



Procurement Update

September 2009

In this Update

[Vendor Fair :
October 1st and 2nd](#)

[RFP Updates :
Retail Banking](#)

[Records Transfer Update](#)

[After-the-Fact and Bidding
Reminder](#)

[New Discount :
Travel Leaders Vacation
Club](#)

Procurement Quick Links

[Forms](#)
[Preferred Vendors](#)
[Demon Discounts](#)
[University Salvage Store](#)
[PC Buying Guide](#)

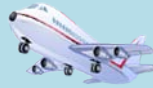


Vendor Fair : October 1st & 2nd

The 2009 Vendor Fair is almost here! Come out for the opportunity to meet with DePaul's preferred vendor representatives and learn more about their products and services.

All attendees get to sign up for a chance to win great raffle prizes in including:

Grand Prize: Round-Trip Domestic Airfare



- FLIP Video Cameras
- Hotel Stays
- Milwaukee Tools
- Dell Color Laser Printers
- Gel Mouse Pads
- Best Buy Gift Cards
- Apple iPods
- Tool Bag
- Visa Gift Cards
- Desk Chairs
- Bulls Tickets
- Spa Baskets

This year's vendor fairs will take place on:

Loop Campus - October 1, 2009

55 East Jackson, 406 & 406A
10:00am – 2:00pm

Lincoln Park Campus – October 2, 2009

Student Center, Room 314A&B
10:00am – 2:00pm

This year's list of vendors include:

- Corrigan
- Dell
- Document Services
- Fairfield Inn
- Fischer Scientific
- Grainger
- Milwaukee Tools
- Hotel Indigo
- Interiors for Business
- KI Furniture
- R4 Services
- Staples
- Student Temp. Services
- ...More to come!

- Hotel Cass



RFP Update : Retail Banking

Procurement Services recently put the Retail Banking services contract (currently held by TCF Bank) out to bid. A committee made up of individuals from Student Affairs, Student Government Association, Financial Fitness, DePaul Athletics and Advancement, among others participated in drafting the bid document and will review responses.

While there are many detailed objectives to the bid, the overall goals include:

- Benefit university students, employees and alumni by providing access to higher-quality services and lower fees than would otherwise be available by unaffiliated retail banks
- Support the university's educational mission particularly as it relates to student's financial well-being
- Produce value to the university by supporting various university initiatives such as the Campaign for the Performing Arts, DePaul Athletics, co-curricular programming and scholarships while maximizing royalty and other revenue
- Provide the selected company lease space on at least the Lincoln Park campus, as well as ATM's throughout all university locations
- Build a strong marketing program promoting the selected company to the various constituencies

RFP responses are due back from vendors next month and a winner is expected to be announced early in 2010. The new contract is expected take effect in the Spring Quarter.

Should the University decide to change providers, detailed transition information will be available for those with accounts with the existing provider. Of course, any transition will be optional for the account holder.

More information will be available as the process moves forward. If you have any specific questions, feel free to contact Jeff Bromberek, Director of Procurement Services, at jbromber@depaul.edu.



Records Transfer Update



On Friday, September 4th all university files stored at Iron Mountain were moved to our new record management vendor, R4 Services. Departments should now contact R4 Services directly to request their files, or to store additional files.

For more information on R4 Services visit their [Preferred Vendor Page](#) or contact Erin Vandenberg, Director of Records Management.



After-the-Fact and Bidding Reminder

Just a quick reminder that all departments must enter requisitions and receive a purchase order before an order is placed. Also, if departments are purchasing goods/services in excess of \$25,000, competitive bids are required.

All procurement policies, as well as a quick reference guide can be founds online:

- [Summary sheet of policy changes](#)
 - [Purchasing policies](#)
-



New Discount : Travel Leaders Vacation Club



Company Information:

You've worked hard. Now reward yourself with the vacation of your dreams. At Travel Leaders, we specialize in planning memorable vacations. Our experienced travel consultants will help you choose the destination that best fits your interests, at a price you can afford. Whatever your desire - a Caribbean island escape, an Alaskan cruise, a romantic honeymoon in Fiji, an escorted tour of Europe, a quick weekend getaway to New York City, or one of our many other exciting destination options - we're here to make sure you experience the vacation you deserve.

Discount Information:

Students, faculty, staff, alumni and retirees receive discounts on cruises, vacation/tour packages, rental cars, hotels and more!

[Click to view the Travel Leaders Vacation Club discount page](#)

Getting the Discount:

Join the Travel Leaders Vacation Club one of three ways:

1. [Register Online](#)
2. Email Travel Leaders Vacation Club @ vacationclub.us@travelleaders.com
3. Call Travel Leaders Vacation Club @ 866.502.1931

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