

HAPPY NEW YEAR ! !

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### New Year, New Deals

*Available now...Better pricing for Dell products.*

MIT and IS & T have worked diligently to provide the MIT community the ability to purchase Dell products at aggressively discounted prices. MIT and Dell have extended their contract for an additional three years.

Previously, Dell offered special pricing (20%-25%) for MIT Departmental purchases for two models in two lines of business; the Optiplex for desktop and the Latitude for notebooks. With the contract extension, Dell has increased this to include four models in four lines of business; as well increase the discount to 33%. The products include: Optiplex, Latitude, Precision Workstations and Servers. This increase in product offering at special pricing provides the Institute with a mechanism for cost savings as well as ease of ordering via our ECAT catalog.

If you have any questions, contact [Laura Simmons](#).



### Early Engagement is Key to Your Cost Savings

Procurement is an area of business management that is often under-utilized in major organizations. After all, purchasing activities are undertaken by managers each day. The procurement professionals at MIT understand that you know your business, you know your requirements, you know your market, and you often know your vendors. So why do you need us?

We bring a proven methodology to supplier engagement. Often, it results in savings which are passed back to your cost object. Inevitably, it results in less risk for MIT. We also strive for it to result in satisfied internal customers and win-win relationships with our suppliers.

A key to cost savings is early engagement. The more time we are given prior to commencement of a project, the stronger our negotiating position will be. As well, this gives us a position of strength in writing the contract. If you are engaging with suppliers on a critical project requiring a considerable expenditure, bring the procurement professionals into the picture early. After all, the benefits of what we do belong to you! There is no charge for our services.

## Software License Agreements

Software license agreements (SLA) present a unique procurement complexity, revealing several reasons why these licenses must be reviewed by the appropriate individuals. Many licenses, as originally written, contain terms and conditions that create an unreasonable financial risk to MIT. Moreover, of greater concern are that these terms could prevent you from publishing research results or prohibit use of the software in connection with your proposed project. The Office of Intellectual Property Counsel will review, negotiate, amend and sign an MIT-friendly software license agreement on your behalf. [Andy Barnes](#) will be happy to assist you in coordinating this process.

## DHL Delivers



MIT's Procurement's Office and the Department of Facilities Mail Services have jointly agreed to renew the Institute's partnership with DHL for express shipping services.

This process was a pilot for the MIT Purchasing Initiative. The main objective of the Initiative is to investigate the purchase of goods and services throughout the Institute, and how MIT can improve the total cost of acquisition (e.g., improving price, buying smarter, improving processes, sharing best practices across MIT, etc.).

The Initiative's Shipping team consisted of three representatives from the community and Procurement and Mail Services staff. The team engaged in a lengthy research process to examine express shipping at the Institute. Included in this work was facilitating six focus groups. These groups consisted of community members who use express shipping services. They provided the team with a valuable insight on community requirements as well as ideas as to how to make the process easier.

Once the requirements were identified the team developed and issued a Request for Proposal to the three major vendors for this service. (DHL, Fedex, UPS). After a thorough analysis of the vendor's RFP responses and presentations, the team decided that DHL was the best fit for MIT.

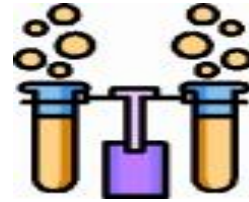
The benefits of the DHL will be:

1. Lower rates: Over 30% less than Fedex and UPS.
2. Now available: 10:30 am service
3. We now have a custom "Web Shipping" program, to make it easy for MIT shippers to make the most efficient and cost effective decision when sending a package. You will have the ability to view more shipping options at the time of creating the air bill.
4. Continued operation of the counter in room 11-004 which is staffed from 4pm-7pm

The key contacts for this partnership are:

[Mike McNamara](#)  
[Laura Simmons](#)  
[Paula Cavaliere](#) (DHL rep)

Check DHL out: [HERE](#)



## New Radioactive Chemical Approval Process

Procurement and IS & T have developed an electronic approval process for radioactive chemical purchases. The process is triggered by the material group 1930 designated for radioactive chemicals.

Requisitions for radioactive material on material group 1930 are routed to the [Radiation Protection office](#) for approval after your department lab or center has released it.

If you have any questions, please contact [Lucia Sander](#).

## Purchasing Tip

Do you need to create a new vendor? To make the request simple, please remember the following requirements:

- Vendor name;
- Address;
- Telephone and fax number (cell phone will suffice);
- Tax ID number or social security number plus a contact name is helpful.

All this information should be input under Item Note on the SAP requisition.

