

Purchasing Newsletter

Director's Note

Greetings! On behalf of our entire Purchasing Team, I would like to send our best wishes for a safe and joyful **Holiday Season** to each and everyone.

As financial challenges continue to touch our lives, we are happy to report that Purchasing's collective efforts contributed to cost savings amounting to \$1.5m for the first quarter of FY' 09. As we come close to the end of the second quarter, we are optimistic that our efforts will increase the amount of cost savings; which can be reinvested in the University or make the acquisition of goods and services more affordable to our client departments. We appreciate your partnership in this effort.

We continue to reach out to departments in an effort to learn about upcoming procurement needs and to better manage our workload. Please continue to send any new requests and supporting documentation to the UIC Purchasing e-mail. This strategy is helping us with the assignment of projects in a more systematic and expeditious manner. In addition, staff continues to update the database so that you have more information available to you. Visit the OBFS website to access the information under Purchases/Reports and select the "Contract Status Inquiry, Purchasing Division Contracts" option.

We count on your partnership for 2009 and the years ahead.

Minority and Female Business Enterprise (MAFBE)

Program

The MAFBE program is dedicated to accessing fair and equitable procurement opportunities for all minority and female business owners. The MAFBE Program is charged with making sure the University of Illinois achieves the State of Illinois 19% MAFBE goal. (30 575 ILCS). MAFBE is proud to announce the award of three contracts to MAFBE firms since the start of FY'09. We want to encourage the campus departments to continue to identify contracting opportunities for MAFBE firms where applicable.

The first MAFBE Vendor Workshop "Utilizing Procurement Opportunities" held on September 18, 2008 was successful. Business owners in attendance were pleased with the information provided and walked away feeling like they had a better understanding of how to do business with the University of Illinois.



Save the Date

**2009 MAFBE
Vendor Conference
June 10, 2009**

Think Green!

As part of the Chancellor's Committee on Sustainability, Purchasing is seeking opportunities to make green products more affordable for our campus. We are collaborating with other agencies in an effort to advance towards achieving greening goals. Also, we have been talking to vendors regarding green products and their commitment to environmental initiatives. Stay tune for updates on our green purchasing efforts.

Training Opportunities

Our first edition of our **"Purchasing on the Move"** training is ready and available upon request by your department. Please contact my office at (312) 996-7084 to schedule a training session for your department. This is a one-hour overview of the purchasing legal requirements, methods, MAFBE and other requirements. Participants will receive a one-page tip sheet as a reminder of the general submission requirements and what to expect at the end of the process. We encourage you to take advantage of this training.

Other hands-on training opportunities are available. Please visit the OBFS website to peruse the list and sign up for available training sessions.

New Faces

This past summer we welcomed three new buyers to our Purchasing Team, Kimberly Piper, Joseph Horvath, and Kunal Shah. They have been busy training and getting their feet wet on real projects. Training will continue with a hands-on approach in an effort to provide more coverage for client department requests. We are certainly glad that they are here.

Did you know?

The following purchase transactions require approval by the Board of Trustees:

- Professional services contracts requiring payment by the University in one fiscal year: exceeding \$100,000
- Purchases of supplies, equipment and non-professional services requiring payment in one fiscal year: \$200,000 or more
- Capital projects budgets: \$2,000,000 or more
- Contracts for professional services related to capital projects of \$150,000 or more
- Construction contracts: \$500,000 or more
- Change orders as follows: Professional Services agreements, exceeding \$50,000; Purchases of supplies and equipment, amounts more than \$50,000; and construction contracts, amounts more than \$250,000.

The dollar threshold is based on the expenditure expected on a fiscal year basis. While a contract may exceed these amounts, it may not exceed the dollar threshold for the fiscal year and, therefore, not require Board of Trustees approval.

What's New?

Bid Limits have changed...

Effective September 25, 2008 the bid limits for the procurement of commodities, services, equipment, and construction were changed as shown below. The limit for Professional and Artistic services has remained the same.

Supplies or Services (including equipment)

Bid Limit: \$50,000

Construction

Bid Limit: \$70,000

Professional and Artistic Services

Bid Limit: \$20,000

As a best practice, informal quotes for supplies, services, and equipment will require three informal quotes if the dollar amount of the purchase equals \$20,000 or more. Purchasing staff will assist you in obtaining three quotes as necessary.

Purchasing Helpful Tip

Minimize delays by...

- Planning ahead
- Securing adequate funding
- Submitting complete information
- Providing required supporting documentation
- Making the University's standard agreement your first choice
- Avoiding negotiations with vendors prior to Purchasing's involvement

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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New Requests e-mail:

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MAFBE e-mail: mafbe1@uillinois.edu

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