

**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: Patti Bamford**  
**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	Jan 23 2009	Reviewed varied contract expiration dates and recognized different vendors in place at three universities
Office supplies initiative outcome report	Patti Bamford (FIU)	Jan 20 2009		Nov 30 2012		All 3 universities are lining up contract end dates to November, 2012; Team bid process scheduled to kickoff in 2011.
Building performance based contract template to utilize in managing all supplier contracts across all Florida schools	Patti Bamford (FIU)	Feb 15 2009		Dec 31 2009		Pay tied to performance requirements to increase revenue to each university
3 universities to look at other auxiliary services synergies with emphasis on negotiating new joint contracts.	Patti Bamford (FIU) Curtis Sawyer (UCF) Dennis Crudele (FAU)	Jan 10 2009		Open ended	Open ended	Increased communication among the three is leading to ideas for additional projects, and has benefited in better pricing on copier contracts let during this time. Best practices and retail ideas are being shared in continuing meetings.