UMBC

PROCUREMENT AND STRATEGIC SOURCING

Procurement Purpose

3rd Edition

November 2026

Welcome to the Third Edition of the Procurement Newsletter!

Hello,

First and foremost, I would like to extend my heartfelt appreciation to all of our departments, divisions, and schools for your continued partnership, collaboration, and support. Your commitment to working alongside our Procurement and Strategic Sourcing team plays an important role in our ability to serve the University community effectively.

Procurement is more than policies, procedures, and purchasing. It is about people, relationships, communication, and working together toward a common goal.

Since our last newsletter, we have made several meaningful improvements to better support your procurement needs. These include enhancements to our Procurement Approval Workflow (PAW) request process, updates to our Procurement website, and the creation of a Procurement Approval Guide to provide greater clarity and understanding of the approval process.

What makes these accomplishments especially meaningful is that they were inspired by your questions, suggestions, and willingness to communicate with us. Your feedback has helped us identify opportunities to improve, simplify processes, and provide resources that better serve our campus community.

As UMBC embarks on its next chapter through the newly released Bold Moves: Strategic Ambitions for the Future of UMBC, our department remains committed to supporting this shared vision. In particular, the strategic pillar Cultivate Organizational Innovation and Vitality speaks directly to our ongoing efforts to strengthen processes, improve communication, embrace innovation, and provide the tools and resources needed for our campus community to thrive.

We also recognize that there is always room for improvement, and we cannot do it alone. We welcome your thoughts, ideas, questions, and even your concerns. Every conversation provides an opportunity to learn, grow, and improve how we serve you.

Your feedback is not simply a suggestion, it is the beginning of a conversation and the foundation of a continued partnership.

We look forward to continuing this journey together, building stronger relationships, and making procurement a more positive and collaborative experience for everyone.

With sincere appreciation,

Rosetta Butler, Executive Director, CMPO, CPPB

Updates and News

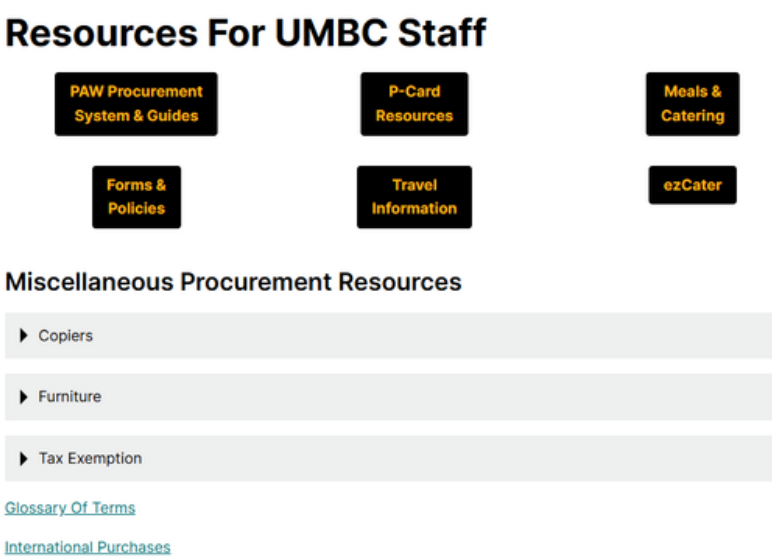
Website Upgrades:

We thank you for your patience while we have completed all major website upgrades. A few items have moved for ease of navigation. Updates include:

- An updated Awards page,
- Easily clickable tiles for UMBC Staff (pictured below)
- Information about Procurement methods (pictured below)
- and an upgraded page for suppliers

Minor updates will continue as feedback is obtained

We are working on developing a decision flow chart for the different procurement methods to assist the departments navigate the procurement process.





Updates and News

Certifications!

Please join the Procurement Department in congratulating, **David Clurman, Contract Administrator**, on earning the Certified Professional Public Buyer (CPPB) certification!

The Certified Professional Public Buyer (CPPB), issued by the Universal Public Procurement Certification Council (UPPCC), validates core operational expertise for public purchasing specialists in key areas like sourcing, contract administration, and statutory compliance.

Together with the executive-focused Certified Public Procurement Officer (CPPO) designation, these credentials represent the gold standard for public-sector procurement. Governed by an independent body, they provide objective, peer-reviewed benchmarks tailored specifically to public agency requirements—prioritizing transparency, legal ethics, and responsible taxpayer stewardship

Procurement would also like to congratulate **Christina Carvin, Administrative Assistant**, on her successful completion of the Certified Maryland Procurement Associate (CMPA) certification.

The CMPA program is the first tier of the Maryland Procurement Academy's (MDPA) certification series and Procurement Officer career path, designed for those starting their procurement careers or working closely with procurement.

Christina and David's continued professional development is a testament to their commitment to the University mission.



David Clurman,
CMPA, CMPO, CPPB



Christina Carvin,
CMPA

Quick Reminders!

As we approach the second half of the fiscal year we ask departments and divisions to review their outstanding project list and use the below chart to ensure that their request is submitted in enough time to get through the procurement process.

For your convenience, access to the Procurement Methods page is also available **at this link.**.

Procurement Type	Amount	Timeline*
Small Purchases	Under $25K	2-3 Weeks
Simplified Procurements	$25K - $200K	4-6 Weeks
Request for Bid (RFB)	Over $200K	1-3 Months
Request for Proposal (RFP)	Over $200K	3-6 Months
Sole Source Procurements	All Amounts	2-3 Weeks
Cooperative Procurements	All Amounts	3-4 Weeks

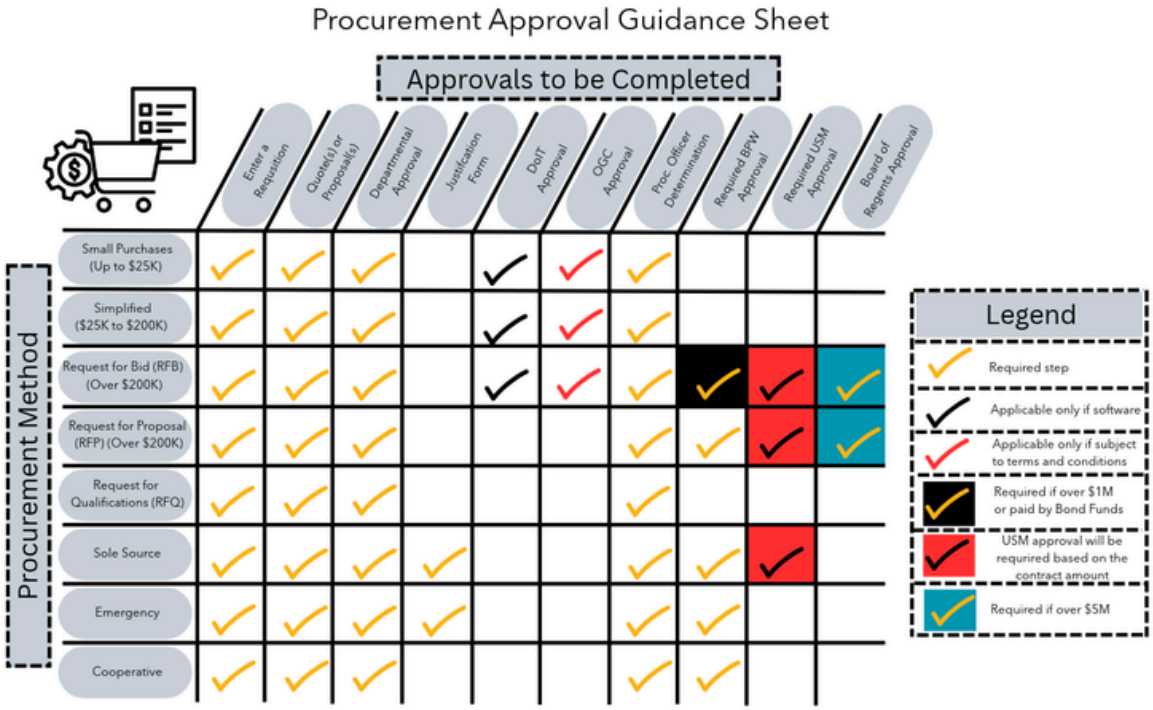
*Additional time may be required for highly complex procurements, Board of Public Works approval (when applicable), contract negotiations, or other required reviews.

Procurement Guidance Sheet

We have heard your requests and have created a Procurement Approval Guidance Sheet.

This sheet is your one page guide of every approval that is needed to complete any type of procurement. This sheet is also available on the Procurement Website home page→ **Procurement Process.**

Procurement is working on more guidance sheets so be on the look out!



Coming Soon

Events and Activities

P-Card Training ..... **Nov 11 at 10 am**

Supplier Spotlight: E&I ..... **Nov 10 at 2 pm**

About E&I Cooperative Services, a company that focuses on creating cooperative contracts that member agencies are able to use for their contracting needs. Discover how E&I supports purchasing at UMBC. We'll share a practical overview of how to use E&I contracts, access supplier resources, and identify opportunities to reduce sourcing time while achieving your purchasing goals.

Supplier Spotlight: MCE ..... **Dec 8 at 11 am**

Previous Supplier Spotlights

BISM ..... **Watch Here!**

Club Colors ..... **Watch Here!**

Amazon ..... **Watch Here!**

4imprint ..... **Watch Here!**

National & Enterprise Rental ..... **Watch Here!**

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

Have a great day, thanks for reading!