2015 Evanston Procurement 101 Workshop
Northwestern Purchasing Representatives

- Jim Konrad
  - Director of Purchasing
- Sheila Watkins
  - Procurement Administrator
- Keith Paddy
  - e-Procurement Manager
Procurement Environment

- PRS is the single point of contact for central procurement activities
- Role of PRS is to help departments/schools make informed, best value purchasing decisions and to secure products and services in the most streamlined way
  - Strategically source on behalf of the University
  - Assist with the bid process on behalf of departments/schools
- PRS delegates tactical activities and some purchasing authority to departments and schools to:
  - Determine which products/services are needed to manage their programs
  - Solicit bids (unless Preferred Vendor is used)
- PRS is the Final approver for purchases of $25,000 or more
Preferred Vendors

- Establishing contracts AS A UNIVERSITY, as opposed to departments/schools establishing agreements on their own
- Primarily for products and services needed by all departments and schools
- Not determined by who the vendor is, but instead by the product or service category
- Established as a result of a formal ITB or negotiation
- Departments and schools are strongly encouraged to utilize Preferred Vendors because:
  - Streamlined procurement to payment process
  - Cost savings, due to consolidating purchasing power (leveraging our spend)
  - Maximizes overall best value to University (save time and money)
  - Minimizes risk and conflict of interest concerns
iBuyNU Marketplace

- Integrated part of new system
- Includes many of Northwestern’s Preferred Vendors
- Provides end users with a web based ordering experience
- Provides Northwestern with streamlined, electronic processing for ordering, invoicing, payment, and credits
- Improved and consistent pricing

- There are other methods that can be used by departments and schools to purchase, when appropriate
  - Non-catalog purchase orders
  - Procurement card
Wildcard Advantage

- Products and services which PRS does not intend to establish a Preferred Vendor contract and does not anticipate conducting a bid on behalf of any department or school

- Local business enterprises should consider getting enrolled in the Northwestern’s Wildcard Advantage Program
  - This program is designed primarily for local businesses to offer discounts to faculty, staff and students for personal purchases
  - Departments and schools are also encouraged to consider utilizing these vendors when appropriate
## Current Spend and Opportunities/Initiatives

<table>
<thead>
<tr>
<th>Category</th>
<th>Supplier Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Evanston Vendor Payments</td>
<td>$9,753,198</td>
</tr>
<tr>
<td>Promotional items</td>
<td>Appliances/Electronics</td>
</tr>
<tr>
<td>Catering</td>
<td>Paint</td>
</tr>
<tr>
<td>Printing</td>
<td>Office furniture</td>
</tr>
<tr>
<td>Flooring</td>
<td>Security guards</td>
</tr>
<tr>
<td>Hotels</td>
<td>Janitorial supplies</td>
</tr>
<tr>
<td>Rentals (tents, tables, chairs, etc.)</td>
<td>Lab supplies</td>
</tr>
<tr>
<td></td>
<td>FM Pre-Qualified Service Providers re-fresh</td>
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<td></td>
<td>FM Supplier Diversity Subcontracting Initiative</td>
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<td></td>
<td>FM Evanston Workforce Development Program</td>
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How To Get Involved

- Northwestern does not have a central repository of vendor information for use by all departments and schools for the purpose of requesting bids.
- Local business enterprises interested in doing business with the University can fill out a Vendor Registration Form, which routes to PRS.
- PRS maintains an internal list of these vendors:
  - PRS accesses this list when conducting an ITB for a particular product or service on behalf of the University or an individual department/school.
  - PRS provides vendors from this list to departments/schools upon request.
  - PRS may also receive vendor lists from the Evanston Chamber of Commerce, City of Evanston, CMBDC, WBDC, Chicago United, Urban League, CASE.
Future Changes Under Consideration

- Diverse vendor events at Northwestern
- Post bid opportunities on PRS website
- Allow vendor access to contract information on PRS website
- Pre-screening process for diverse vendors
- Regular meetings with supplier diversity champions on campus
Summary

- Providing local and diverse business enterprises with an opportunity to do business with Northwestern is a priority
  - Plenty of opportunity for Evanston vendors to get involved in the more strategic contracts handled primarily by PRS
  - Also opportunity for Evanston vendors to get involved in other purchases as well directly with departments and schools
- Collaborate, communicate, work with PRS
- Keep in touch with schools and departments that may have a need for the products or services that you sell
## Contact Information:

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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
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<tbody>
<tr>
<td>Jim Konrad, Director of Purchasing</td>
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<td><a href="http://www.purchasing.northwestern.edu">www.purchasing.northwestern.edu</a></td>
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