**Director’s Note**

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**Minority and Female Business Enterprise (MAFBE) Program**

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**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?**

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**MAFBE Training Workshop**

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**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  

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