

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Name:** Finance and Facilities Committee

**Date:** November 19, 2013

**Title:** Campus Service Cooperative Contract Exceeding \$3M for Purchasing Card Agreement

**Purpose (check one):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Proposed<br>New Policy or<br>Amendment to<br>Existing Policy | <input checked="" type="checkbox"/> Approvals<br>Required by<br>Policy | <input type="checkbox"/> Other<br>Approvals |
| <input type="checkbox"/> Monitoring /<br>Compliance                                   | <input type="checkbox"/> Information                                   |   |

**Brief Description:**

The Campus Service Cooperative (CSC) is finalizing a Purchasing Card contract for all of our colleges, all of our universities, and the system office. Today, approximately \$30 million in annual spend across the system flows through purchasing cards. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that will significantly improve controls, back-office efficiency, compliance, and return on investment (ROI).

The contract evaluation and recommendation team includes the CSC and the University of Minnesota, with active input from the MN Department of Administration, campus CFOs, and business office managers. This purchasing card contract for all of our colleges, all of our universities, and the system office is expected to yield significant economics from rebates and process efficiencies over a three-year contract period and will replace several individual contracts throughout the system.

**Scheduled Presenter(s):**

Jason Cavallo, Strategy Director and Lead Project Manager, Campus Service Cooperative  
Colin Dougherty, Managing Director, Campus Service Cooperative

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

<b>BOARD ACTION</b>
<b>Campus Service Cooperative Contract Exceeding \$3M for Purchasing Card Agreement</b>

**BACKGROUND**

The CSC's Strategic Sourcing team is analyzing the system's \$550 million in annual procurement of goods, services, and construction. Collectively, the CSC will achieve these savings by adopting modern supplier management disciplines, best practices, and collaboration with the State of Minnesota, the University of Minnesota, and other partners.

The CSC is finalizing a Purchasing Card contract for all of our colleges, all of our universities, and the system office. The contract evaluation and recommendation team includes the CSC and the University of Minnesota, with active input from the MN Department of Administration, campus CFOs, and business office managers.

**Purchasing Cards:** Today, approximately \$30 million in annual spend across the system flows through purchasing cards. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that will significantly improve controls, back-office efficiency, compliance, and ROI. This purchasing card contract for all of our colleges, all of our universities, and the system office is expected to yield significant economics from rebates and process efficiencies over a three-year contract period and will replace several individual contracts throughout the system.

**RECOMMENDED COMMITTEE ACTION:**

The Finance and Facilities Committee recommends the Board of Trustees adopt the following motion:

The Board of Trustees approves execution of a contract with the selected Purchasing Card vendor for a term not to exceed three years. The Board directs the Chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD ACTION:**

The Board of Trustees approves execution of a contract with the selected Purchasing Card vendor for a term not to exceed three years. The Board directs the Chancellor, or his designee to execute all necessary documents.

*Date Presented to the Board of Trustees: November 19, 2013*