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600 Technology Square, NE49-4122
phone: 617-253-7241, fax: 617-252-1558,
email procurement@mit.edu



New Introduction Training Classes Offered through Sapweb

Starting in December 2006, the quarterly Introduction Training classes (Procurement, Accounts Payable, Financial Review & Control, Travel and Journal Vouchers) will be available through MIT's SAPweb under the "Training" Tab. MIT Associates will be able to register for a training class as well as view class availability, dates, times, instructors, and the class description.

The next session for the Training Classes is scheduled for early January 2007. For more information, please visit the [training page in Sapweb](#).

Demand Floats as Helium Supply Sinks

Due to unrelated worldwide events, a temporary helium shortage has occurred. The helium pipeline managed by the U.S. Bureau of Land Management (BLM) experienced severe pressure problems leading to sharp curtailment of crude helium production domestically.

Overseas, new refineries in Algeria and Qatar scheduled to come online in 2006 have produced below expectations. As a result, all North American helium suppliers have imposed product

allocations and/or force majeure provisions.

This situation has compelled BOC to impose an allocation level of 70% of prior demand for MIT's primary customer, the Cryogenics Engineering Laboratory, under the direction of Professor Joseph L. Smith Jr., BOC representatives, in collaboration with Dr Smith and his staff, are exploring every production and conservation avenue in an effort to fulfill the liquid helium requirements of the Institute's research community.

End users are encouraged to review your demand and manage your product supply in order to conserve helium as much as possible during this period. Discretionary usage should be reduced and non essential projects should be deferred or nonessential.

Procurement will continue to update developments, as they influence the situation, including when the capacity of the supply chain is back to normal.

Holiday Cheers



As the holiday season approaches, please remember that the approval of a Dean or a Department Head is required before processing any requisitions for Holiday Parties either on campus or off-site. If liquor is to be served, a completed Liquor Guidelines form must also be submitted. Please go to: [Event Registration/Alcohol Guidelines](#).

Which comes first? The Purchase Order or the Consultant's Work?

Unlike the chicken and egg question, there is clearly a correct answer – THE PURCHASE ORDER SHOULD ALWAYS COME FIRST. However, the motivation to create a requisition which will result in a purchase order often comes from the receipt of an invoice or the need to get the vendor or independent contractor paid, rather than from the recognition that the purchase order should precede the performance of work.

Without a purchase order or a contract in place prior to the commencement of work, MIT lacks the protection offered by the terms and conditions and the pricing structure of the contract. Some issues which could lead to significant problems include: ownership of the work product; liability for injury to person and/or property; timely delivery; ability to use, share or give away products developed under the contract; ownership of your research if a particular product is used in its development; warranty; protection of confidential information; patent and/or copyright infringement; flow down of sponsor requirements when required; approval of sponsor when required; ability to meet the requirements of the sponsorship; and others. Often times a vendor will provide their own contract, which a DLC will sign prior to submitting a requisition. This can also create a fair amount of issues for Procurement. Typically, we prefer to apply our contract terms to the purchase order or contract, as opposed to the vendor's terms. It is also important to note that contracts can only be executed by duly authorized representatives of MIT.

Preparation of a requisition and the supporting documentation along with the involvement of Procurement as soon as a project requirement is identified will result in the legal protections of a

purchase order/contract. It will also provide the opportunity for the Institute to negotiate any terms and conditions a vendors contract may have that are in conflict with MIT policies. This will result in a reduction of stress in the DLC's, procurement and accounts payable offices by eliminating the panic associated with reacting to the receipt of an invoice rather than proper preparation. For all other types of complex contracts, please contact [Valerie LaRosa](#) or [Anthony Flaherty](#) for assistance.



Top 10 Reasons vendors are denied as an MIT Independent Contractor

10. Appears to be working in the same capacity as an employee
9. Mentors a student
8. Works in a teaching position
7. Already engaged as a MIT paid lecturer
6. Already engaged as an MIT visiting professor
5. Full-time Graduate Student
4. Citizenship Status
3. Will be managing an MIT employee
2. Has assigned office space and/or requires MIT administrative services
- ...And the number 1 reason is: the individual lacks any history of offering their services to the public. They have no experience as an independent contractor.

The [independent contractor form](#), requisition and backup documentation should be sent to [Patricia Sheppard](#) or call 617-253-3179. She can discuss your particular requisition for services and help you distinguish whether the person should be identified as an independent contractor. For those individuals that are not approved as independent contractors,

NextSource provides an alternative to pay individuals for services rendered. Please refer them to [Elena Mamlok](#) at NextSource or at 617-324-0191.

Temp Help Contracts Renewed

The MIT Procurement Department is pleased to announce the continuation of Hollister Associates and Professional Staffing Group, as the partner vendors for temporary administrative and clerical services for a three-year contract period, effective dates December 01, 2006 to November 30, 2009.

The selection of the contracting vendors was made after a lengthy Request for Proposal and interview process by a team, which included Departmental, Human Resources, and Procurement personnel. Each vendor has the technology, professional staff and experience to service the community in a timely and efficient manner.

These agreements will continue to generate cost savings through their negotiated rates, discounted permanent placement fees, a temp-to-perm fee waiver, and the future consolidation of orders and invoices via an ecommerce tool, which will be developed in the near future. Additionally, each vendor has assigned dedicated staff members to the MIT account.

[Contact information for each partner](#) can be found at the Procurement web site. Please feel free to contact [Joanne Jones](#) at 617-253-8350 or [Michael McNamara](#) at 617-253-7247, with any questions pertaining to this matter.

Season's Greetings
and Best Wishes for
a Happy New Year