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
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

Strategic Procurement Services

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
Accessing Content

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

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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.

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Quick Links

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

All of our News Articles can be found under the News tab.
The Queen’s Preferred Supplier list is a collection of web pages listing preferred suppliers for a variety of goods and services.
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.
Queen’s Preferred Supplier List (page 3)

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.
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.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ON-CAMPUS PRINTING</strong></td>
<td>Dunning Hall, Room 9, Queens University, Kingston ON. K7L 3N6</td>
</tr>
<tr>
<td></td>
<td>Tel. 613-533-6600 x77374</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dhp@queensu.ca">dhp@queensu.ca</a></td>
</tr>
<tr>
<td><strong>On Campus Printing</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Avant Imaging &amp; Information Management (AIIM)</strong></td>
<td>Glenn Barrett</td>
</tr>
<tr>
<td></td>
<td>205 Industrial Parkway N. Unit 1, Aurora ON L4G 4C4</td>
</tr>
<tr>
<td></td>
<td>Tel. 877-841-2446 x274</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gbarrett@aiim.com">gbarrett@aiim.com</a></td>
</tr>
</tbody>
</table>

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)!**
Employee Discounts are also listed:

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

### 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).

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Alliance Security Systems</strong></td>
<td>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 <a href="mailto:tdeir@alliancesecuritykingston.com">tdeir@alliancesecuritykingston.com</a></td>
</tr>
<tr>
<td><strong>Roll</strong></td>
<td>Dan Porteous Account Executive Roll Mobility/Worldway Kingston</td>
</tr>
</tbody>
</table>
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 the Financial Services Training page and the Strategic Procurement Services Home page.