DATE: August 13, 2012

TO: CSU Presidents

FROM Ephraim P. Smith
Executive Vice Chancellor and
Chief Academic Officer

Benjamin F. Quillian
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: Synergy Efforts in Purchasing - Generic Office Products

The CSU Presidents have endorsed the recommendation of Presidents Armiñana and Morishita to use the Office-Max auto-substitution program. Generally speaking, this program automatically replaces higher cost named brand products with lower cost OfficeMax or generic brand products with similar fit, form and function as the higher cost items. The ordering system advises the purchaser at the time of the order that a substitution has been made. The estimated cost avoidance using this process is a minimum of several hundred thousand dollars per year.

The program will be implemented on October 1, 2012. Like our contract with OfficeMax, the auto substitution program will be a “full participation” initiative contract meaning that it is the primary source of office products in the CSU. The items being substituted in this program have been reviewed by a sub-group of procurement officers on the OfficeMax contract oversight team. There will be an ongoing review of the program to ensure the needs of the campuses are being adequately met.

More detailed information will be provided to the procurement officers and other appropriate campus personnel. If you have questions about this change in procurement practice, you may contact Tom Roberts, Director, Contracts and Procurement at troberts@calstate.edu or 562-951-4583.
c: Charles B. Reed, Chancellor
Vice Presidents, Finance/Administration
Vice Presidents/Provosts, Academic Affairs
Vice Presidents, Student Affairs
Vice Presidents, Advancement
Chief Information Officers
Assistant Vice Presidents for Finance/Administration
Bruce Briggs, Assistant Vice Chancellor/Chief Information Officer
Tom Roberts, Director, Contracts and Procurement