



SPECIAL POINTS OF INTEREST:

- Trade Fair
- End of the Year Reports
- Scanner, Printer on T-Drive
- Food For Thought

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“OSMBA Trade Fair”

(Bidder’s Registration)

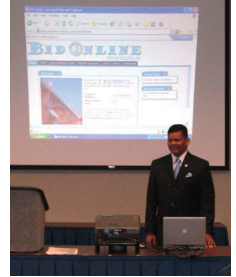
Every year around the end of March the Governors Office of Small & Minority Business Assistance holds their annual Trade Fair for vendors. This year the theme was “Building Strong Foundations” and the Fair was held at the Columbia Conference Center off of St. Andrews Road. One of the other offices that attended this year was the U.S. Small Business Administration (SBA) which was created in 1953 to help aid, counsel, assist and protects the interest of



small businesses. Along with other companies, the City of Columbia’s Purchasing Department had the honor of presenting their new Online Bidder’s Registration System that was launched March 4, 2009.

While at the Trade Fair we were able to introduce our new system to several vendors, new and existing. The conference was a great success and gave the Purchasing Department the opportunity to answer questions and concerns from the vendors regarding how to register with the City of Columbia. We were able

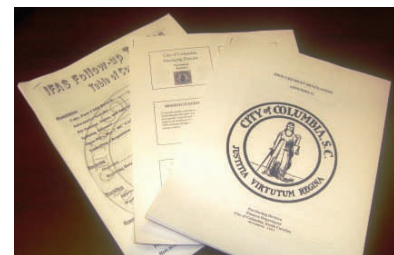
to register four (4) companies during our Bidder’s Registration Training while other companies were able to watch and see just how easy it is to register online. The new Bidder’s Registration System has a lot more to offer then just registering. Vendors can also search the City of Columbia’s Vendor Database to see what other companies are currently doing business with the City. It also has links to other webpages such as SCDOT or the Governors Office.



Procurement Training Schedule

(Dates subject to change)

- April 16, 2009
Time: 9 A.M.-12 P.M. & 1 P.M.-4 P.M.
- May 22, 2009
Location: 1401 Main Street-10th Floor
- August 14, 2009
Who’s Invited: Open to all COC Employees
- September 11, 2009
Contact: Nicole Wyche or Jacquetta Wilson





Going Paperless

The Purchasing Department has decided to go paperless by scanning all W-9, Bids, & RFPs/RFQs allowing us to eliminate 12 file cabinets, within the last fiscal year.

There are many ways other City of Columbia departments can “Go Green” and get rid of extra paper in their departments. The biggest way your department can start going paperless is by scanning all of their backup paperwork/ quotes and attaching them to their

requisition instead of sending them thru interoffice mail by using Documents Online. This makes it easy for you and also helps process your request faster. It becomes a benefit for both departments. (Your buyer can provide each department with Instructions about Documents Online).

Some of the ways the Purchasing Department has decided to go paperless is mainly by purchasing scanners for the buyers. This allows the buyers to scan all of their back up paperwork, contracts, and quotes.

Purchasing also scans all W-9s from vendors that are doing business with the city. We are also scanning all bids that are approved by City Council. All scanned information is saved to the Purchasing T-Drive. This allows easy access for the buyers to see important information because it is saved in one central location, we are all able to access this information right from our computers. Going Paperless is easy, fast, and efficient, not only does it save space it also saves time.

End of the Year Reports

The last quarter of the fiscal year is always dreaded. This year Purchasing will be providing assistance so that every department can order their supplies on time to receive on them and get the invoices paid in a timely manner. In previous years all requisition were cut off May 31. The end of the year deadline is approaching very soon, so this is the time to take a look at what your department needs to make it through the last two (2) months of FY 08/09. In order to make sure the end of the year process goes smoothly there are a couple of reports that each department can access within IFAS. These reports will help you review all of your outstanding purchase orders and requisitions that still have remaining balances.

These reports will also help you determine which purchase orders have not been received on and need to be paid. Simply log into IFAS and access your CDD Reports. Under PO USER you will see two (2) reports, PO: PO/PR Listing Summary Remaining Balances and PO: PO/PR Listing Detail Remaining Balances.

The PO/PR Listing Summary Remaining Balance report gives you a simple listing of all open purchase orders and requisitions with a drill down option. You can only drill down on PR# or P0# which will give you a copy of the Purchase Order Status

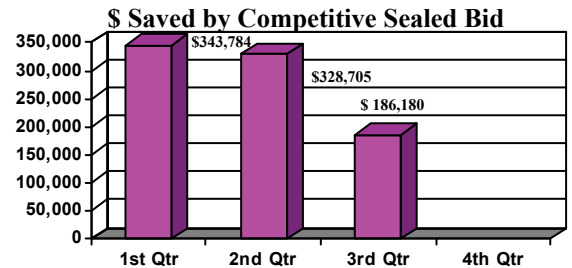
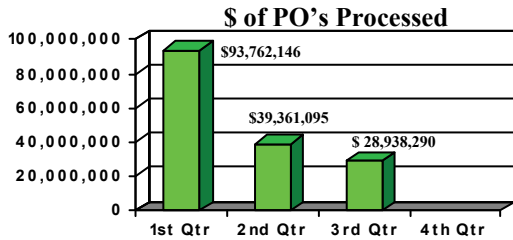
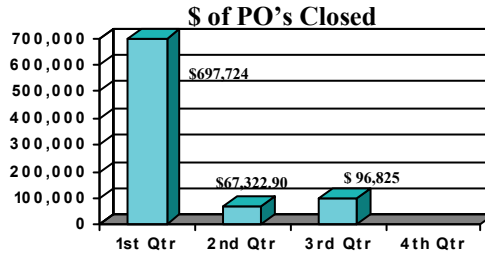
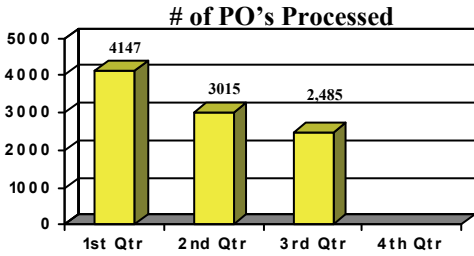
(Long). Whereas the PO/PR Listing Detail Remaining Balances report gives you the same listing as the summary version, except it shows items description, receiving information etc.

It is a good idea to start creating a list of all purchase orders that need to be closed and send them to your buyer. Remember to make sure that all of your POs are received on and fully paid before you ask for them to be closed.

If you have any questions about the End of the Year Process or Purchase Orders that need to be closed, please contact your buyer.

Third Quarter Report

(January 1, 2009— March 31, 2009)



Printer, Camera, Scanner etc. (Quotes on the T-Drive)

The Information Technology Department has developed standard quotes for IT equipment. They put them all on the T-Drive for easy and fast access so that you do not have to wait on IT to provide information on the product you are trying to purchase. There are a lot of departments that are not aware that IT has provided this information, some of the items they have included are printers,

cameras, scanners etc. To access the information you can go to the local T-Drive and click on IT then COC; you will see a folder labeled quotes.

Once the end users have entered in a requisition for the item(s) they want to purchase, they can upload the quote as an attachment. Under the PR notes you want to make sure you note the reason for the purchase.

Be sure that your requisition has all the information needed for the buyer to process your request. This should include the description, the reference number, why it is necessary to purchase and if there will be an ROI (Return On Investment).



Food for Thought - Red, White, and Blue-Misu

Prep Time: 20 min

Ready In: 20 min

Make: 12 servings

INGREDIENTS

- 1 cup heavy cream
- 16 ounces mascarpone cheese
- 5 cups frozen strawberries, thawed
- 1 1/4 cups frozen blueberries, thawed
- 1 (9 inch) angel food cake, cut into 1-inch cubes
- 1 (4 ounce) bar dark chocolate

Directions :

In a large bowl, whip cream until stiff peaks form. Fold the mascarpone gently into the whipped cream, until well incorporated. Set aside.

Place half of the strawberries into the blender pitcher. Blend until smooth. Mix the remaining whole berries with the pureed strawberries in a large bowl.

Layer 1/3 of the angel food cake cubes in the bottom of a trifle or serving dish.

Cover with 1/3 of the strawberries and blueberries and gently spoon 1/3 of the cream mixture over the fruit. Repeat the layers twice, ending with the cream mixture. Chill until ready to serve.

Gently spoon 1/3 of the cream mixture over the fruit.

Repeat the layers twice, ending with the cream mixture. Chill until ready to serve. When ready to serve, run a vegetable peeler over the edge of the dark chocolate bar, letting the curls fall onto the top of the dessert.





City of Columbia

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**“One Mission,
One Message,
One Columbia”**

Mission Statement

“Our mission is to provide customer service while promoting fair and open competition in the procurement of goods and services necessary to support all operations of the City of Columbia while maintaining high standards of integrity and ethical conduct ”

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