

COST SAVINGS IDEAS

Whenever making a purchase, ask the supplier for a higher ed discount-many suppliers offer significant educational discounts.

Before purchasing, **Get competitive quotes**-2 at minimum, preferably 3, to be sure the cost of the good or service you are purchasing is competitive. Any purchase over \$5K, definitely get 3 competitive quotes, (unless you can source from a GPO or a Lafayette contracted supplier.)

Review the need to purchase: Do you really need this item? Can you delay the purchase (perhaps until a known sale or promo period like the end of the year)? Can you repair the item vs purchase new?

Review the quantity... purchase a lesser quantity if feasible. e.g. 1 item vs 1 case.

Review the brand...can you purchase a generic item vs name brand? Example-printer toner.

Review and evaluate a service/maintenance agreement at time of new purchase or at renewal. For example, technical support is probably available at different price points: do you really need a response time within 2 hours at a higher price point? Consider a longer response time to save money. e.g. 4 hours, or 1 business day. Often there is a significant difference in price between a very rapid response time and a slightly extended response time. If you have had an agreement for a few years and never need the service, you might consider a less expensive agreement, and IF a shorter response time is needed, pay for then as a one time only event.

Utilize existing contracts the College has with preferred suppliers and group purchasing organizations (GPOs). These usually provide significant discounts, and one can save money by using the contract without the additional investment of time to seek competitive quotes (this is acceptable under the College's procurement policy). A list of these GPOs is below and on the Procurement website at <https://purchasing.lafayette.edu/helpful-links/>

These GPOs offer many items and services including electronics, photo equipment, scientific equipment, MRO supplies, office supplies, technology.

GPO links

- E&I <https://www.eandi.org/contract-finder/?list=higher-ed>
- OMNIA PARTNERS (includes US Communities and National IPA) <https://www.omniapartners.com/publicsector/contracts?>
- Sourcewell (formerly NJPA) <https://www.sourcewell-mn.gov/contract-search>
- Commonwealth of PA COSTARS <https://www.costars.state.pa.us/HomeMem.aspx>
- How to Use COSTARS <https://www.dgs.pa.gov/COSTARS/Program-Resources/Pages/default.aspx>
- PEPPM <https://www.peppm.org/contracts>
- KPN <https://www.thekpn.org/ct>
- LVAIC <https://lvaic.org/about/collaborative-initiatives/joint-purchasing-program>
- AICUP <http://www.aicup.org/Collaboration/BEP/Procurement>

Avoid buying if possible items that involve proprietary technology or equipment. This usually means you the customer will pay a premium for service and parts.

Do not accept supplier agreements and contracts with clauses that have auto-renewals ("evergreen") or "exclusive" language without review/negotiation by a department head, procurement, and/or legal counsel. These contracts limit your ability to leave a supplier in a timely manner, and utilize a supplier that may be able to perform the services at a better price, better coverage options, etc.

If the purchase is to replace an item, check to see if the item is under warranty, and if it is, contact supplier for a warranty replacement or prorated refund.

Call Procurement for assistance with sourcing.