

**Board of Governors - State University System of Florida
Budget, Finance and Business Operations Committee (BFBOC)**

**Shared Services Task Force
Office Supplies**

BOG Lead: Ann Duncan, Co-Chair
Additional Members: Rick Walsh, UCF, Co-Chair

Lead Staff: Vivian Sanchez
FIU

Overview: *Analyze and possibly leverage existing office supplies contracts and other auxiliary services contracts between the 3 universities.*

Goals and Deliverables:

Determine which contract terms are best and then approach supplier to gain those terms for all 3.

If possible, line up expiration dates so that we can leverage 3 Universities on next RFP.

Look at other auxiliary services contracts.

Shared Services - Office Supplies

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
Conference Call between FIU, FAU and UCF to discuss office supplies purchasing synergies	Patti Bamford (FIU)	Dec 16 2008	Dec 16 2008	Dec 16 2008	Dec 16 2008	Exchanged office contracts between FAU, UCF and FIU
All 3 universities are reviewing office supply contracts	Patti Bamford (FIU) Curt Sawyer (UCF) Dennis Crudele (FAU)	Dec 16 2008	Dec 16 2008	Jan 23 2009		
Office supplies initiative outcome report	Patti Bamford (FIU)	Jan 20 2009		Jan 30 2009		
3 universities to look at other auxiliary services synergies with emphasis on negotiation new joint contracts.	Patti Bamford (FIU)	Jan 10 2009		Mar 31 2009		Expand to include other universities.