

## Dun and Bradstreet: In Your Corner

**Edna Wells Handy**  
Commissioner

**Inside This Issue:**

*Dun and Bradstreet*

*Public Surplus*

*NYS M/WBE Forum*

*Vendor Brown Bag*

*Staples*

*DCAS Logistics -  
Central Storehouse  
Update*

*Remi Update*

**OCP Contact List:**  
*Sergio Paneque, Chief  
Acquisition Officer  
(212) 386-0225*

*Robert Cleary, A/C  
Citywide ACCO  
(212) 386-0228*

*Carol Green, A/C  
Agency ACCO  
(212) 386-0400*



The New York City Department of Citywide Administrative Services (DCAS) Office of City wide Purchasing (OCP) has contracted with Dun and Bradstreet's (D&B) Supplier Risk Manager (SRM) in an effort to provide NYC staff with valuable insight into the vendor community. SRM is a web-based solution for procurement professionals with large complex supply chains with program capabilities including supply base analysis and reporting, risk management, monitoring, and certification, all in a dynamic and real-time fashion. This enterprise license is currently offered **at no cost** to City agencies. The tool will prove to be invaluable for staff conducting responsibility determinations, contract managers, legal counsel/compliance units, data analysts and any other staff who interact with vendors.

DCAS held a demonstration of SRM's capabilities at the Mayor's Office of Contract Services (MOCS) monthly Agency Chief Contracting Officer (ACCO) meeting in June 2012, which was followed by a citywide communication letter from DCAS to Agency ACCOs announcing the availability of the vendor management tool. City agencies were asked to sign up at [ocpcommunications@dcas.nyc.gov](mailto:ocpcommunications@dcas.nyc.gov) and identify their "super-users" responsible for the following:

- Providing general Agency support for use of the SRM tool and serving as the main Agency point of contact with DCAS
- Communicating the tool's availability to internal Agency stakeholders
- Establishing new users within the application, as appropriate
- Mapping an Agency vendor portfolio for relevant stakeholders

- Attending and coordinating user training sessions to learn how to navigate and use the tools

In addition, four hands-on training sessions were conducted in the summer by D&B personnel to train users on navigating in SRM. Webinars are also available online to aid users in getting the most out of SRM's functions.

Currently, SRM hosts information on over 35,000 NYC DCAS vendors, including three years of Agency Spend Transactions (2011-2013). This data is updated quarterly. There are over 150 active users and OCP is continuing outreach efforts to increase utilization of the tool.

D&B was the first participant in DCAS' new monthly Vendor Brown Bag Series on November 15, 2012. It was a great opportunity for agencies to maximize their Supplier Risk Manager experience. Going forward, users will receive D&B monthly tip sheets illustrating the most effective methods of leveraging the tool.



For more information or to sign up for the Supplier Risk Manager, please contact [ocpcommunications@dcas.nyc.gov](mailto:ocpcommunications@dcas.nyc.gov).

## M/WBE

In October 2012, DCAS participated in the New York State Minority & Women Business Enterprises (MWBE) Forum which is the largest statewide business opportunities event for Small Businesses, including MWBEs and Disadvantaged Business Enterprises (DBEs).



**NEW YORK STATE MWBE FORUM**  
**New York Works for MWBEs**  
The Largest Forum on Business Opportunities  
THURSDAY, FRIDAY & SATURDAY / OCTOBER 25 TO OCTOBER 27, 2012  
EMPIRE STATE PLAZA CONVENTION CENTER / ALBANY, NY

The forum was hosted at the Empire State Plaza Convention Center in Albany, NY, where M/WBE Officer Christine Norman and M/WBE Analyst Anjanette Antonio provided attendees with exclusive insight about how to do business with DCAS.

Overall, the NYS M/WBE Forum is a great opportunity to meet vendors interested in doing business with NYC and DCAS. "We were able to put a face to a number of companies the agency is currently doing business with as well as to those whom we've only engaged with by phone or e-mail," said Christine Norman.

(continued on page 04)

## Since August 2012, the DCAS Office of Citywide Purchasing (OCP) Has Been Selling City Surplus Goods Online

The Office of Citywide Purchasing's implementation of a contract with an online auction firm, The Public Surplus Group, has paved the way to transition into an electronic relinquishment process. The service allows the City to reallocate and/or sell its surplus assets through the [www.publicsurplus.com](http://www.publicsurplus.com) online auction site, and facilitates a timelier disposal of agency surplus assets and the ability to offer variable quantities from agency locations.

Agencies are able to enter relinquishments electronically and create auction offerings. In most cases the items for reallocation will initially be offered to City agencies before they are made available for sale to the public. This inter-agency reallocation service is an important feature built into the Public Surplus service.

In conjunction with a Public Surplus representative, OCP staff have been conducting on-site orientation meetings with various agencies. These meetings involve registering salvage officers on the Public Surplus service. To date, approximately 43 meetings have been conducted. Many of these meetings also include the review and assessment of surplus assets for proper auction staging and offering. Since the implementation of the online service on August 1<sup>st</sup>, 225 auctions have been conducted, resulting in the sale or reallocation of most items between agencies.

OCP can also offer agencies staging space on a limited basis, where on-site disposal may not be feasible due to timing, volume or an agency's space limitations.

(continued on page 03)

**"The transition from manual sale to an online auction allows the City to discard property in an efficient, economical and effective manner."**

## Vendor Brown Bag Series



The DCAS is pleased to announce the ever-growing **Vendor Brown Bag Series**. The goal of this monthly series is to facilitate dialogue among City purchasing and programmatic staff, vendors, industry leaders and interest groups. The format of this series is a presentation followed by a question and answer session. The speakers will cover a host of topics as listed below.

### **Topics:**

- New Contract Offerings
- Industry Trends
- Emerging Technologies
- New M/WBE Offerings
- Environmentally preferable (i.e., “green”) products/initiatives
- Industry Price Trends

The Brown Bag Series debuted in November 2012.

**Vendor: Fastenal**

**Topic: Maintenance, Repair and Operational (MRO) supplies**

**Date: January 30, 2013**

**Location: 1 Centre Street  
18<sup>th</sup> Floor Pre Bid Room**

**Time: Noon-1:30pm**

Please email [ocpcommunications@dcas.nyc.gov](mailto:ocpcommunications@dcas.nyc.gov) to RVSP for future events. Thank you.

## Since August 2012, the DCAS Office of Citywide Purchasing (OCP) Has Been Selling City Surplus Goods Online (continued)

For smaller items, bulk containers are made available for backhauling to the DCAS Central Storehouse.



*“DCAS is committed to cutting costs, generating income and reducing waste. The Public Surplus Auction is another example of how to achieve these goals in an efficient and cost effective manner,”* said Edna Wells Handy, Commissioner of DCAS.

*“The transition from manual sale to an online auction allows the City to discard property in an efficient, economical and effective manner... This is part of the Office of Citywide Purchasing’s ongoing efforts to ensure the provision of first class services,”* said Sergio Paneque, Chief Acquisition Officer of DCAS.

Members of the public are encouraged to take advantage of this innovative venture. City employees are not allowed to bid on City surplus property.

Public Surplus, LLC was founded in 2000 and is a leading service provider in the online auction market for government agencies and not-for-profit organizations. Their services include free registration, a 7 year audit trail, item preparation training, reporting, auction marketing, payment collection, secure offsite redundant servers and support via email, online chat or phone.

For more information on the Public Surplus program, please contact Robert Riccelli, Executive Director of Program Evaluation, Reengineering & Revenue, at [rricelli@dcas.nyc.gov](mailto:rricelli@dcas.nyc.gov) or call (212) 313-3203.

## Do It Right



**Save the environment and help the City of New York incur significant savings when ordering 30% recycled paper through the Staples Advantage program.**

You can now order 30% recycled paper using the Staples Advantage program through the DCAS Logistics-Central Storehouse (CSH). Recycled paper is available in the most common size to fit all your printing needs, including: letter, legal, 11x17 and letter 3-hole punched.

Staples offers thousands of recycled-content paper products – from notebooks, legal pads, to copy and printing paper. Most of their designated “eco-conscious” recycled paper products have at least 30% post-consumer recycled content and meet U.S. EPA Comprehensive Procurement Guidelines.

### Savings, Savings and More Savings

In addition to the benefits of restructuring, City agencies are realizing substantial savings from the smart purchasing model which has resulted in a significant reduction in the cost of copy paper despite the fact that the overall market cost of paper has increased. The cost of copy paper has been reduced by approximately 16%.

### Staples Brand Products

Because many of their recycled paper products are manufactured under their own Staples® brand, the quality is guaranteed and the pricing is exceptionally competitive when compared with other national brands.



## M/WBE (Continued)

The one-on-one contact is invaluable, and the two-day conference allowed time to engage with vendors and delve more deeply into many of their unique offerings. Vendors also had an opportunity to learn about the services provided by DCAS and how we buy our goods and services.

M/WBE Officer Christine Norman was a panelist on the “Commodity Opportunities” session, where she detailed how to navigate the commodities procurement process first-hand.

For more information on doing business with DCAS, please contact Christine Norman, M/WBE Officer, at [cnorman@dcas.nyc.gov](mailto:cnorman@dcas.nyc.gov) or call (212) 386-0383.

## DCAS Logistics – Central Storehouse Update

DCAS Logistics – Central Storehouse, formerly known as the Central Storehouse, is restructuring its product offerings and focusing on supplying citywide core commodities. City agencies are now able to acquire those commodities not carried by the Central Storehouse directly from MRO (maintenance, repair and operational) supply vendors.

In May 2012, the Office of Citywide Purchasing (OCP) awarded three contracts for MRO supplies to Grainger, Fastenal and MSC Industrial.

The MRO contracts save the City time and money by replacing approximately 900 agency purchases and 62 DCAS Storehouse contracts for electrical, plumbing, material handling and janitorial supplies. MRO catalog contracts provide agencies with flexibility and variety in selecting the right items at competitive prices. City agencies are able to utilize the MRO contracts by the same method as the Staples contract.

Agencies can place orders easily and quickly through the vendors' custom landing page, eliminating small purchases and reducing cycle time. The DCAS Logistics – Central Storehouse will continue to offer approximately 600 commodities which City agencies can acquire through the online requisition system.

As part of OCP's commitment to improve services and deliver savings, we have negotiated a number of new contracts for items such as copy paper and toilet paper. City agencies are now paying lower prices despite the fact that the overall market cost of paper has increased. The contracted rate of copy paper has been reduced by over 16% from \$32.88 per carton to \$27.50. The projected Citywide savings from paper is \$1.5 million over three years. The cost of toilet paper has been reduced by nearly 20% from \$36 per carton to \$29. The projected Citywide savings from toilet paper is \$1.12 million over five years.

In late 2011, DCAS Logistics – Central Storehouse conducted a survey to agencies providing them with the opportunity to identify their top priorities. As a result of this feedback, DCAS Logistics – Central Storehouse now offers enhanced services to meet our clients' evolving business needs. These services will ensure that City agencies have the resources they need to achieve their mission goals.

DCAS Logistics – Central Storehouse encourages City agencies to call or email the Central Storehouse Hotline at 718-417-2004 or [CSH@dcas.nyc.gov](mailto:CSH@dcas.nyc.gov) to discuss how they can best continue to serve you.

### Enhanced Services

- **Logistics Services** leverages the purchasing power of City agencies in order to obtain the best possible prices. DCAS Logistics – Central Storehouse consolidates multiple commodities and deliveries to City agencies by effectively sourcing and routing orders.
- **Supply Chain Consulting** is a value-added service that provides City agencies with inventory consulting to ensure best practices, identify savings and increase operational efficiencies throughout the supply chain.
- **Inventory Management** is the temporary leasing and long term storage of space and the human capital needed to manage agency inventory needs such as vendor managed inventory (VMI), certified material handling operators and reverse logistics.
- **Backhauling** reduces "dead heading" which entails trucks returning empty to the Storehouse. Agencies can use backhauls to provide their services faster, cheaper, more efficiently and repurpose their workforce. The Storehouse will haul items from any of the four boroughs to Manhattan.
- **Training** is available for city employees for Material Handling Equipment which enables agencies to be OSHA certified. This service is provided **at no cost** to City agencies resulting in budgetary savings and contributing to a safer workplace.



## REMI

The goal of the Remi Requirement Contract featured in Issue 1 of [Inside Citywide Purchasing](#) is to deliver superior equipment maintenance performance and yield significant cost savings through their specialized management tools, expertise and support. The program offers a fixed discount of 27% applied to an Agency's current maintenance service agreement cost. Within the first year, seven City agencies participated in the program covering a broad range of equipment types. The typical equipment covered by this contract includes general office, information technology, security, research, communication and mail room, plus any other electronic- based equipment. As of August 2012, the total savings achieved is \$130,795.47. Currently, Remi continues to work with City agencies to provide them with first rate equipment maintenance services.

Please see the five easy steps below to get started:

- You can now upload information from the new Remi New York City website.  
<http://nyc.remisolutions.com/>  
User Name: RemiNYC  
Password: RQ3287006
- Remi will perform a detailed analysis of your current equipment maintenance agreement.
- To receive a proposal outlining what Remi can do for you, send copies of the following documentation:
  - Copies of actual service contracts with current pricing and terms and conditions. This will allow Remi to match the customized coverage you currently have on each piece of equipment and provide you with an accurate quote.



- If you do not have service contracts, send a list of all the equipment you would like quoted with the manufacturer and model numbers, items number, serial number, purchase number and location.
- Remi will analyze your current service contracts and equipment coverage provisions.
- Remi will develop a proposal specifying cost savings, coverage, and detailed equipment schedule.

To view the contract, please click on the following link:

<http://extranet.dcas.nycnet/nycprocurement/dmss/home.asp>

For more information about Remi Requirement Contract # 3287006, please contact Robert Cleary, Citywide ACCO, at [rcleary@dcas.nyc.gov](mailto:rcleary@dcas.nyc.gov) or call 212-386-0228.

