Employee Council Presentation

Mike Mandl, Executive Vice President, Finance and Administration
September 21, 2011
Agenda

- Update on Emory’s financial position
- Finance and Administration priorities for FY2012
- Master Plan progress
- Workforce and labor update
Campus Development

1. Yerkes Neurosciences Building & Parking Deck
2. Emory Children’s Center (ECC) Building
3. Goizueta Business School Extension
4. Sorority Village
5. Freshman Housing, Turman Hall
6. James B. Williams School of Medicine
7. Freshman Housing, Few and Evans Halls
8. McDonough Stage
9. Candler School of Theology and Center for Ethics (Phase 1)
10. PAIS (Psychology & Interdisciplinary Sciences)
11. Emory Conference Center Hotel Expansion
12. Claudia Nance Rollins School of Public Health Expansion
13. Freshman Housing, Longstreet and Means Hall
15. Front entrance and roadways

EMORY UNIVERSITY
Health Sciences Research Building
Emory Point
Freshman Housing Plan; Holmes Hall
Labor – Categories of Vendor Relationships

- **On-going campus based services**: contract agreements with a third party to provide long-term on-going services on campus. Third party provides the staff (and associated management duties) to work on campus (Sodexo, IKON)

- **Service agreements**: agreements for annual/periodic services, defined in advance; employees generally not solely assigned to Emory (Elevator maint., pest control, bio-hazardous waste removal)

- **Contractors and consultants**: agreements for specific services/projects as needed or on a short-term or specific project basis (New construction general contractors)

- **Supplier agreements**: purchase agreements for various goods and services (Staples, Dell, Fisher Scientific)
Labor – The Process of Contracting at Emory
(through Procurement and Contract Administration)

• General Process
  – Engage Stakeholders
  – Develop Business Case
  – Determine “Go to Market” strategy
  – Request for Information (RFI) formulation
  – Request for Proposal (RFP) formulation
  – Selection of Supplier
  – Negotiation and Execution of Agreement
Labor – Vendor Selection Decision

• During the development of the RFP (Request for Proposal) Procurement will work with the Stakeholders to develop the selection criteria. Criteria to be considered (in no particular order):
  – Service
  – Quality and Safety
  – Technical Capability
  – Delivery
  – Performance History
  – Cost
  – Operating Controls
  – Social Responsibility
  – Financial Position
  – Reputation and Position in Industry
  – Management and Organization
  – Convenience/Simplicity
  – Risk
  – Agility
  – Geographical Location
Labor – Principles that Guide the University’s Decision to Outsource

- Pursuit of University’s mission and vision is believed to be enhanced in some manner

- A third party exists in the marketplace whose core business is to deliver the respective service

- Improvement in quality of service, cost, risk management, among other factors, can be achieved

- The nature of the service that needs to be conducted may “flex” throughout the year and the broader market of a more geographically distributed provider has an advantage in meeting the “flex” demand
Labor – Contract Monitoring

• Programmatic Monitoring
  – reviewing the service provisions of the contract to determine that the contractor is providing the desired quality
  – conducting various interviews to determine if the services are being performed according to the contract
  – conducting on-site reviews, when appropriate, to check the nature and quality of the services being provided

• Administrative Monitoring
  – Compliance with Terms and Conditions
  – Insurance Coverage
  – Licensure Requirements

• Fiscal Monitoring
  – Review of invoices
  – Financial Stability
  – Compare budgets and/or budget limits to the actual costs
Labor – Emory and Peer Institutions

• Emory actively maintains close relationships with peer institutions in order to keep abreast of the most recent best practices. Emory is viewed as a resource by other Higher Education Procurement and Contracting organizations.
• Emory interacts on a regular basis with our peer institutions by participating in listserv’s and professional organizations.
• Emory hosted over 25 Universities and local governments to explore our operations. This is due to Emory’s reputation as a best-in-class Procurement and Contracting organization.

• Staff Certifications
  – Certified Professional in Supply Chain Management (CPSM)
  – Certified Profession in Supplier Diversity (CPSD)

• Memberships
  – Workers Rights Consortium (WRC)
  – Fair Labor Association (FLA)
  – National Association of Educational Procurement (NAEP)
  – Institute of Supply Management (ISM)
  – TAGM (Tennessee, Alabama, Georgia, Mississippi) Regional Arm on NAEP
  – Georgia Minority Supplier Development Council (GMSDC)

• National Awards
  – 2009 national award for “Excellence in Procurement” from the National Association for Educational Procurement
  – 2011 Practitioner “Pros to Know” awarded by Supply and Demand Chain Executive Magazine