

Purchasing Newsletter

Director's Note

I'm pleased to report that the cost savings for FY'08 on contracts negotiated by Purchasing totaled \$4.9M. One of my goals for FY'09 is to increase that amount. On June 23, 2008 purchasing staff completed National Institute Government Purchasing ("NIGP") classes; the buyers will be taking the Certified Professional Public Buyer ("CPPB") exam in October. The CPPB certification will attest to the buyers' credentials and ability to obtain maximum value for taxpayers.

Improving customer service is one of my goals. In an effort to achieve this goal, we will continue reaching out to our user departments in order to identify their priorities and training needs. We have received positive feedback regarding the Purchasing email address. So far it has proven to be a useful tool for departments to submit documents related to their purchasing requests. I encourage the continued use of this email to help us centralize and control the receipt of procurement documents. The email address is listed in the Contacts section of this Newsletter.

I am excited about our Purchasing on the Move seminars. The seminars are structured to provide a range of information, which I am sure will help you better understand Purchasing processes. I am committed to providing value one transaction at a time as we partner with our user departments to streamline the purchasing process.

Minority and Female Business Enterprise (MAFBE) Program

This summer the MAFBE Program hosted its Annual Vendor Conference at the UIC Forum. The theme of the conference was "Making the Connection 2008" we are pleased to report the conference was a success! The conference was attended by a variety of small, minority and female owned businesses all eager to do business with the University of Illinois. This year's matchmaking session featured exhibitors from the University of Illinois; Chicago, Urbana and Springfield campuses. Also exhibiting were representatives from other public and private universities including the State of Illinois, City of Chicago, and Cook County. Again we say **Thank You** to all the departments for supporting the MAFBE Program, we look forward to working with you as we strive to expand the inclusion of small, minority and female businesses in the university's contracting process.

Customer Satisfaction Initiative

Coming soon "Purchasing on the Move", a series of training seminars structured to assist our user departments as they navigate through the procurement process. The seminars will cover a range of topics that impact the contracting process, including the following:

- Procurement Code
- Purchasing Do's and Don'ts
- New Implementations
- Process & Procedures
- MAFBE Initiative

These seminars are for you! They will serve as a valuable source of information for new employees responsible for buying and a refresher to those familiar with purchasing.

We will be reaching out to our user departments to schedule a session. If you would like more information on these seminars please call Lourdes Coss, Director of Purchasing at (312) 996-7084.

Did you know?

All contracts valued at \$5,000 or more must be signed by Walter K. Knorr, Comptroller, and attested by Michele M. Thompson, Secretary of the Board of Trustees, or their expressed designees.

MAFBE Training Workshop

Beginning September 18, 2008, MAFBE will kick-off its first FY'09 vendor training session. Each workshop will be facilitated by Janice R. Thomas, MAFBE Coordinator. *How to Do Business with the University of Illinois at Chicago* is the topic for the first workshop. These sessions are a part of our outreach efforts focused on strengthening our pool of qualified small, minority and female businesses in order to increase competition.



Adjustment of Small Purchase

Invitations for Sealed Bid (IFSB), Requests for Proposal (RFP), or quotations are used in purchasing or contracting for competitive items where practical or required by law. The Chief Procurement Officer for Higher Education is authorized to adjust bid limits annually for individual procurements of supplies or services other than professional or artistic services, and procurement of construction. The IFSB/RFP limits for fiscal year 2009 are as follows: Supplies or Services other than Professional and Artistic Services (including equipment) \$32,600; construction \$39,000; and professional and artistic services \$20,000. Announcements and advertisements publicize additional bid information and provide the bid due date, time, and place of the bid opening. Announcements must be advertised on the Illinois Higher Education Procurement Bulletin for a minimum of 14 days. All IFSBs/RFPs are publicly opened.

Purchasing Helpful Tip

Elements of a Scope of Work

- **What** Tasks, deliverables expected
- **When** Time for performance
- **Where** Location, access
- **How** Specific method or standard of performance
- **Why** Goal of services sought
- **Who** Qualifications required to perform services

Contacts

Lourdes Coss, Director 6-7084
Brandie Knazze, Asst. Director 6-2808
Kevin Fair, Asst. Director 6-1925
Janice R. Thomas, MAFBE Coordinator 3-2892

Purchasing Department
University of Illinois at Chicago
809 S. Marshfield Ave, MC 560
3rd Floor
Chicago, IL 60612
Phone (312) 996-2850
Fax (312) 996-3135

Email: uicpurchasing@uillinois.edu
Web: www.obfs@uillinois.edu

Purchasing Newsletter

Director's Note

I'm pleased to report that the cost savings for FY'08 on contracts negotiated by Purchasing totaled \$4.9M. One of my goals for FY'09 is to increase that amount. On June 23, 2008 purchasing staff completed National Institute Government Purchasing ("NIGP") classes; the buyers will be taking the Certified Professional Public Buyer ("CPPB") exam in October. The CPPB certification will attest to the buyers' credentials and ability to obtain maximum value for taxpayers.

Improving customer service is one of my goals. In an effort to achieve this goal, we will continue reaching out to our user departments in order to identify their priorities and training needs. We have received positive feedback regarding the Purchasing email address. So far it has proven to be a useful tool for departments to submit documents related to their purchasing requests. I encourage the continued use of this email to help us centralize and control the receipt of procurement documents. The email address is listed in the Contacts section of this Newsletter.

I am excited about our Purchasing on the Move seminars. The seminars are structured to provide a range of information, which I am sure will help you better understand Purchasing processes. I am committed to providing value one transaction at a time as we partner with our user departments to streamline the purchasing process.

Minority and Female Business Enterprise (MAFBE) Program

This summer the MAFBE Program hosted its Annual Vendor Conference at the UIC Forum. The theme of the conference was "Making the Connection 2008" we are pleased to report the conference was a success! The conference was attended by a variety of small, minority and female owned businesses all eager to do business with the University of Illinois. This year's matchmaking session featured exhibitors from the University of Illinois; Chicago, Urbana and Springfield campuses. Also exhibiting were representatives from other public and private universities including the State of Illinois, City of Chicago, and Cook County. Again we say **Thank You** to all the departments for supporting the MAFBE Program, we look forward to working with you as we strive to expand the inclusion of small, minority and female businesses in the university's contracting process.

Customer Satisfaction Initiative

Coming soon "Purchasing on the Move", a series of training seminars structured to assist our user departments as they navigate through the procurement process. The seminars will cover a range of topics that impact the contracting process, including the following:

- Procurement Code
- Purchasing Do's and Don'ts
- New Implementations
- Process & Procedures
- MAFBE Initiative

These seminars are for you! They will serve as a valuable source of information for new employees responsible for buying and a refresher to those familiar with purchasing.

We will be reaching out to our user departments to schedule a session. If you would like more information on these seminars please call Lourdes Coss, Director of Purchasing at (312) 996-7084.

Did you know?

All contracts valued at \$5,000 or more must be signed by Walter K. Knorr, Comptroller, and attested by Michele M. Thompson, Secretary of the Board of Trustees, or their expressed designees.

MAFBE Training Workshop

Beginning September 18, 2008, MAFBE will kick-off its first FY'09 vendor training session. Each workshop will be facilitated by Janice R. Thomas, MAFBE Coordinator. *How to Do Business with the University of Illinois at Chicago* is the topic for the first workshop. These sessions are a part of our outreach efforts focused on strengthening our pool of qualified small, minority and female businesses in order to increase competition.



Adjustment of Small Purchase

Invitations for Sealed Bid (IFSB), Requests for Proposal (RFP), or quotations are used in purchasing or contracting for competitive items where practical or required by law. The Chief Procurement Officer for Higher Education is authorized to adjust bid limits annually for individual procurements of supplies or services other than professional or artistic services, and procurement of construction. The IFSB/RFP limits for fiscal year 2009 are as follows: Supplies or Services other than Professional and Artistic Services (including equipment) \$32,600; construction \$39,000; and professional and artistic services \$20,000. Announcements and advertisements publicize additional bid information and provide the bid due date, time, and place of the bid opening. Announcements must be advertised on the Illinois Higher Education Procurement Bulletin for a minimum of 14 days. All IFSBs/RFPs are publicly opened.

Purchasing Helpful Tip

Elements of a Scope of Work

- **What** Tasks, deliverables expected
- **When** Time for performance
- **Where** Location, access
- **How** Specific method or standard of performance
- **Why** Goal of services sought
- **Who** Qualifications required to perform services

Contacts

Lourdes Coss, Director 6-7084
Brandie Knazze, Asst. Director 6-2808
Kevin Fair, Asst. Director 6-1925
Janice R. Thomas, MAFBE Coordinator 3-2892

Purchasing Department
University of Illinois at Chicago
809 S. Marshfield Ave, MC 560
3rd Floor
Chicago, IL 60612
Phone (312) 996-2850
Fax (312) 996-3135

Email: uicpurchasing@uillinois.edu
Web: www.obfs@uillinois.edu