

AAMC Guide to Changes for Suppliers

AAMC is making several changes to the Supplier Registration and Procurement Process. The updated procurement process integrates the tool SMART by GEP to improve efficiency and performance with a comprehensive solution that streamlines the process while providing greater transparency to the AAMC as well as the suppliers. The new process also introduces Global Risk Management Solutions (GRMS) to provide an AAMC-wide risk assessment of suppliers.

Supplier Management

- What's Changing:
 - o **All Suppliers must use the Workday Portal to add all contacts from your organization who will be interacting with the AAMC before the contracting process can begin.**
 - To register for the Portal, please send [THIS FORM](#) with everyone involved in the contracting or payment process to contracts@aamc.org.
 - Once registered, have your System Administrator reach out to AAMC for a detailed job aid.
 - o Commercial suppliers with a total estimated contract value over \$10K are required to register with our new risk management provider, GRMS, prior to contract execution as a part of our due diligence process as well as maintain critical documents such as diversity verification and IT security assessments. Failure to do so will result in the rebidding of any services you supply to the AAMC.
 - The fee for this program is \$250/year and is supplier funded.
 - Non-commercial suppliers (i.e. non-profits, universities and individuals) will be automatically registered.
 - Existing Suppliers will also need to register with GRMS when GRMS reaches out to you.
 - If you have questions about this program, please contact GRMS at https://www.globalrms.com/support_options.
- Action Needed:
 - o Existing Suppliers: register with GRMS when requested.
- What's Not Changing:
 - o Workday is the source of truth for all supplier data.
 - o Suppliers will still be inactivated after they have not done business with AAMC for 18 months.

Sourcing Process

- What's Changing:
 - o All Requests for Proposals, Quotes and Information will be completed using the SMART tool. This will allow for greater visibility and collaboration throughout the process.
 - o All responses must be made through the tool. We will not accept emailed proposals.
- Action Needed:
 - o None. Until you need to participate in a RFX. The job aids are located on the SMART tool under "Support."

Contracts

- What's Changing:
 - o Suppliers must be in SMART via Workday before contracting can begin
 - o SMART will be used for all phases of the contract from initial draft through signature. A job aid is there to help walk you through the various processes [[AAMC Quick Reference Guide – Contracts- Suppliers](#)]
 - o You should reach out to your business contact to have them create a Contract Request (CR) Form to initiate a new or amended contract.
 - o Suppliers must sign first and can use the built-in signature tool in SMART.
- Action Needed:
 - o Make sure all contacts who will be interacting with the contract are entered in the Workday Portal as noted above.
 - o Redline and approve contracts in SMART when sent to you by SMART@gep.com.
 - o Sign the approved contract in SMART after receiving the email.