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Inside this Issue

- 1 Office Depot Contract Renewal
- 2 Welcome to Procurement!
- 3 Introduction Training Classes April 2007
- 4 Print Vendor Fair
- 5 Skycom Courier
- 6 Preferred Copier Vendors
- 7 Get your Apple Easier...

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

Office Depot Contract Renewal

The Procurement Department is pleased to announce that **Office Depot** has been renewed as the exclusive office supply provider for MIT. Beginning last summer this office conducted focus groups and issued a formal (RFP) Request for Proposal targeting the four major office supply vendors capable of handling an account of this size. Office Max, Staples, Corporate Express and Office Depot were each given the opportunity to bid on the contract which included a market basket of 500 items. Further considerations were customer service, staffing and additional cost savings opportunities for the Institute. After several months of negotiations, the new contract has been awarded.

March 15th began the official rollout with a mini vendor fair in the Stata Lobby. There are new programs as well as further cost benefits associated with this new contract: private branded products and promotional products from a variety of vendors, everything from your traditional baseball caps and commemorative mugs to items from LL Bean and Coach. Coming soon there will be a Student & Alumni discount program. Returns can now be handled through ECAT or by calling a new customer service number at toll-free 866-725-1700. This toll-free number will also be an added resource for any questions or service issues you may have.

We will continue to have our on-site Office Depot staffing at 253-4760 with Account Manager, [Kelly Burgess](#) and Customer Representative, Tana Mahar for special orders, sales calls and informational requests. Any questions

or problems should be directed to the campus office or to [Judi Bean](#), 253-8348, Coordinator of the Office Depot Partnership.



Welcome to Procurement!

We are pleased to welcome our newest member of the Procurement Team, Denise Roche. Denise started with MIT on February 5, 2007 in the capacity of the Assistant Director of Systems & Procedures. Denise is overseeing the Vendor File and the Procurement Credit Card Programs. You may contact [Denise](#) with any questions via email or via telephone (253-7228). Welcome Denise!

Another new member of the Procurement Team is [Grace Cresser](#). Grace started with MIT on February 26, 2007 in the capacity of an Assistant Buyer. Grace is a recent graduate of the University of Rhode Island, we are fortunate to have Grace on board. Welcome Grace!

A new member of the Publishing Services Bureau Procurement Team is [Justin Daniels](#). Justin started with MIT on January 22, 2007, in the capacity of a Purchasing Assistant. Before coming to PSB, Justin worked for Filene's store operations and expense, initially as a financial analyst and most recently as coordinator of store expense. Prior to that, he worked for a facilities management company in Boston. Welcome Justin!



Introduction Training Classes April 2007

The next session for the quarterly Introduction Training classes (Procurement, Accounts Payable, Financial Review & Control, Travel and Journal Vouchers) is scheduled for mid April 2007. For [more information](#), please visit the training web site.

Print Vendor Fair

Join us at the MIT Preferred Print Vendor Fair and meet our 10 offset and digital print vendor partners, including MIT's own Copy Technology Centers, all chosen for their ability to deliver high-quality printed products reliably and economically.

MIT Preferred Print Vendor Fair

Date: Wednesday, April 4

Time: 10am-2pm

Place: [Stata Center lobby](#) (at the corner of Main and Vassar streets)

- Attend an event targeted to MIT professionals who develop print communications including newsletters, brochures and event materials;
- Sign up for workshops on digital printing, prepress file preparation and specifying paper;
- Review sample work and learn about digital, offset, and web printing;
- Meet with an MIT Publishing Services Bureau advisor to plan your communications projects.

We hope to see you at the fair!

Preferred printers: MIT Copy Technology Centers / Ambit Press / Arlington Lithograph / Artco Inc. / Charles River Publishing / Kirkwood Printing / Millennium Graphics / Next Generation Printing / Puritan Press / W.E. Andrews.

Skycom Courier



Skycom Courier has teamed with the MIT Procurement Department to provide express delivery services at discounted rates. With Skycom Courier as a strategic vendor partner, MIT can expect lower prices for all courier services. Skycom Courier accepts the Purchasing Card ("P-Card") for easy billing. For more information, visit the [MIT Procurement Web Site](#) OR click on this link to [open your Skycom account](#).

Preferred Copier Vendors



In October 2005 a project team comprised of personnel from the Procurement Office, Information Systems & Technology, Copy Technology Center, Computer Science Artificial Intelligence Lab and Sloan School of Management was formed. The project's goals were to create non-salary savings for the Institute budget, streamline processes to decrease total cost of acquisition, and qualify a partner or partners for the purchase of copier equipment and service on campus.

The team enlisted community members to join in focus groups sessions to help identify the needs of the community. After collecting information from the

community members, the team developed a request for proposal and submitted the request to eight (8) copier manufacturers/distributors. After careful review the team has recommended two (2) preferred partners for copier equipment and services. **Ikon Office Solutions** and **Conway Office Products**. Both vendors offer a larger breadth of product with significant savings to MIT. MIT Procurement works closely with these vendors as well as the **MIT Copier Program** on campus. For information please contact: [Paul Morrison](#), 253-3840 or [Kip Bruggeman](#), 258-5269



Get Your Apple Easier...

When purchasing Apple Computer products for MIT Departmental use, the Procurement Office together with IS&T have developed an electronic catalog. Click here for access to [the ECAT catalog](#), select Apple when you get to the web page. From here you can place a departmental purchase or personal purchase. Any Apple web proposals for departmental purchases should be created on this site as well. For departmental purchases please do not use the Apple.com website. This site is not specific to MIT so the prices are higher and taxes are applied.

