

## 0 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](http://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](http://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](http://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](http://www.northwestern.edu/fm)

**4 Fiscal Year 2018-19 areas of focus**

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

**5 Contact Information**

- Procurement and Payment Services
  - [www.northwestern.edu/procurement](http://www.northwestern.edu/procurement)
  - 847.491.8120
  - [procurement@northwestern.edu](mailto:procurement@northwestern.edu)
  - Jim Konrad, Executive Director
    - 847.491.8121
    - [j-konrad@northwestern.edu](mailto:j-konrad@northwestern.edu)
  - Gwen Turner, Director of Procurement Diversity
    - 847.467.6333
    - [gwendolyn.turner@northwestern.edu](mailto:gwendolyn.turner@northwestern.edu)
- Neighborhood and Community Relations
  - [www.northwestern.edu/communityrelations](http://www.northwestern.edu/communityrelations)
  - Alan Anderson, Executive Director
    - 847.467.5762
    - [alan.anderson@northwestern.edu](mailto:alan.anderson@northwestern.edu)
- Facilities Management
  - [www.northwestern.edu/fm](http://www.northwestern.edu/fm)
  - 847.491.5201
  - [facilities-management@northwestern.edu](mailto:facilities-management@northwestern.edu)