



Procurement Update

March 2009



Happy St. Patrick's Day!

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➔ **New Website Launched!**

DePaul University's Financial Affairs has launched a new division-wide website. In this new website you'll find information regarding all areas of Financial Affairs as well as Procurement Services.

The newly redesigned site features helpful information, such as:

- Guides/Resources (including the purchasing process, scam warnings, RFP/Quote templates, contract review and more)
- On-line and in-class training sessions as well as past training presentations
- Technology and Cell Phone buying guides
- Negotiation tips
- Preferred and Minority/Women-Owned Vendors
- Procurement Services and Financial Affairs news
- Forms

Please visit the site at your convenience and check back periodically for news and event updates.

<http://financialaffairs.depaul.edu/procurement>

➔ **Demon Discount & Diversity Vendors Showcase**

Please mark your calendars for the upcoming Demon Discount & Diversity Vendor Showcase. This will be an event similar to the Vendor Fair, but for Demon Discount vendors and Minority/Woman owned businesses. The Showcase will take place on:

Lincoln Park Campus
Thursday, April 30, 2009
10:00 am – 1:00 pm
Student Center - 314AB

Loop Campus
Friday, May 1, 2009
10:00 am – 1:00 pm
CNA - 406 & 406A

Look for more information including vendors attending and

raffle prizes offered in next month's Procurement Update!

Gifts to Employees Policy

This Gifts to Employees Policy was recently updated. This policy explains the basic guidelines and restrictions associated with (A) the purchase of gifts for employees using University funds, and (B) the acceptance of gifts offered by third parties to University employees and business units.

To read the full Gifts to Employees Policy [click here](#).

Contract Training Presentation

We hope everyone interested was able to attend the recent contract training presentation. If you were unable to attend, but would like to access the presentation slides, you can download them from our website. [Download Contract Training Presentation](#).

RFP Updates

Records Storage and Shredding Services RFP

Procurement Services recently put Records Storage and Shredding Services out to bid. The RFP was due back from vendors on Friday, March 13th.

Recently users of our current vendor, Iron Mountain, received an updated pricing schedule beginning on April 1, 2009. The fees outlined are significantly higher than currently contracted. We are aware of this increase and will look to work with Iron Mountain to extend the current pricing until the conclusion of the bid process.

Cell Phone RFP

Procurement Services recently put Cell Phone services out to bid. The RFP was due back from vendors on Friday, March 6th.

Procurement Services along with members of Information Services will be reviewing the RFPs over the next few weeks. As soon as a winning vendor is selected more information will be

sent regarding the new contract and any new discounts.

Travel Management RFP

Procurement Services recently put Travel Management services out to bid. The RFP was due back from vendors on Friday, March 6th.

Procurement Services will be reviewing the RFPs over the next few weeks. As soon as a winning vendor is selected more information will be sent regarding the new program, upcoming trainings, and personal discounts offered.

If you have any questions regarding a vendor please contact Procurement Services at procurement@depaul.edu or 2-7510.

→ **New Discount : American Sightseeing / Gray Line**



Company Information:

American Sightseeing / Gray Line has a vast array of Sightseeing tours including Architecture, Cultural Attractions, and many sites of our city's history. American Sightseeing / Gray Line have received many rewards of professionalism, including the U.S. Chamber of Commerce Blue Ribbon Award.

Discount Information:

Students, faculty, staff, and alumni receive 10% off charter and trolley needs & 20% off sightseeing services (not including partner services or packages that include partner services).

More Information Available Online:

American Sightseeing / Gray Line – Demon Discounts

Getting the Discount:

To take advantage of this discount please contact Chicago Sightseeing and let them know you are with DePaul University:

- Toll Free: 800-621-4153
- Local: 312-251-3100
- Email: chicagoasi@aol.com



New Discount : Wrigley Done Right



Company Information:

Wrigley Done Right, the ultimate rooftop experience. Located just across Sheffield Avenue, above the bleachers in Right Field, Wrigley Done Right is a spacious, double-wide building with 5,000 square-foot worth of unobstructed views into legendary Wrigley Field.

Discount Information:

20% off event tickets to faculty, staff, students, and alumni.

****The Demon Discount and event tickets are subject to availability as Wrigley Done Right is booked on a first-come first-serve basis.*

Getting the Discount:

Call Lee at 773-388-0500 and mention the Demon Discount when ordering tickets.

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

Website: <http://financialaffairs.depaul.edu/procurement/>

Email: procurement@depaul.edu

Phone: (312) 362-7510

Fax: (312) 362-7547

- Procurement Services