

Statement of Work Between Business Units

Business Units/Departments

Procurement Services; Facilities Operations

Scope

Jane Doe (Procurement), on temporary assignment, will relocate to Facilities and supervise the Facilities procurement and contract colleagues. Jane's duties will be to train the staff in procurement practices; determine if Facility's software system, Maximo, is being used to its full capacity, as well as how it will integrate with the upcoming Jaggaer software; complete a project report detailing the current state of the Facilities department, and a final report noting any changes that took place.

Start date and duration

8/1/17 start date. Full time/40 hours per week, for 26 weeks.

Deliverables – what is the expected result?

Achieve a unified focus for UB and SUNY procurement philosophy, culture, and operating practices within Facilities Operations and Procurement Services. The end result should be streamlined communication between the two departments; a singular understanding of the procurement process and requirements; development of an action plan to prepare for the upcoming software implementation of Jaggaer (university-wide procurement software to be implemented 17/18).

Additional information

At the end of the 26 weeks the AVP's of Procurement and Facilities will review the final report, and determine if additional service is needed. No funding will be exchanged for this service.

Name _____
 Printed Name _____
 Signature *Signature* Date 7/15/17
 Signature _____ Date _____
 Title AVP Procurement
 Title _____
 Unit Business Officer Printed Name NA
 Unit Business Officer Printed Name _____
 Unit Business Officer Signature _____ Date _____

Name _____
 Printed Name _____
 Signature *Signature* Date 7/17/17
 Signature _____ Date _____
 Title AVP Facilities
 Title _____
 Unit Business Officer Printed Name NA
 Unit Business Officer Printed Name _____
 Unit Business Officer Signature _____ Date _____