

Responses to PWR 004 and TRANS 001

From: Elmore, Richard D
Sent: Tuesday, September 22, 2015 5:52 PM
To: Duff, Kevin D <kevind@uillinois.edu>
Cc: Vitosky, Joseph W <JoeV@uillinois.edu>
Subject: RE: Recommendations from iCAP

Kevin

Regarding the two recommendations, here are my thoughts:

Recommendation 1:

Hire a Purchasing Coordinator to facilitate and implement policy changes to reduce waste, to meet the commitments of the iCap.

Response:

Given funding constraints and the current UA hiring freeze, OBFS (Procurement Services) is not appropriately funded or staffed to hire a full-time Purchasing Coordinator to facilitate iCap commitments. However, prior approval has been granted to hire an Associate Director of Compliance and Policy within Procurement Services and that position will be filled by November 2015. The new AD of Policy and Compliance can work with the Zero Waste Coordinator to implement and facilitate policy changes in accordance with the Illinois Procurement Code and Purchasing Laws. In addition, through these policy changes, the AD Policy and Compliance can establish and foster waste and recycling training to all Purchasing buyers in an attempt to meet the commitments of the iCAP.

Recommendation 2(a):

We'd like TEM to capture the actual distances traveled by various transportation modes.

Response:

TEM currently captures POV miles traveled and data reports can be generated to reflect actual miles, destinations, department, traveler, and dates traveled. Currently, the system does not capture actual distances traveled by rail and air. Capturing actual distances traveled by air would require a significant modification to TEM. Initial queries and discussion with the TEM vendor (Infor) determined that this modification would cost between \$40,000 and \$50,000 to implement and \$10,000-\$12,000 annually for the cost of mileage tracking/identification software subscriptions. Currently, we are able to identify city pairs for air and rail travel and can provide data detailing departure and arrival locations for all travel.

Recommendation 2(b):

We'd like some sort of questions (or dropdowns) that would allow us to classify the purpose of the travel into categories that could then be analyzed.

Response:

Currently TEM has two mandatory blocks relating to “purpose” when submitting requests for reimbursement. The first is a dropdown box under “Purpose”. This dropdown box includes a selection for travel and travel related expenses. The second block is a fill-in requiring info on the “business purpose/justification.” Although there are no standard set of options for info in this block, travelers often state in this block numerous travel categories that include, but are not limited to: conference attendance, training, donor event, recruiting event, research travel, etc. Detailed reports from TEM can be generated to segregate travel occurrences and business purpose of the travel although a wide variety of business purposes would be present. Adding a drop down box to the business purpose/justification block would require a modification to the system. Prior to seeking a modification to the system, recommend we first determine the number of choices we wish to pursue be added that meets the intent of the SWATeam while maintaining fiscal requirements necessary to process TEM requests.

Give me a shout if you wish to discuss further or want to drill down further into the details. All are doable but there is a significant cost to each and I have some budget constraints since these are not programmed costs.

Duane

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