1 2018 Evanston Procurement 101 Workshop

1. Procurement and Payment Services (PPS)
   - Purchasing
     - Vendor File Management
     - Purchasing and Strategic Sourcing
     - e-Procurement Solutions
     - Business Diversity Program
   - Payment
     - Accounts Payable
     - Procurement Card Program
   - Logistics
     - Shipping/Receiving
   - Wildcard Advantage Program
     - Program 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
     - www.northwestern.edu/wildcard/services/wildcard-advantage-discounts.html

2. Three Platforms of Business Diversity
   - Collaboration
     - Create regular programs to inspire small business growth
   - Procurement
     - Increase procurement contracts with Small Businesses
   - Partnerships
     - Align with local advocacy organizations that support the mission of Small Business Growth and Development

3. How To Get Involved
   - Procurement and Payment Services
     - Local business enterprises can fill out a Vendor Registration Form, it routes to PPS
       - www.northwestern.edu/procurement/vendors/registration-process.html
       - PPS maintains an internal list of these vendors
     - PPS procurement opportunities
       - www.northwestern.edu/procurement/vendors/opportunities
       - Current contract list
       - List of prequalified construction service providers
       - Current bid opportunities being handled by PPS
       - Upcoming bid opportunities
     - Facilities Management web site for bid opportunities:
       - www.northwestern.edu/fm
4 Fiscal Year 2018-19 areas of focus

• Food Service
• Professional Services Pre-qualified Lists
  o Printing
  o Marketing related services
  o Staffing
  o Construction related services
  o Information Technology services
  o On-line training content development
• Banking services
• Travel services
• Shredding services

5 Contact Information

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