Procurement Services
Procurement Update

February 2018

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Purchasing Cooperatives
If you’ve ever used our services for an RFP or RFQ, you may have noticed we use a line that says we are members of purchasing co-ops. But, what is a co-op? A "purchasing cooperative" is a type of arrangement, often among businesses, to aggregate demand and get lower prices from selected suppliers. DePaul is a member of three different co-ops; E&I, NJPA and US Communities.

While at times we are able to negotiate better pricing on our own, we still “tap” into different contracts through these co-ops. It might be beneficial, on a department level, to take advantages of these contracts for products and services. And, co-op contracts are considered bid and compliant with policy!

Several different categories are available like:
- Facilities (SupplyWorks, Lowes, Ferguson)
- Athletics (American Education Supply, Henry Schein, Inc, FieldTurf)
- Housing Services (American Education Supply, University Sleep)
- Human Resources (HireRight)
- Library (Demco, Inc, Complete Book and Media Supply)
- Science (Beckman-Coulter, Medline, Steris)

If you are interested to know about the co-ops and the contracts they offer, please let us know. We can do some research for you and hopefully get the university better pricing on products we are already buying.

ProCard Tip Of The Month
The ProCard program is very different than credit cards you have for personal use. When your card is stolen, the university is liable for the purchases made on the card.

Here are some helpful hints for keeping your PIN number safe:
1. Choose a PIN password that is not obvious. Think of numbers unrelated to major events and addresses in your life to create your PIN.
   - One technique that works for PINs is to divide them into two groups of two digits and treat each as a year - so that, say, 8367 becomes 1983 and 1967 - and then find some event that
corresponds to each year. Each event should be something personal, known only to you, or something historical but relatively obscure.

- Another way to create a PIN that is also easy to remember is to translate a word into numbers (like on a telephone keypad). 
  For example: DIBS would be 3427.

2. Vary your PIN on different cards. Don’t keep the same PIN for all your cards. Have a different PIN for each one, so that if you do happen to lose your wallet, it will be much harder for the PINs to be cracked.

3. Never share the PIN. It might be tempting to trust a friend or co-worker with your PIN but it is not a good idea. It is better not to put this to the test, ever.

4. Never put your PIN number on the card itself. If it gets stolen, the thief will have all the information needed to make purchases and DePaul will be liable for the charges.

We cannot stress enough the importance of keeping your PIN number in a safe place. If you forgot or need to change your PIN number, please call the back at 800-685-4039 option 3.

Source: https://www.wikihow.com/Keep-Your-Debit-Card-Number-(PIN)-Safe

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**Year-End – Already?**

Before you know it, the end of the fiscal year will be here. Start planning your year-end purchases today - especially those furniture and technology orders. And, it is never too soon to look at your Mobious reports to make sure you are prepared for upcoming expenses and/or to make sure open purchase orders are closed out when all the invoices have been paid.

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**Inside Procurement**

Procurement is working on several RFP’s and we are pretty confident we will all be grey by the end of this fiscal year. But, all this hard work is for you, the departments. We take a lot of time and effort to make sure you are getting the very best prices and services the university deserves. If there are any suggestions for us to look into or ways that you think Procurement can help keep the university fiscally responsible, we would love to hear from you. Please drop us a line at procurement@depaul.edu.

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**New Demon Discounts Added**
Demon Discounts is not limited to just places to eat, visit Demon Discounts to see much, much more! Four new Demon Discounts have been added this month. Below is a description of each.

**Lincoln Park Chamber of Commerce**

The Lincoln Park Chamber of Commerce (LPCC) supports and celebrates Chicago’s historic Lincoln Park neighborhood, helping to make it a thriving destination to live, work and play. Since 1947, the LPCC has assisted businesses with gaining exposure, finding new customers, creating new partnerships and staying knowledgeable about issues and challenges affecting their business. By offering resources, referrals and community events, the LPCC is a useful tool and guide for the entire Lincoln Park community. The LPCC is invested in the future of Lincoln Park and a champion for its growth and success.

25% off regularly priced tickets to Lincoln Park Community Events including:
- Lincoln Park Uncorked: An Armitage – Halsted Wine Stroll – discover new wines as you stroll through one of Chicago’s iconic neighborhoods (Thursday, May 10)
- Cravings on Clark – Restaurant Crawl on Clark Street (Wednesday, June 13)
- Lincoln Park Uncorked: A Lincoln Avenue Wine Stroll – discover new wines as you stroll down the heart of Lincoln Park. (Thursday, September 27)
- Best of Lincoln Park Awards – A celebration of Lincoln Park’s favorite food, businesses and neighbors (Monday, November 5)

Limit 4 tickets per order; limited availability.

**Bikety**

Bikety is the bike shop that comes to you. Bikety will send a mechanic to fix on-site any problem the bikes might have eliminating the need for the user to bring the bike to a shop.

Bikety offers a 15% discount on all its services to Alumni, Faculty, Staff, Students, Retirees and Parents. All you need to do is to select DePaul University on the building field when you register.

**White Oak Tavern & Inn**

White Oak Tavern & Inn is a chef driven neighborhood tavern located just steps away from the DePaul L.P. Campus. We offer an approachable and seasonal menu in a setting that is both cozy and casual. We feature lunch, dinner and a scrumptious weekend brunch. Our facilities are also perfect for both private and semi-private faculty events. Additionally, we have had the privilege of hosting many DePaul families in our guesthouse that sits just above the restaurant.
We are pleased to offer our DePaul friends (Alumni, Faculty, Staff Students, Retirees & Parents) 20% off weekday lunch. Dine in only and not valid on Saturday & Sunday weekend brunch. One discount per table. Please show your DePaul ID to your server.

**Chicago Halal**

**Chicago Halal** offers a fresh variety of gyros, chicken and falafel dishes. Stop in and try our homemade hummus and baklava. Vegan and gluten-free options are also available.

Receive 10% off food and beverages with a valid DePaul ID.

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**Procurement Quick Links**

A few resources to keep in mind for your personal spend:

- Keep an eye on our [Salvage Store](#), as we are constantly replenishing our inventory with quality, used items at bargain prices. Pick-up hours: Monday – Friday 10am to 4pm.

- Visit our [Demon Discounts](#) website, and browse the many attractive deals with local and national partners. You can also follow us on [Facebook](#) and [Twitter](#) for news about the latest discounts.

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

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