



University of Pittsburgh

Office of the Chief Financial Officer

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Arthur G. Ramicone
Chief Financial Officer

MEMORANDUM

TO: University Purchasers
FROM: Arthur Ramicone *Arthur Ramicone*
DATE: February 10, 2014
SUBJECT: Office Supplies Award

In the spirit of continuous improvement, we are pleased to announce the award to Supra Office Solutions, Inc., as the [platinum-level provider](#) of office supplies for the University of Pittsburgh.

Supra is a full-service contracted supplier that will provide the local sales, delivery and customer support required by University purchasers, and management of a paperless buy-to-pay process through the PantherExpress System. Supra's strategic alliance partner, Office Max, Inc., will ensure access to an extensive product selection, including popular name-brand and OfficeMax brand products. By leveraging our membership in the 3,000+ member Educational and Institutional (E&I) purchasing cooperative and consolidating our spend with one supplier, the University has achieved significant savings on our highest demand products.

Over the last nine months, a thorough analysis of the office supplies market segment and the University's spend patterns was conducted, and input on product, delivery and service requirements was obtained from 1500 purchasers across the University's Oakland and regional campuses. Your input was critical in structuring the new office supplies contract. In addition to cost savings of approximately \$1.3 million over the next five years, faculty and staff will benefit in the following ways.

- Low administrative costs via a streamlined, paperless procure-to-pay process in the PantherExpress System
- Elimination of administrative time spent on comparison shopping by providing the best overall cost from one source

- Increased savings through a contractual agreement for free freight and next day delivery service on orders placed by 4:00 pm ET
- Improved customer support with a local, dedicated team of representatives
- Service excellence provided with 100+ years of combined industry experience of Supra's executive team and associates

In addition to the benefits above, the Supra/OfficeMax partnership advances the University's commitment to Pennsylvania business development, supplier diversity, and economic inclusion. Supra is an African-American owned company headquartered in a Pennsylvania HUBZone. An important consideration for University researchers in meeting federal and state grant and contract subcontracting plan requirements. Supra holds numerous certifications as a Minority Business Enterprise (MBE) from the Pennsylvania Department of General Services, PA-NJ-DE Minority Supplier Development Council and Western Pennsylvania Minority Supplier Development Council, and also meets Tier 1 Small Business Administration (SBA) diversity partnership requirements.

This new contract is effective **March 3, 2014**. Important information including answers to frequently asked questions, resources and contact information is available at <http://cfo.pitt.edu/osci>.

AGR:slc