Procurement Services is excited to announce our new agreement with Fastenal for Industrial Supplies effective June 1st, 2018.

The new agreement will provide you with the following advantages:

- Substantial discounts on fasteners and other hardware, tools & accessories, safety supplies, material handling supplies, and many more industrial supplies
- Free shipping to campus with same-day or next-day delivery on many core items
- A Punch-out catalogue on Mustang Market which includes local product availability and electronic quote functionality (eQuotes)
- A dedicated Fastenal team including a local branch and account representative
- Vending and bin-stock solutions as well as iOS-based scanning solution for re-ordering
- Spectrum of services including tool repairs, parts kitting, and lab testing
- Customized service programs focused on capturing savings.

Western’s preferred pricing can be accessed through the Fastenal Punch-out catalogue on Mustang Market:

Local Fastenal Team:
Jason Nagle (Account Representative)
Mike Overholt (General Manager, local branch)
uwo@fastenal.com
519-452-7489
Norma Turner (Contract Specialist)
519-550-1801

Preferred Vendor Trade Show – October 2018

Procurement Services will be hosting a Preferred Vendor Trade Show in October (date to be announced in July). Many of Western’s preferred vendors will be in attendance to meet Western staff and faculty and to showcase their products and services. Come to the show to meet the vendors’ sales representatives and technical specialists, to view samples, and to learn more about the savings available through the preferred vendors’ catalogues. More information will be available on our website and on Mustang Market later this summer.
**Fisher Scientific MEGA Show**

5th Annual Fisher MEGA Show  
When: Monday August 20th, 2018  
Where: Great Hall Inside of Somerville House  

*Will have 30+ Vendors and Specialists, Coffee and Snacks will be Served, MEGA Prizes to be won!!

**Using Quotes and Promo Codes on ThermoFisher’s Punch-out**

ThermoFisher (formerly Life Technologies) accepts quotes and promotional codes through its punch-out site. Enter your quote number or code into the field outlined in red below, located on the Cart screen, and click Apply.

If using a non-catalogue Order Form, enter the quote number in the External Notes to Vendor / Note to All Vendors field. Please note that ThermoFisher will not see quote numbers entered in the Product Description or Catalogue No. fields.
New Paper Pricing

Due to the volatility of the paper mill industry and the continued trend for rising costs of paper, Grand & Toy and Staples will be increasing the price of paper effective June 1st, 2018. This will impact the commonly purchased SKUs: **99115** (Grand & Toy), **STP17029** and **STP14336** (Staples). Please continue to refer to each vendor’s punch-out site for their latest pricing.

Bio-Rad Punch-out Catalogue

Bio-Rad Laboratories now has a punch-out catalogue! The punch-out site offers new features such as electronic quotes and better search capabilities, and includes Western’s preferred pricing. [Click here to view the promotional flyer.](#)

Have you told Procurement?

When changes occur in our departments there is a lot to remember to do; one important task that tends to be overlooked is contacting Procurement Services regarding certain changes.

Procurement Services controls access to Mustang Market, FCM Travel Solutions, P-cards, speedcode purchases at the Bookstore, and creates internal shipping addresses for purchase orders.

If staff changes occur or a department moves to a different building, Procurement should be contacted so that access can be adjusted or a new shipping address created. The impact of not notifying Procurement could include a disruption in purchasing abilities and the misdirection of orders.

To inform Procurement, please send an e-mail to **procurement@uwo.ca** advising us of the changes. We will then assist you in making any necessary changes to ensure a smooth transition so ordering is not impacted.

Selecting the Correct Shipping Addresses in Mustang Market

Procurement has noticed the misdirection of orders recently, most of which are due to shipping addresses on the PO missing important information, such as department name or room number.

Mustang Market may have general shipping addresses for buildings but please refrain from using them if possible, as Procurement creates a shipping address for every department to ensure the accuracy of order delivery. Always look for your specific department’s shipping address and if one cannot be found, please contact Procurement at **procurement@uwo.ca**.

[Click here to learn how to edit your shipping address in Mustang Market.](#)
CETA/CFTA – Trade Agreements

In 2017, the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA) came into effect. The purpose of these trade agreements is to ensure that procurement processes are managed consistently and that publicly funded goods and services are acquired through a process that is open, fair, and transparent. These agreements provide guidelines around competitive bidding requirements including tendering notices and limited tendering (previously referred to as sole source exceptions).

**Tender Notices**
The CFTA and CETA monetary thresholds below indicate when an open, competitive procurement process (public tendering) is required. 

*Note: Western must still comply with the Broader Public Sector (BPS) Accountability Directive’s minimum threshold of $100,000 for Goods, Services, and Construction Services.*

<table>
<thead>
<tr>
<th>Type of Procurement</th>
<th>CFTA</th>
<th>CETA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods</td>
<td>$101,100</td>
<td>~$365,700</td>
</tr>
<tr>
<td>Services</td>
<td>$101,100</td>
<td>~$365,700</td>
</tr>
<tr>
<td>Construction Services</td>
<td>$252,700</td>
<td>~$9,100,000</td>
</tr>
</tbody>
</table>

**Minimum Posting Time**
Reasonable for vendors to prepare and submit responsive tenders and in compliance with Western’s internal policies. 40 calendar days, can be reduced:
- By 5 days if posted electronically
- By 5 days if received electronically
- By 5 days if tender is posted at same time as procurement notice
- To 10 days if previously published notice of planned procurement

**Contract Award Notice**
Must be published within 72 days of award

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**Limited Tendering (Sole Source)**
Limited tenders are under increased scrutiny and Western is required to publicly document and publish all sole source contracts within 72 days of award. Each report shall contain the name of the procuring entity, value and kind of goods or services procured, country of origin, and a statement of the conditions or reasons for the limited tender.

Procurement Services will be reviewing each limited tender exception and ensuring that it complies with the new regulations, as well as reviewing sole source spend on an aggregate level for vendors and departments. When reasonable, where annual spend to a vendor is greater than $100k the goods or services should be procured through an open, competitive tendering process.

Some of the key changes to the acceptable limited tendering reasons or exceptions are as follows:
- Loss of sole source exceptions for:
  - Services performed outside of Canada
  - Architects and Engineers
- Additional sole source exception for:
  - IT procurement: This exemption applies to additional deliveries by the original supplier of goods or services if a change of supplier cannot be made for economic or technical reasons – such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement.
CETA/CFTA – Trade Agreements: Impact on Mustang Market Orders >$10K

As a result of the additional requirements with limited tendering, all exceptions will now be considered “New Exceptions” and the “Exception Reports on File” option will be removed from the Order Form and Invoiced Attached form. When submitting an exception, please enter a valid reason and explanation into the text field provided.

Invoice Attached forms with a total amount greater than $10,000 must have the Competitive Bid Requirements section completed. If it is not completed, the requisition will be auto-returned to the Requisitioner. The Requisitioner will receive a system-generated email, explaining the reason for the return.

Software Acquisition – Technology Risk Assessment Procedure

Departments should be aware of Western’s Technology Risk Assessment procedure prior to starting any software acquisition process. The intent of the Assessment is to:

- Provide departments with a better understanding of risks and liabilities associated with a software solution and the responsibilities with respect to its implementation as it applies to risk management and information security.
- Maintain the security of Western’s data based on the Data Classification Standard
- Offer advice and assistance as appropriate

The link below provides information about IT, Procurement, Accepting Payments, Privacy, Legal, and University policy issues when dealing with acquiring software.

http://security.uwo.ca/information_governance/risk_management/third_party_service_risk_assessment/

Visa Payables Automation (VPA) Program

Procurement Services is currently working with ScotiaBank and Visa on a new campaign to encourage more vendors to take advantage of our Visa Payables Automation (VPA) program.

The Visa Payables Automation program allows Western to send payments electronically to our vendors through their Point of Sale (POS) terminals.

It is anticipated that the next campaign will begin in early Fall 2018. Vendors may reach out to you directly for confirmation that the communication from Visa is legitimate. Visa will be reaching out to vendors during this time, at our request.

Questions can be directed to procurement@uwo.ca.