

The background is a dark blue collage of various images related to business and technology. It includes silhouettes of people working at computers, a person in a hard hat, a person holding a tablet, and a person using a vacuum cleaner. There are also images of a cell tower and a person working on a laptop. The collage is overlaid with a pattern of small, light blue icons such as a lightbulb, a gear, a magnifying glass, and a document.

**2022**  
STATE OF ILLINOIS  
**VENDOR  
SUMMIT**

# Doing Business with Higher Ed

*Danielle Green, University of Illinois System*  
November 10, 2022



# Agenda

**In today's session we  
will cover:**

- What are universities buying?
- How are they buying?
- Types of Purchases
- Vendor Requirements and Resources
- Tips for success

# What does Higher Ed purchase?

- Goods and services to support:
  - Academic, research and public service programs
  - Activities such as operations and maintenance, student housing, food services and bookstore operations

# What does Higher Ed purchase?

## Types of Items

- Items purchased include:
  - Scientific equipment and supplies
  - Medical supplies
  - Classroom and office furniture and supplies
  - Chemicals
  - Building construction and repair, maintenance services and professional services, construction and maintenance equipment and supplies
  - Grounds supplies and services
  - Food services and supplies
  - Library books and textbooks



# Types of Purchase

- P-Card
  - Small dollar amounts, initiated by individual departments
  - Policies and procedures individual to each university
- Small Purchases
  - Generally, under \$100,000
  - Policies and procedures established by each university

# Types of Purchase

## Cont.

- Large Purchases
  - Advertised on Illinois Public Higher Education Procurement Bulletin
  - Invitation for Bids
    - Price driven
  - Request for Proposals
    - Specification driven while taking pricing into consideration

# Vendor Requirements and Resources

- Register with the following entities:
  - The Illinois Department of Human Rights
  - The State Board of Elections
  - Illinois Secretary of State for a Certificate of Good Standing
  - Illinois Public Higher Education Procurement Bulletin

# Vendor Requirements and Resources

- Consider registering with the following if applicable.
  - If you are a **woman, minority or disabled person** who owns a business, register with the **Business Enterprise Program (BEP)**
  - If you are a **veteran** and own a business, register as a **Veteran Owned Business**
  - If you are a **small business**, register with the State of Illinois Small Business Set-Aside Program
- Visit each university purchasing website to learn more about vendor requirements at each institution



# Vendor Requirements and Resources

- Register with the Illinois Procurement Gateway (IPG)
  - Required for vendors to submit solicitations electrically on the Procurement Bulletin
  - The IPG is a web-based system that serves as the primary location for entering, organizing and reviewing vendor information
  - The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement
  - The State uses information submitted through the IPG to prequalify vendors in advance of submitting bids and offers for contracts. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms

# Vendor Requirements and Resources

- Illinois Procurement Gateway continued:
  - Automated online vendor registration
  - Online directory of registered vendors with search capabilities
  - Elimination of the need to submit multiple paper-based forms

# Vendor Requirements and Resources

- Illinois Public Higher Education Procurement Bulletin
  - It is a free online resource for vendors wishing to do business with the public universities in Illinois
  - Universities post upcoming bids, request for proposals, requests for information, solicitation documents and awards
  - Vendors can search for notices that may be of interest to them, download bid documents and return to check the status of a bid

# Tips for Success

- Contact individual purchase department to learn more about each university
- A to Z directories will be your friend
- Start with purchasing department websites
- Start small and build relationships
- Attend campus vendor fair events
- Ask for help

# After Today's Event

- Follow up with the connections you made while Networking
- Register with the Business Enterprise Program if your company is qualified but not certified
- Register with the Higher Education Procurement Bulletin
- Register with the Illinois Procurement Gateway
- Consistently check with the agencies and support agencies for upcoming opportunities



# Questions

- Thank you for join us today.
- For further information please reach to [dmgreen7@uillinois.edu](mailto:dmgreen7@uillinois.edu)