342,000
6/28/2017	Ten Fluorescence Backscattering Instruments	Ten Fluorescence Backscattering Instruments	NA				X								WETLabs	\$ -	\$ -	\$ -	\$ 61,200
6/28/2017	Telephone Line Upgrade	Telephone Line Upgrade	NA				X								Lincolville Telephone	\$ -	\$ -	\$ -	\$ 31,250
6/6/2017	Building Lease	Building Lease	NA				X								Sigma Phi Epsilon	\$ -	\$ -	\$ -	\$ 14,500
6/2/2017	Digital Content Textbooks	The University of Maine Bookstore executed in 2014 an agreement with Redshelf for the distribution of digital content (textbooks) through a branded web site access through the Bookstore. This agreement is up for renewal as we approach June. Redshelf agreement was put in place to address the growing digital course material market. The market is evolving as well as the capabilities and tools within Redshelf platform. The renewal is retains the original aspects of the agreement with expanded services, as well as updated to reflect the current legal aspects of agreements.	Contract				X								Redshelf	\$ -	\$ -	\$ -	\$ -
5/22/2017	21st Century Classroom	Audio Visual Design & Install Services	RFP 2017-36	X											Connectivity Point Design & Installation	\$ -	\$ -	\$ -	\$ 319,682
5/26/2017	Training Mgmt Solution		RFP 2017-62	X	X							X			Atomic Learning, LLC	\$ -	\$ -	\$ -	\$ 292,401
5/25/2017	Student Registration		RFP 2017-72	X	X			X							Entrinsik Inc	\$ -	\$ -	\$ -	\$ 62,500

**IV. Appendix**  
**A. FY2017 Completed Sourcing Initiatives**

Project Specific Info				Institution										SOURING EVENT INFORMATION	Savings				
Contract Executed	Project Title	Project Description	Sourcing Event #	MLA	UMS	ME Center	UM	USM	ME Law	UMA	UMF	UMPI	UMM	UMFK	Awarded Vendor	E&G Savings 2017	Non E&G Savings 2017	Total Savings 2017	Estimated Contract Value
5/8/2017	Texting Solution	To provide a text messaging platform enables meaningful, secure communications between staff and students.	Contract	X							X				Mongoose Research, Inc.	\$ -	\$ -	\$ -	\$ 9,999
5/24/2017	Signal Vine	UMaine's College of NSFA. provides software licensing (texting solution)	Contract				X								Signal Vine, LLC	\$ -	\$ -	\$ -	\$ 11,000
5/24/2017	Signal Vine	UMaine's College Success Program. provides software licensing (texting solution)	Contract				X								Signal Vine, LLC	\$ -	\$ -	\$ -	\$ 4,200
6/26/2017	Enterprise MS License Agreement	Enterprise Software License Agreement (all campuses except UMaine for year 1 of 3 year contract - UMaine planned for years 2 & 3)	Contract	X	X										SHI International Corp	\$ -	\$ -	\$ -	\$ 512,844
6/12/2017	Undergraduate Recruitment Services	The provision of a comprehensive student recruitment solution for Undergraduate education programs, currently using (Royal)	RFP 2017-83	X								X			Spark451, Inc	\$ -	\$ -	\$ -	\$ -
5/8/2017	Task Stream, LLC	Support campus assessment data collectio & planning using the VALUE rubrics and integration with existing use of the Aqua platform to support the MSC project UMAINE, UMM, UMPI, UMA	Contract		X		X		X		X	X			Task Stream, LLC	\$ -	\$ -	\$ -	\$ 135,000
6/20/2017	Print Management solution Print Shop Pro.	UM reviewed these three options. Page DNA is a polished web to print solution with the ability to support customize printing requests from designers as well as meets the template side of the business. This product aligns with an inplant printing model, UMaine Printing operates within this model to meet the needs of both University and UMS customers. Supports online proofing. The cost is reasonable supports our current budget thresholds, allowing to grow business opportunities with UMS within financial climate. Page DNA participates in UMS approved buying groups/consortium.	Contract	X			X								Page DNA	\$ -	\$ -	\$ -	\$ 42,334
6/20/2017	McGraw-Hill Global Education - Bookstore	Digital Text books to be sold through Bookstore	Contract	X			X								McGraw-Hill Global Education	\$ -	\$ -	\$ -	\$ -
6/26/2017	Internet Transit Services (FirstLight)	Internet Transit Services (FirstLight)	Contract Renewal		X										See Comments	\$ -	\$ -	\$ -	\$ -
6/20/2017	Student Health Insurance Program		Contract		X										Cross Insurance	\$ -	\$ -	\$ -	\$ 330,000
6/30/2017	Professional Services Agreement for the SALT Program		Contract		X										Massachusetts Higher Education Assistance Corporation, D/B/A American Student Assistance	\$ -	\$ -	\$ -	Based on Use
5/9/2017	UMM Two - 12 Passenger Vans & USM Two - 14 Passenger Shuttle Bus Lease for Athletics	UMM lease for 2 - 12 passenger vans & USM current lease set to expire for 2 - 14 passenger buses that are leased for three years	RFP #077-17	X				X		X					Merchant's Fleet Management	\$ -	\$ -	\$ -	\$ 23,400
6/22/2017	UMM Purchase of Nissan Rouge	purchased off the State of Maine Vehicle Contract Price Sheet	NRFB #093-17										X		Darling's Nissan	\$ -	\$ -	\$ -	\$ 23,000
6/27/2017	UM Cooperative Extension Nissan Rouge	purchased off the SoM Vehicle Contract Price Sheet					X								Darling's Nissan	\$ -	\$ -	\$ -	\$ -
6/30/2017	Contract Renewals RFP #054-16	4 contract renewals - Affordable Acoustics, Border Electric, Dale Madore, & R.J. Morin, Inc.	Contract Renewals													\$ -	\$ -	\$ -	\$ -
6/30/2017	Contract Renewals RFP #050-16	12 contract renewals - Border Electric, Inc., Burman Tree Services, Color Concepts, IRC Roofing, JL Huntley, Maine Paper, Mechanical Services, Powers Roofing, RJ Morin, Inc., Roof Systems of Maine, Sullivan & Merritt, & Zebra Striping	Contract Renewals													\$ -	\$ -	\$ -	\$ -
6/30/2017	USM Waste Hauling Services	RFP for Waste Hauling Services - Current contracts expire 6/30/17 with no available renewals. 7 different Waste Hauling Services needed	RFP #090-17					X							Troiano, Pine Tree/Casella, & North Coast	\$ -	\$ -	\$ -	\$ 150,000
5/26/2017	Contract Extensions for USM Health Services	Contracts for Mental Health Services	Contract					X							Drs Mitchel & Danner	\$ -	\$ -	\$ -	\$ -
4/19/2017	RFI for Alternative Private Educational Loans	Request for Information- for firms having expertise in providing alternative private educational loans.	RFI # 87-17	X											Multiple	\$ -	\$ -	\$ -	\$ -
6/15/2017	Student Loan Collection Agencies	Contract Renewals with Collection Agencies	Contract Renewals		X	X	X	X	X	X	X	X	X	X	Multiple	\$ -	\$ -	\$ -	\$ -