



UMBC

PROCUREMENT AND
STRATEGIC SOURCING

Procurement Purpose

2nd Edition
August 2026



Welcome to the Second Edition of the Procurement Newsletter!

As we begin Fiscal Year 2027, we are excited to reflect on the accomplishments of the past year and share our vision for the year ahead. FY26 was a year of growth, innovation, and collaboration, and none of it would have been possible without the continued partnership and support of our campus community.

Throughout FY26, we made significant strides in strengthening our procurement processes and enhancing the services we provide. We launched monthly Purchasing Card (P-Card) training sessions to promote compliance and best practices, introduced new Sole Source, Emergency Procurement, and Unauthorized Procurement forms to improve consistency and transparency, and expanded our outreach by participating in departmental and divisional meetings across campus to build stronger partnerships and better understand our customers' needs. We also continued enhancements to the Jaggaer (PAW) system to improve the user experience, introduced our new Supplier Spotlight initiative to connect departments with qualified suppliers, and implemented process improvements designed to streamline the procurement process.

The numbers tell an incredible story of the impact Procurement has across the University. During FY26, Procurement issued over **13,000 purchase orders**, representing approximately **\$21 million** in spend. We managed over **350 active contracts** valued at approximately **\$65 million**. The Purchasing Card (P-Card) program continued to be a valuable procurement tool, supporting approximately **\$13 million** in purchases across campus during FY26.

As we look ahead to FY27, our focus remains on continuous improvement and delivering greater value to the campus community. This year, we will expand procurement and PAW training opportunities, continue standardizing templates and procedures to create a more consistent customer experience, strengthen and enhance our Minority Business Enterprise (MBE) program, improve spend visibility and procurement analytics to support data-driven decision-making, and identify additional opportunities to simplify and modernize our procurement processes.

Thank you for your continued partnership, collaboration, and trust. We look forward to another successful year of serving the UMBC community and working together to advance the University's mission through strategic, transparent, and innovative procurement.

Rosetta Butler, CPPB, CMPO
Executive Director of Procurement and Strategic Sourcing



Updates and News

Training

This upcoming September, Procurement will be offering four virtual training sessions to include a bonus Q&A session for the campus community.

The four trainings are as follows:

- **Procurement 101** - Intended for new UMBC employees that have not completed previous procurement training. Information will include, policies and procedures, procurement methods USM requirements and much more.
- **Procurement Refresher** - High level training intended for those who have attended a procurement training session in the past and would like a refresher on policies and procedures.
- **Paw Procurement Training** - In our last edition we promised a new Procurement rollout. We are pleased to announce that in early October we will roll out the new procurement process. We will be holding two procurement training sessions that will cover the navigation of the new procurement process. In addition we will be partnering with Accounts Payable and DoIT.
- **Procurement Q&A** - Have procurement questions? Join us for an open Q&A session where you can ask questions, discuss upcoming purchases, and/or seek guidance on procurement processes.

Registration details for these sessions will be available soon.

Website Upgrades:

We're continuing to improve our online resources! Look for:

- A refreshed **Procurement Mission Statement** that reflects our commitment to partnership, service, and excellence.
- An enhanced **Supplier Resources** page with additional information and resources for doing business with UMBC.
- A redesigned **Bid Board** page to make it easier to locate current solicitation opportunities and procurement information.

We anticipate completing the full website redesign within the next three months. Our goal is to create a more intuitive, informative, and user-friendly experience for the UMBC community and our suppliers.



Partnering Early with Procurement

When it comes to contacting Procurement, it's never too early! We value our partnership with the UMBC community and want to be proactive instead of reactive when it comes to your procurements. Our goal is to work as a team and not to be a roadblock when it comes to purchasing.

To support a smooth and timely procurement process, we encourage departments to partner with Procurement as early as possible. For **expiring contracts**, please notify Procurement **no less than one hundred twenty days (120) days** before the expiration date. **For highly complex procurements** - such as major technology implementations, construction projects, or formal competitive solicitations (e.g., IFBs or RFPs)—we strongly recommend engaging Procurement **at least six (6) months in advance** to allow sufficient time for planning, solicitation development, evaluations, negotiations, and required approvals.

For **contract renewals**, please contact Procurement **at least thirty (30) days in advance** of the renewal date. Early collaboration leads to better planning, smoother procurements, and successful outcomes.



Terms and Conditions

The [University System of Maryland \(USM\) Terms and Conditions](#) establish the legal and contractual requirements that govern the University's purchases and agreements.

Why Are They Important? These provisions are designed to protect the interests of UMBC and the State of Maryland while ensuring fairness, transparency, and compliance throughout the procurement process.

The Terms and Conditions define the rights and responsibilities of both the University and its suppliers by addressing important topics such as payment terms, insurance requirements, indemnification, intellectual property, confidentiality, dispute resolution, warranties, and applicable laws. By establishing these expectations upfront, they help minimize risk and protect the University's financial and operational interests.



Coming Soon

Events and Activities

P-Card Training	<u>Aug 12 at 10 am</u>
Supplier Spotlight: Amazon	<u>Aug 13 at 10 am</u>
Procurement 101 Training	<u>Sept 1 at 9am</u>
Procurement Refresher	<u>Sept 8 at 9am</u>
Paw Training	<u>Sept 15 at 9am</u>
Paw Training	<u>Sept 17 at 9am</u>
Procurement Q&A	<u>Sept 21 at 9 am</u>

Previous Supplier Spotlights

BISM	<u>Watch Here!</u>
Club Colors	<u>Watch Here!</u>
Amazon	<u>Watch Here!</u>



Helpful Tools and Links

Procurement Website

Paw Procurement Training and Forms

P-card Information

Have a question? Send an RT!

Add or Edit a New Supplier

MyUMBC Procurement Group

Your Procurement and
Strategic Sourcing Team