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## eCAT<sup>3</sup> Update

As of June 9, 2008, eCAT<sup>3</sup> welcomed 3 vendors to the eCAT<sup>3</sup> portal, Airgas, Ambit Press, and Office Environments of New England. Airgas and Ambit Press have migrated from our original site to the new eCAT<sup>3</sup> portal. Office Environments of New England is the first furniture vendor to enter the eCAT<sup>3</sup> portal. On our eCAT<sup>3</sup> tutorials site you will find instructions to help you along the way. If you require assistance please contact Derek Welcome ([welcomed@mit.edu](mailto:welcomed@mit.edu)) 253-8393 or Mary Bacci ([mbacci@mit.edu](mailto:mbacci@mit.edu)) 253-5499. Please visit the eCAT<sup>3</sup> site <https://web.mit.edu/ecat/ecat3/> to purchase from the eCAT<sup>3</sup> vendors.

## nextSource New Contract

The MIT Procurement and Human Resources Departments are pleased to announce the renewal of our contract with nextSource Inc, for the management of the MITemps program.

The MITemps program provides a system to pay individuals who are selected by MIT managers and referred to, screened, and hired by nextSource for short-term assignments; e.g., those that typically have an end date.

One benefit from the renegotiation of the contract is a reduction in the markup rate by 2% with a projected savings of \$450,000.00 over the three year period. This will result in lower cost for all departments using MITemps.

In addition we are pleased to welcome Pauline Skehan, as the new on-site Program Manager at MIT. Pauline has taken on Lany Mamlok's responsibilities. We are thankful to Lany for the many contributions she has made implementing the MITemps Program.

Pauline comes to the position as a seasoned professional with extensive recruitment and human resources experience in the academic area and is very excited to be part of the team servicing the short term employment requirements of MIT.

The MITemps Office number is 617-324-0191 and is located in E19 – 222C. Pauline's email address is: [pskehan@nextsource.com](mailto:pskehan@nextsource.com).



## Introductory Training Classes July 2008

The next session for the quarterly Introductory Training classes (Accounts Payable, Procurement/Contracts, Travel, Journal Vouchers, and Financial Review & Control) is scheduled for 07/15/08 through 07/17/08.

Please visit the training web site for [more information](#).

## MHEC Airport Parking Discount



MIT is a member of the Massachusetts Higher Education Consortium (MHEC) which entitles the MIT community to parking discounts for both business and personal at the following airports: Boston, Hartford, Manchester, and Providence. The rate at Boston Logan Airport is \$12.75 per day as compared to \$24.00 per day in central parking. For more information please visit the web link and print off a coupon: [www.airportcorporatparking.com/mhec](http://www.airportcorporatparking.com/mhec)



## 2 Furniture Vendor Stocking Programs Now Available

**Office Environments of New England** is MIT's first furniture supplier to be in the eCAT<sup>3</sup> portal. Office furniture can now be purchased directly from Office Environments through their online catalog. Through the eCAT<sup>3</sup> portal you will have the ability to enter Office Environment quotes or purchase from their stocking program. Log into eCAT<sup>3</sup> at <https://web.mit.edu/ecat/ecat3/> and click on the Office Environment icon. Please refer to the eCAT<sup>3</sup> landing page for further instructions.

**Creative Office Pavilion** is now stocking some of the more popular office items in small quantities with a 2-3 day delivery.

For more information, please visit: [http://controllers.mit.edu/site/procurement/partners/mit\\_partner\\_vendors](http://controllers.mit.edu/site/procurement/partners/mit_partner_vendors). Scroll down to Furniture and under Creative Office Pavilion click on "Stocking Program". Once you select products for purchase, you will need to create a requisition and submit it to Procurement for processing. Any questions or problems should be directed to Maureen Ahern in the Procurement Office, at X3-8373 or via email [mahern@mit.edu](mailto:mahern@mit.edu).

## Printing Vendor Survey Results

The Publishing Services Bureau conducted its annual survey evaluating the preferred offset and digital print vendors in April 2008.

### Highlights from the survey:

MIT buyers gave honors or high honors to the majority of the vendors for quality and service, with 6 out of 10 vendors receiving 100% honors for quality. Ratings for service ranged from 83% - 100% honors for most vendors. For the most part, buyers feel the prices are competitive.

Respondents expressed interest in a recommended set of environmentally friendly printers, as well as vendors of promotional products. If you have any questions about the preferred printer program, please contact: [printteam@mit.edu](mailto:printteam@mit.edu).

Thanks to everyone who participated in the survey. Your input is important to the ongoing evaluation of the program.

To view results from the survey and for more information about other Smart Buy programs go to: <http://web.mit.edu/smartbuy/>.

## Ten Top Reasons to...

### Top ten reasons to follow MIT's Purchasing Procedures:

10. Assures that your order will be processed quickly because it has gone through the proper approvals
9. Protects you and MIT in case of a dispute with the vendor
8. Helps to make sure vendor is clear what the buyer needs...thus no disputes
7. Assures your vendor will be paid promptly
6. Keeps our friendly auditors happy
5. Makes sure your vendor has proper insurance coverage
4. Assures that we (MIT) own what we are buying
3. Guarantees that your department will not pay a 5% Massachusetts sales tax
2. Helps make sure that you are receiving a competitive price
1. It's just good business practice

## Reminder: MIT "Vendor Fair" is just around the corner...

The fair under the tent is back as our Procurement annual event. On Thursday, September 18th, you will be able to visit with more than 100 of MIT's suppliers and our own internal providers. They will display their products such as scientific/laboratory supplies, office supplies, copier suppliers, computers, furniture etc., and will be able to answer any questions you may have. The tent will be in McDermott Court (outside building 54 and building 18) from 9am-2pm rain or shine. Refreshments will be available. For more information, please contact Diane Shea, Director of Procurement, at [dshea@mit.edu](mailto:dshea@mit.edu).