

Purchasing Newsletter

Director's Note

Exciting things are happening in Purchasing. We left 2008 with the professional certification of six Purchasing Team members. Achieving certification as either Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) is evidence of a successful professional development program. These certifications are very highly regarded in the industry.

These credentials are being put to good use. As budgets shrink, the Purchasing Team intensified its efforts to help you stretch your dollar. We closed the second quarter with cost savings of \$3.2M and provided creative solutions to take advantage of another \$3.5M in vendor discounts.

So far in 2009 we launched *Purchasing on the Move* and we are very pleased with the campus response. The "Quick Reference Guide" released in February is an effort to provide consistent guidance to campus departments. All participants of *Purchasing on the Move* receive a copy of our "Quick Reference Guide." As we continue to improve and streamline our processes, we appreciate your feedback and continued support.

Purchasing on the Move

To schedule your session of *Purchasing on the Move*, please contact Nancy Reynolds (nrenold@uillinois.edu) or Maggie Ramirez (ramirez9@uillinois.edu) at 996-7084.

"Quick Reference Guide"

If you need additional copies of the "Quick Reference Guide", please contact Nancy Reynolds or Maggie Ramirez at the email or telephone number above.

Did you know?

Effective January 1, 2009 all vendors who intend to do business with public agencies in the amount \$50k or more are required to register with the Board of Elections. Proof of the registration must be submitted with the bid. Vendors who fail to comply with the certification or submit proof of registration will be deemed non responsive. A notice to vendors is posted on the Illinois Higher Education Bulletin where the vendors download copies of the procurement document.

Celebrating Purchasing Month

March is Purchasing Month! During the month of March look for email messages from the Purchasing Division. Our internal Communications Team has crafted messages that all staff will include in their signature block. The intent of these messages is to promote our vision, provide reminders of changes and helpful hints.

During Purchasing Month we will also recognize the buyers that in the campus opinion provide the kind of customer service that the campus desires. Please send your nominations directly to the Director. We will announce the names of the buyers that you find most helpful when dealing with Purchasing.

Minority and Female Business Enterprise (MAFBE) Program

The MAFBE Program kicked-off 2009, with its first Utilizing Procurement Resources workshop on January, 21, 2009. Our very own Brandie Knazze, Assistant Director of Purchasing was the key presenter along with Mark Hands, Managing Deputy Procurement Officer, City of Chicago Department of Procurement, and Eli Washington, Contract Coordinator, Cook County Office of Contract Compliance. The workshop provided information to MAFBE businesses on how to do business with the University of Illinois and other public agencies.

Last year we formed an on-campus MAFBE Network, comprised of representatives from the campus colleges/departments. The MAFBE Network is a partnership between the campus and the MAFBE Program, focused on identifying contracting opportunities for MAFBE businesses. If your college/department would like to learn more about the MAFBE Network please contact, Janice R. Thomas at 3-2892 or thomasj1@uillinois.edu. The MAFBE Network will be meeting on March 25, 2009, 10:00 am – Noon at 828 S. Wolcott Avenue, Chicago Room A to discuss our goals and initiatives for 2009.

Save the Date

MAFBE

Making the Connection 2009

Vendor Conference

June 10, 2009

Going Pro!

Congratulations to UIC's new CPPOs and CPPBs. Four buyers received CPPB certification. The buyers are: Rachel Porrata, Arlene Shorter, Margaret Kibaya, and Mary Cooke. Two of the management staff received CPPO certification: Brandie Knazze and Lourdes Coss. According to information obtained from the National Institute of Governmental Purchasing (NIGP), UIC staff scored highest in the nation. A list of certification recipients is available in the December 2008/January 2009 edition of the Government Procurement magazine. UIC Purchasing rocks!

Purchasing Helpful Tip

A bid process generally takes less time than an RFP. In order to take full advantage of this process and obtain the necessary quality at the best price, please provide the following information when submitting a request to Purchasing:

- ✕ Complete scope of services or specifications
- ✕ Realistic estimated quantities
- ✕ Any special requirements or circumstances

Also, allow sufficient time to go through the process. Remember that the work upfront will make the process smoother later.

Contacts

Lourdes Coss, CPPO, Director 6-7084

Brandie Knazze, CPPO, Asst. Director 6-2808

Kevin Fair, Asst. Director 6-1925

Janice R. Thomas, MAFBE Coordinator, 3-2892

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New Requests email:

uicpurchasing@uillinois.edu

MAFBE email: mafbe1@uillinois.edu

Web: www.obfs@uillinois.edu/purchases

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