Memorandum

To: Vice Presidents, Deans, Directors, Department Heads, and Business Managers

From: Rich Mendola
       Edie Murphree

RE: AVYVE selected as Emory's Preferred Supplier for integrated Audio-Visual systems

Date: December 10th, 2007

Following a review of the processes Emory uses to acquire and maintain conferencing and teaching facility technologies, it became apparent that an opportunity for improved coordination existed. Over the past several months, at our request, the Supplier Management group within the Finance Division analyzed our sourcing practices to determine if changes in these practices might lead to lower costs and improved oversight over institutional assets.

This group reviewed our procurement practices over the past several years and determined that development of a Preferred Supplier Agreement with AVYVE, the firm responsible for the majority of our audio-visual installations, would be in our best interests. We have therefore executed a new agreement with AVYVE. This agreement with AVYVE will immediately lower our acquisition costs between 5-10%, reduce the cost of project consulting and design, and provide substantial reductions in the cost of hardware and system maintenance. In addition, the newly executed agreement provides immediate benefits to departments in the form of archived engineering and systems data, training opportunities, and preferred access to AVYVE designers when planning a new facility.

Further information and instructions as to the process of placing orders with this supplier can be found at www.finance.emory.edu on the Buying in the Marketplace tab. For consultation services on AV equipment purchases, visit the UTS website at http://it.emory.edu. We will need the cooperation of all departments and operating divisions to achieve our savings goals. We recommend that you involve AVYVE early in your planning cycles for these services. Please communicate this opportunity to those in your organization responsible for the planning or acquisition of these products or services.