



FURNITURE, OFFICE SUPPLES & PUBLIC AUCTION

Business Operations developed strategic Bold Steps on February 27, 2017. This handout highlights the Spend Analysis program on major categories.

Office Supplies

From our study, we identified that SF State’s office supplies aggregate spend is **comparable** to that of other CSU campuses with similar employee size at **\$1 million** per year. We have saved **\$147,716** over last four years leveraging master contract vendors. Also, we have determined our lost opportunity cost for Fiscal Year 2014/15 to be approximately **\$27,229**.

We can maximize our saving opportunities by utilizing Campus MarketPlace discounts and **create** incentive by returning rebates to the college or department level.



Furniture

14.6% of SF State injuries happen at the desk costing **\$984,834** (incurred) over the last five fiscal years and **1,214** lost work days. Our goal is to **prioritize** an **ergonomically healthy work environment** by reducing injuries with ergonomic evaluations and furniture, using what we already owned, and educating staff and facilities to use our preferred vendors.

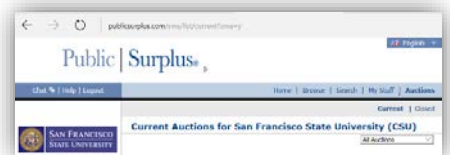
Our implementation strategies are to:



- Foster a culture of strategic, realistic, and healthy furniture purchases
- **Incorporate** this sustainable model into Human Resources on-boarding procedures

Public Auction

- Create a **Digital Swap Shop** using Public Surplus Auction site (with no additional expenses)
- Establish a **sustainable platform** that enables faculty and staff to exchange surplus items
- Develop a **Practice Directive and Procedure** supporting the implementation of this process



- Next steps:**
1. Present to Process Improvement Advisory Team, Sustainability Committee, and Human Resources
 2. Target Implementation Date: **Summer 2017**