



A presentation by

Queen's University

Financial Services

Alternative formats for this presentation can be found on the Financial Services website.

Website: [Financial Services Training](#) page

Email: finance.training@queensu.ca

Phone: 613.533.2050

Strategic Procurement Services

Queen's Procurement Website & Preferred Supplier List
A Quick Guide to Online Resources

Course Content



- Quick tour of our website
- Overview of Queen's Preferred Supplier List
- Queen's Employee Discounts
- How to contact us or leave feedback

Procurement Website



The [Strategic Procurement Services website](#) provides quick access to policies, forms, news items, contacts, and other useful information.

[Queen's University](#)

A screenshot of the Queen's University Strategic Procurement Services website. The header features the Queen's University logo and navigation links for Pages, People, search, and login. The main banner is dark with abstract purple and yellow swooshes. The title "Strategic Procurement Services" is displayed. The navigation bar below includes links for Home, News, How To Buy..., Preferred Suppliers, Policies, Credit Cards, Research, Customs & Shipping, Forms, and Contact. On the left, a "Quick Links" sidebar lists various procurement resources. The main content area features a section titled "Strategic Procurement Services" with a description of the role and criteria, followed by sections on Efficiency and Effectiveness.

Accessing Content



Access content by selecting various tabs at the top of the page.

Queen's University

Pages People Search Queen's...

Log in to:

Strategic Procurement Services

Home ▾ News ▾ How To Buy... ▾ Preferred Suppliers Policies ▾ Credit Cards ▾ Research ▾ Customs & Shipping Forms Contact

Quick Links

- CFI Procurement
- Employee Discounts
- PeopleSoft Procurement
- Preferred Suppliers
- Procurement of Accessible Goods and Services
- Public Tenders for Goods and Services
- Reconciling your P-Card
- Sustainable Procurement Guidelines

Search this site...

Strategic Procurement Services

Strategic Procurement Services (SPS) oversees the acquisition of products and services on behalf of the university.

Leveraging the spending power of the entire university's proud tradition of innovation, an institution which encourages lateral thinking, independent solution finding and independence of thought in line with the Queen's Strategic goals & objectives.

Strategic Procurement Services role is to support the university's acquisition of products and services, using the following criteria:

Efficiency - Optimizing procurement to deliver the greatest possible value for every dollar spent

Effectiveness - Delivering the right product/service at the right time & at the best price

Quality - Providing safe, consistent & reliable products from the highest quality suppliers that meet departmental & university specifications

Accessing Content (Continued)



Here you can find information relating to Policies, P-Cards, Research Purchasing, Customs & Shipping, Forms and Contacts.

Queen's University

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Strategic Procurement Services

Home ▾ News ▾ How To Buy... ▾ Preferred Suppliers Policies ▾ Credit Cards ▾ Research ▾ Customs & Shipping Forms Contact

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Quick Links



Home ▾ News ▾ How To Buy... ▾ Pre...

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- Sustainable Procurement Guidelines

Quick Links to commonly viewed pages are provided on the left hand side of the page and include:

- PeopleSoft System Training
- Procurement of Accessible Goods & Services
- Public Tenders for Goods & Services
- How to reconcile your P-Card
- You can even follow our PeopleSoft Blog and like us on Facebook!

Home ▾ News ▾ How To Buy... ▾ Pref...

Quick Links

- CFI Procurement
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- Sustainable Procurement Guidelines

The most recent News Articles are listed on the **Home** page.

All of our News Articles can be found under the **News** tab.

News

- AUG 17 Iron Mountain Break Ground on New Facility in Kingston
- JUN 5 Memo from VP, F&A and Provost Regarding Policy on Approval and Execution of Contracts and Invoices
- JUN 2 Revised P0001 (Sole Source) Forms
- MAY 19 Preferred Supplier Show June 17th, 2015
- FEB 9 Undervaluation of Goods

Queen's Preferred Supplier List



The [Queen's Preferred Supplier](#) list is a collection of web pages listing preferred suppliers for a variety of goods and services.

The screenshot shows the Queen's Strategic Procurement Services website. The main navigation bar includes links for Home, News, How To Buy..., Preferred Suppliers (which is highlighted with a yellow box), Policies, Credit Cards, Research, Customs & Shipping, Forms, and Contact. Below the navigation, a breadcrumb trail shows Home > Preferred Suppliers. A search bar with a 'GO' button is also present. On the left, a sidebar titled 'PREFERRED SUPPLIERS' lists various categories: Bottled & Compressed Gases (and Dry Ice), Chemicals & Solvents, Computers & Related Equipment (highlighted with a grey box), Courier Services, Direct Mail and Lettershop Services, Document Storage, Employee Discounts (not on contract), Furniture (non-Office), Furniture (Office), General Moving and E-Waste Pickup, IT Technical Support Services (Temporary Labour), and Laboratory Supplies (Biological/Chemical). The main content area is titled 'Preferred Suppliers' and contains text about vendor of record agreements and the Queen's led Request for Suppliers Qualifications process. It also mentions agreements for a range of goods and services. A 'Preferred Supplier Frequently Asked Questions (FAQ)' link is provided, along with a PDF download link for Adobe Reader.

Strategic Procurement Services

Home ▾ News ▾ How To Buy... ▾ Preferred Suppliers Policies ▾ Credit Cards ▾ Research ▾ Customs & Shipping Forms Contact

Home > Preferred Suppliers

Search this site... GO

PREFERRED SUPPLIERS

- Bottled & Compressed Gases (and Dry Ice)
- Chemicals & Solvents
- Computers & Related Equipment**
- Courier Services
- Direct Mail and Lettershop Services
- ▶ Document Storage
- Employee Discounts (not on contract)
- Furniture (non-Office)
- ▶ Furniture (Office)
- General Moving and E-Waste Pickup
- IT Technical Support Services (Temporary Labour)
- Laboratory Supplies (Biological/Chemical)

Preferred Suppliers

Queen's University has entered into Vendor of Record agreements with several proponents for the supply of various goods and services. These agreements come from either a Ontario Ministry of Government Services (MGS) contract, Ontario Education Collaborative Marketplace (OECM) agreement or from a Queen's led Request for Suppliers Qualifications.

Queen's led Request for Suppliers Qualifications (RFSQs) were publicly posted in a fair, open and transparent manner on [Biddingo.com](#). Teams composed of Faculty and Staff from across the Queen's community evaluated the proposals that were submitted. Proposals representing the best quality and range of products, level of customer service and delivery and potential cost savings were selected to become Preferred Suppliers for the Queen's community.

Agreements are in place covering a range of goods and services, please see the alphabetical list on the left hand side of this page.

[Preferred Supplier Frequently Asked Questions \(FAQ\)](#)

[For Adobe Reader installation or updates, please click here.](#)

Queen's Preferred Supplier List (page 2)



Each supplier listed has qualified through a public competitive tender run by Queen's or through a collaborative agreement tendered by another agency.

Goods and Services are listed on the left hand side, click on the link to find out more information.

PREFERRED SUPPLIERS

- Bottled & Compressed Gases (and Dry Ice)
- Chemicals & Solvents
- [Computers & Related Equipment](#)
- Courier Services
- Direct Mail and Lettershop Services
- ▶ Document Storage
- Employee Discounts (not on contract)
- Furniture (non-Office)
- ▶ Furniture (Office)
- General Moving and E-Waste Pickup
- IT Technical Support Services (Temporary Labour)
- Laboratory Supplies (Biological/Chemical)
- Mobile Technology (Cell Phones & PDAs)
- Moving & Relocation Services
- Multi-Function Devices
- Office Supplies
- On-line Surveys
- Paper for Print & Copy
- Printed Materials & Print-Related Services
- Promotional Items
- Radioactive & Hazardous Materials
- Shredding
- Supply Centres & Biobars
- Translation, Interpretation and American Sign Language (ASL)
- ▶ Travel
- Videographers

Preferred Suppliers

Queen's University has entered into Vendor of Record agreements. These agreements come from either a Ontario Collaborative Marketplace (OECM) agreement or from a

Queen's led Request for Suppliers Qualifications (RFSQs) [Biddingo.com](#). Teams composed of Faculty and Staff from submitted. Proposals representing the best quality and most cost savings were selected to become Preferred Suppliers.

Agreements are in place covering a range of goods and services listed on this page.

[Preferred Supplier Frequently Asked Questions \(FAQ\)](#)



For Adobe Reader installation or updates, please click

Strategic Procurement Services is currently planning future projects campus wide. If you wish to leave feedback regarding the [Procurement Services](#).

Each page follows the same layout. Details relating to the **agreement** are provided for each commodity and **quote thresholds** (the number of quotes required based on the purchase value) are also included.

Printed Materials & Print-Related Services

The following Vendors have entered into a Vendor of Record agreement with Queen's University to supply Printed Materials & Print-Related Services campus-wide. This agreement is effective Jan 1st, 2015 until Dec 31st, 2017 with an option to extend until Dec 31st 2019. Each vendor has qualified based on the quality of their printed materials, delivery, customer service and Queen's University specific pricing structure.

For printed materials & print-related services valued at under \$50,000 a single quote from one of the vendors below is required. For services valued between \$50,000 and \$99,999 three quotes from vendors listed below are required. For any services valued at \$100,000 or more a formal public tender must be issued.

Queen's Preferred Supplier List (page 4)



Contacts are provided if you require additional information or would like to leave feedback.

Please contact Steve Young (printing@queensu.ca or 613-533-2912) for more information regarding ordering and ALL quote requests.

Supplier	Contact Information
 On Campus Printing	Dunning Hall, Room 9, Queens University, Kingston ON. K7L 3N6 Tel. 613-533-6600 x77374 dhp@queensu.ca
 Avant Imaging & Information Management (AIIM)	Glenn Barrett 205 Industrial Parkway N. Unit 1, Aurora ON L4G 4C4 Tel. 877-841-2446 x274 gbarrett@aiim.com

Full contact details for the preferred supplier(s) are presented in alphabetical order (not order of preference).

Adding a Commodity (and related suppliers)

- New commodities or suppliers are only added following the completion of a public tender or authorization of collaborative procurement agreement,
- Updates to the list are communicated via News Items on our website and emails to PeopleSoft Requesters and P-Card Holders.

Removing a Supplier

- If a vendor fails to perform as expected and does not rectify the situation in a satisfactory manner they can be removed from the list,
- Strategic Procurement Services primarily finds out about poor performance through feedback from you, the end-user. **Please provide us with feedback (good or bad)!**

Queen's Employee Discounts



Employee Discounts are also listed:

- These vendors are **not** preferred suppliers and are **not** on contract with Queen's,

PREFERRED SUPPLIERS	
<ul style="list-style-type: none">Bottled & Compressed Gases (and Dry Ice)Chemicals & SolventsComputers & Related EquipmentCourier ServicesDirect Mail and Lettershop ServicesDocument StorageEmployee Discounts (not on contract)Furniture (non-Office)Furniture (Office)General Moving and E-Waste PickupIT Technical Support Services (Temporary Labour)Laboratory Supplies (Biological/Chemical)Mobile Technology (Cell Phones & PDAs)Moving & Relocation ServicesMulti-Function DevicesOffice SuppliesOn-line SurveysPaper for Print & Copy	

Employee Discounts

The following vendors offer discounts to Queen's employees and staff. Your Employee Card may be required to claim any discounts.

Please note: the vendors listed below (with the exception of VIA Rail) are not on contract with Queen's University and are not preferred suppliers.

If you know of any discounts not listed below or are a vendor wishing to offer a Queen's Employee Discount, please contact [Andy Scotter](#) (Tel. 613-533-2209).

Supplier	Contact Information
 Alliance Security Systems	3 months of free monitoring on new activations. Tom Dier, Sales Manager 200 Binnington Court, Kingston, ON K7M 8R6 Tel. 613 547-6666 x 227 tdeir@alliancesecuritykingston.com
	Dan Porteous Account Executive Bell Mobility/Worldline, Kingston

- If you know of an available employee discount that is **not** listed, please contact SPS so we can confirm and update the page.

Contact Us, Leave Feedback!



Contact us:

Tel: 613-533-2626

Fax: 613-533-2579

Email: buystuff@queensu.ca

Location: Strategic Procurement Services
207 Stuart Street,
3rd Floor, Rideau Building

Hours: Monday – Friday
Open 8:00 am – 4:00 pm
(closed during the noon hour)

To learn more or to review additional

Training Resources and Video Tutorials visit

[Financial Services Training](#) page

[Strategic Procurement Services Home](#) page