

# JMU/TSRC Quick Ship Furniture Program

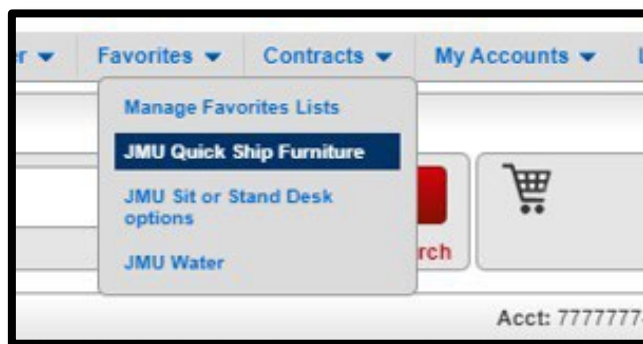
## Frequently Asked Questions

### 1) Can you provide a summary of the TSRC Quick Ship Program?

JMU Procurement Services, as a benefit of the university receiving Level III, has been able to develop this JMU/TSRC Quick Ship Furniture Program. A small number of specific furniture items will now be available for campus to purchase without additional waivers. Delivery on these specific items will be 7-14 days and all offer substantial savings on comparable items previously purchased through VCE. We have worked to identify items at different price points for departments to have options that will be within their budget. The items selected are from a reputable manufacturer (HON) with warranties in place. The JMU/TSRC Quick Ship Program also allows us to utilize a certified SWaM vendor for these purchases. In addition to the savings received, the university will also benefit from incentives on these purchases already incorporated into our TSRC contract.

Departments must order the specific items selected for the JMU/TSRC Quick Ship Program by obtaining a quote from the JMU TSRC Sales Rep and only for the items outlined in the Quick Ship Program flyer. Individual orders for the JMU/TSRC Quick Ship Program may not exceed \$10,000.00. Orders should not be split to remain under this threshold. All orders for furniture will still flow through Procurement Services for review and approval, but assuming all items selected are from the approved JMU/TSRC Quick Ship Program the approval will be expedited without additional requirements.

The available options can be found in the punch-out catalog under “Favorites” and “JMU Quick Ship Furniture” (see below). Please note that while an order may be placed directly through the punchout catalog, to ensure installation is included and the order is processed correctly through TSRC’s furniture division, a quote will be required. If a quote is not used, you will be asked to withdraw your REQ and resubmit as a non-catalog order with a quote attached.



### 2) I thought it was mandatory that we order all furniture from VCE – what has changed?

With the university’s Level III Delegation we are able to offer this program. Other Level III institutions have developed similar programs. VCE is still a valuable first source for the university’s furniture needs. Departments in need of furniture should still source with VCE for any item not available on the JMU/TSRC Quick Ship Program. In addition, departments may still choose to utilize VCE over the JMU/TSRC Quick Ship Program. This program just offers departments an additional source and potential savings for a few common furniture needs.

**3) What benefit is this to the university and my department?**

The items selected in the JMU/TSRC Quick Ship Program are all items that will arrive in 7-14 days of the order. This expedites the receipt of these furniture items compared to VCE. All items selected also have significant cost savings compared to similar items offered through VCE. Due to the fast availability of these items, you will be able to order these furniture items later into the fiscal year (recommended to place orders no later than mid-May) and still have them be delivered and processed on your SPCC before the end of the FY. Orders to VCE should all be processed no later than March to ensure delivery before year end.

TSRC is a SWaM certified small, women-owned business and these purchases will count towards our SWaM goals. In addition, per JMU's contract with TSRC the university receives annual incentives for all TSRC purchases and will receive incentives this JMU/TSRC Quick Ship Program as well.

**4) If I want other specific fabrics or finishes can I get them through the TSRC quick ship program?**

No, only the items and colors that have been specifically selected are available through the JMU/TSRC Quick Ship Program.

**5) TSRC has other furniture items in their catalog and on their website, can I order those items as well?**

No, not as part of the approved JMU/TSRC Quick Ship Program. Only the items and colors specifically selected are available through the JMU/TSRC Quick Ship Program developed by JMU. For other furniture items you should source through VCE. If VCE does not have the item you are looking for, please work with the Procurement Services Furniture Buyers as they may be able to approve sourcing through another SWaM and / or Term Contract supplier (potentially other items through TSRC).

**6) May I pay for the quick ship furniture items I purchase through TSRC with my SPCC?**

Yes, similar to other supplies through TSRC, you should pay for your JMU/TSRC Quick Ship Furniture items on your SPCC. The transaction limit for these items is the same as the transaction limit on your SPCC (\$10,000.00).

**7) Is there a limit to purchasing through the JMU/TSRC Quick Ship Furniture Program?**

Yes, you may only make purchases up to and including \$10,000.00 on the JMU/TSRC Quick Ship Program. Higher dollar furniture purchases must have the involvement of a JMU Procurement Services Furniture Buyer and may require the purchase to process through VCE or have other justifications / waivers included.

**8) Can I purchase furniture through other vendors?**

Yes, you can purchase items through VCE. If you have a need for items that are not on the JMU/TSRC Quick Ship Program nor through VCE, you must work through a JMU Procurement Services Furniture Buyer to assist with the purchase and any required justification / waiver processes. Non JMU/TSRC Quick Ship and non VCE purchases for furniture should first be sourced through existing approved Term Contract suppliers and / or SWaM certified businesses.

**9) What are reasons that Procurement Services might work with me to purchase furniture from a source other than VCE or through the TSRC Quick Ship Program?**

Procurement Services will always first attempt to source through VCE as they are our primary source for furniture. If an item cannot be sourced through those processes, Procurement Services will work to source through existing available SWaM firms and/or Term Contract suppliers. The Procurement Services Furniture buyers will make a judgement based on our internal furniture policies. The Procurement Service Furniture Buyer must document our files as to why a purchase was made from another source. These situations are expected to be rare. All normal office furnishings (desks, office chairs, bookcases, file cabinets, standard lobby furniture, etc) not purchased through the JMU/TSRC Quick Ship Program are expected to be purchased through VCE.

**10) What items are available in the JMU/TSRC Quick Ship Program?**

Multiple styles and price points of task & conference chairs, an upholstered guest chair, a nesting chair, standing desks, two conference table options and several file cabinet / book case options are available. See the JMU/TSRC Quick Ship Program Flyer for a full listing, pictures and pricing. Also see the TSRC eVA Punchout Catalog under "Favorites" and then JMU Quick Ship Furniture section for options.



**11) Is it possible that the items available may change?**

Yes, there is always a chance as new products become available for Quick Ship or the needs of the university warrant it, we could add or remove items from the listing.

**12) Do I need to get a Furniture Waiver for furniture from the JMU/TSRC Quick Ship Program?**

No, Procurement has vetted and approved the items selected on the JMU/TSRC Quick Ship Program and departments will not be required to obtain any additional Furniture Waiver for these specific furniture items. Other non-VCE furniture items through TSRC or other vendors will still need an approved Furniture Waiver through Procurement Services. Please contact Annie Korn or Terri Wuenschel in Procurement Services for questions related to the Waiver process or buying other non-VCE furniture items.

**13) Who do I contact if I have questions about buying furniture for my department?**

Contact Annie Korn (8-3133, [kornah@jmu.edu](mailto:kornah@jmu.edu)) or Terri Wuenschel (8-7209, [wuenscth@jmu.edu](mailto:wuenscth@jmu.edu))