



2017 Procurement Symposium

Procurement at UIC

September 12, 2017

TABLE OF CONTENTS

ABOUT THE SYMPOSIUM.....	1
REGISTRATION	2
DIRECTIONS.....	2
PROGRAM SCHEDULE	4
WORKSHOP DESCRIPTIONS	6
SUPPLIER SHOWCASE	18
WORKSHOP AND SYMPOSIUM EVALUATIONS	21

ABOUT THE SYMPOSIUM

The UIC Procurement Symposium will be held on **Tuesday, September 12, 2017**, at the UIC Forum, 725 West Roosevelt Road (at Halsted), Chicago, Illinois, 60608. This all-day professional development event, sponsored by the Office of Business and Financial Services (OBFS), will provide business office and other administrative staff with knowledge, resources, and networking opportunities.

Following are highlights of this event:

- Twenty-seven purchasing and payment-related presentations to strengthen your knowledge of procurement procedures and policies
- Lunch address by Ben Bagby, Chief Procurement Officer for Public Institutions of Higher Education, State of Illinois
- Supplier Showcase with contracted vendors hosting informational booths
- Opportunities to meet with subject matter experts from Procurement Diversity, Purchasing, Strategic Procurement, and University Payables departments

Session events will be contributed by:

- OBFS Procurement Diversity
- UIC Purchasing
- OBFS Strategic Procurement
- OBFS University Payables

REGISTRATION

Please contact the Symposium Planning Team at uicprocsymposium@uillinois.edu with registration questions.

DIRECTIONS

The UIC Forum is located at **725 West Roosevelt Road** (on the corner of Roosevelt Road and Halsted Street). The main entrance to the building faces Halsted.

Driving Directions:

From the south: Take the Dan Ryan Expressway (I-94 W). Take Exit 52B toward Roosevelt Road/Taylor Street. Stay straight to go onto Ruble Street. Turn left onto West Roosevelt Road.

From the north: Take the Kennedy Expressway (I-90 E). Take the Taylor Street exit 52A toward Roosevelt Road. Stay straight to go onto South Union Avenue. Turn right onto Roosevelt Road.

From the east: US – 41S/Edens Expressway becomes I-94 E. Merge onto I-90 E/I-94 E. Take the Taylor Street exit 52A toward Roosevelt Road. Stay straight to go onto South Union Avenue. Turn right on Roosevelt Road.

From the west: Take the Eisenhower Expressway (I-290 E). Take the Ryan Expy/I-90 E/I-94 E exit toward Indiana. Take the Taylor Street exit 52A toward Roosevelt Road. Stay straight to go onto South Union Avenue. Turn right on Roosevelt Road.

<http://fimweb.fim.uic.edu/Images/Maps/Visitor%20East%20Side.pdf>

Parking:

We have arranged free relocation lot parking for employees who present their valid UIC parking hang tags to the cashier upon exit. One is at Lot 5C (located at 1135 South Morgan St. on the corner of Morgan & Roosevelt) and the other is at the Halsted/Taylor Parking Structure (760 West Taylor Street). For those who do not have a valid UIC parking assignment, there will be a fee to park.

Public Transportation:

The closest public transportation options are the following CTA buses (which can be taken to Blue, Green, Orange or Red 'L' lines), the Intracampus Shuttle, and the Halsted Street Metra Station:

North-South HALSTED BUS #8, Roosevelt Stop:

http://www.transitchicago.com/riding_cta/busroute.aspx?RouteId=167

- Southbound Halsted Bus #8 stops just south of the UIC Forum (Halsted & Roosevelt)
- Northbound Halsted Bus #8 stops just north of the UIC Forum (Halsted & Roosevelt)

East-West ROOSEVELT BUS #12, Halsted Stop:

http://www.transitchicago.com/riding_cta/busroute.aspx?RouteId=173

- Eastbound Roosevelt Bus #12 stops just east of Halsted, right in front of the UIC Forum
- Westbound Roosevelt Bus #12 stops just east of Halsted, across the street from the UIC Forum

Eastbound 16th-18th BUS #18, Halsted Stop:

http://www.transitchicago.com/riding_cta/busroute.aspx?RouteId=177

- Eastbound 16th-18th Bus #18 stops just east of Halsted, right in front of the UIC Forum

Intracampus Bus Service:

http://fmweb.fm.uic.edu/Trans/Intracampus_Weekday.pdf

Halsted Street Metra Station (on Halsted between 15th & 16th streets):

<https://metrarail.com/maps-schedules/train-lines/BNSF/stations/HALSTED>

For more information, please visit:

UIC Campus map:

<http://maps.uic.edu/>

UIC Forum website:

<http://www.uic.edu/depts/uicforum/directions.shtml>

Chicago Transit Authority website:

<http://www.transitchicago.com/>

Metra

<http://metrarail.com/metra/en/home.html>

PROGRAM SCHEDULE

8:00 am – 9:00 am	Registration and Continental Breakfast
9:00 am – 9:15 am	Welcome: Gloria Keeley, Interim Assistant Vice President for Business and Finance
9:15 am – 9:30 am	Break
9:30 am – 10:30 am	Workshop Breakout Session 1 <ul style="list-style-type: none"> • TEM: Good Habits and Helpful Hints (Room D) • P-Cards and T-Cards: Tips for Running a Successful Card Program (Room E) • Special Procurements: Furniture, Catering and Events, Donations (Room F) • Contracts, Contract Amendments and Extensions / Change Orders (Room G) • Requisition Processing for Banner and iBuy / Codes Used for Purchasing (Room H) • Exceptions to Competitive Purchases: Sole Source, Emergencies, Small Purchases, Exemptions (Room I) • Requesting and Closing an Advance (Main Hall AB)
10:30 am – 10:45 am	Break
10:45 am – 11:45 am	Workshop Breakout Session 2 <ul style="list-style-type: none"> • TEM: Good Habits and Helpful Hints (Room D) • P-Cards and T-Cards: Tips for Running a Successful Card Program (Room E) • Searching for and Using Diverse Businesses to Meet Your Small Purchase Needs (Room F) • Contracts, Contract Amendments and Extensions / Change Orders (Room G) • Requisition Processing for Banner and iBuy / Codes Used for Purchasing (Room H) • Special Payments and Expedited Payment Requests: What to Do When Payments Aren't Business as Usual (Room I) • How to Set Up Vendors (Main Hall AB)
11:45 am – 12:45 pm	Lunch (Main Hall AB) Introduction of Speaker: Janet Parker, Associate Chancellor for Budget and Resource Planning Speaker: Ben Bagby, Chief Procurement Officer for Public Institutions of Higher Education, State of Illinois

12:45 pm – 1:00 pm	Break
1:00 pm – 2:00 pm	Workshop Breakout Session 3 <ul style="list-style-type: none"> • TEM: Good Habits and Helpful Hints (Room D) • P-Cards and T-Cards: Tips for Running a Successful Card Program (Room E) • iTravel Online Booking Tool (Room F) • Payments to Vendors / Invoice Processing: Tips for Submission and Tracking (Room G) • Invitations for Bids (IFBs) and Requests for Proposals (RFPs) (Room H) • Special Payments and Expedited Payment Requests: What to Do When Payments Aren't Business as Usual (Room I) • How to Set Up Vendors (Main Hall AB)
2:00 pm – 5:00 pm	Supplier Showcase with Vendors / Refreshments / "Meet and Greet" with members of Procurement Diversity, Purchasing, Strategic Procurement, and University Payables units (Main Hall C)
3:30 pm – 4:30 pm	Workshop Breakout Session 4 <ul style="list-style-type: none"> • IT Hardware / Software / Virtual Purchases (Room D) • University Amazon Group (Room E) • Special Procurements: Furniture, Catering and Events, Donations (Room F) • Payments to Vendors / Invoice Processing Tips for Submission and Tracking (Room G) • Invitations for Bids (IFBs) and Requests for Proposals (RFPs) (Room H) • Purchasing and Payables Policy Updates (Room I)

WORKSHOP DESCRIPTIONS

Workshop Breakout Session One: 9:30 am – 10:30 am

TEM: Good Habits and Helpful Hints – Room D

- Presenters:** Rachel Santarelli, Specialist, University Payables
Bethany Socie, Specialist, University Payables
- Description:** Are you interested in learning Travel Expense Management (TEM) strategies for constructing efficient and complete employee reimbursement expense reports and vendor payment requests (ERs)? This presentation will detail the most common reasons that ERs are rejected and provide you with preparation strategies to ensure that your ERs are prepared and submitted properly.
- Learning Objectives:**
- Identify the proper methods to prepare ERs
 - Avoid common errors in preparing ERs
 - Locate helpful tools and materials on the TEM Resource page

P-Cards and T-Cards: Tips for Running a Successful Card Program – Room E

- Presenter:** Kandra Miller, Assistant Director, University Payables
- Description:** This presentation will provide an overview of the University P-Card and T-Card programs, including the card application process, proper and improper usage of cards, reconciliation processes, management of department card programs, and available resources provided by UPAY Card Services.
- Learning Objectives:**
- Identify the proper ways to use P-Cards and T-Cards
 - Avoid improper usage of P-Cards and T-Cards
 - Locate helpful resources provided by UPAY Card Services

Special Procurements: Furniture, Catering and Events, Donations – Room F

Presenters: **Mary Cooke**, Contract Coordinator, UIC Purchasing
Kevin Fair, Associate Director, UIC Purchasing

Description: This presentation will cover current furniture ordering procedures through existing furniture contracts and for purchasing from non-University contracts. There will be an explanation of the necessary requirements for requesting catering services including common contractual, certification, insurance, and licensing issues. Also, there will be a review of State requirements to use donations to fund specific procurement projects.

Learning Objectives:

- Review procedures for special procurements such as the University's furniture program and managing events and catering contracts
- Describe the State's requirements for donations and associated purchases

Contracts, Contract Amendments and Extensions / Change Orders – Room G

Presenter: **Aaron Rosenthal**, Assistant Director, UIC Purchasing

Description: This presentation will provide an overview of formal and informal contractual change orders, posting requirements, and contract amendments and extensions.

Learning Objectives:

- Identify procedures for contract processes, signature authority, POs as contracts, processing, renewals, maximum term, and business associate agreements
- Receive a high-level overview of iCS
- Describe the legal review and approval process associated with University Counsel

Requisition Processing for Banner and iBuy / Codes Used for Purchasing – Room H

- Presenters:** Daniel Wesley, Office Manager, UIC Purchasing
Jason Bane, Senior Business and Finance Coordinator, University Accounting and Financial Reporting
- Description:** This presentation will provide useful guidance on successful processing of orders within the Banner and iBuy systems. Proper routing, requirements, codes, distribution, payment, and shipping instructions will be covered.
- Learning Objectives:**
- Compare and contrast the Banner and iBuy purchasing systems
 - Determine whether to use Banner or iBuy for your purchases
 - Identify the appropriate codes to use when making purchases

Exceptions to Competitive Purchases: Sole Source, Emergencies, Small Purchases, Exemptions – Room I

- Presenter:** Janielle Graham, Assistant Director, UIC Purchasing
- Description:** This presentation will familiarize attendees with the process for managing exceptions to competitive purchases, including the sole source forms, emergency affidavits, and the information required to process these types of procurements.
- Learning Objectives:**
- Review policies for small purchases, bid limits, professional and artistic purchases, sole source, emergency purchases, donations, and exceptions
 - Locate resources that are helpful when performing these processes

Requesting and Closing an Advance – Main Hall AB

- Presenters:** Melissa Plotner, Assistant Director, University Payables
Tammy Ziegler, Coordinator, University Payables
- Description:** This presentation will cover how to request and close program and travel advances. Also covered are the differences between the two types of advances and when using each is appropriate.
- Learning Objectives:**
- Determine when an advance is appropriate
 - Identify the information and documentation required for opening and closing advances

Workshop Breakout Session Two: 10:45 am – 11:45 am

TEM: Good Habits and Helpful Hints – Room D

- Presenters:** Rachel Santarelli, Specialist, University Payables
Bethany Socie, Specialist, University Payables
- Description:** Are you interested in learning Travel Expense Management (TEM) strategies for constructing efficient and complete employee reimbursement expense reports and vendor payment requests (ERs)? This presentation will detail the most common reasons that ERs are rejected and provide you with preparation strategies to ensure that your ERs are prepared and submitted properly.
- Learning Objectives:**
- Identify the proper methods to prepare ERs
 - Avoid common errors in preparing ERs
 - Locate helpful tools and materials on the TEM Resource page

P-Cards and T-Cards: Tips for Running a Successful Card Program – Room E

- Presenter:** Kandra Miller, Assistant Director, University Payables
- Description:** This presentation will provide an overview of the University P-Card and T-Card programs, including the card application process, proper and improper usage of cards, reconciliation processes, management of department card programs, and available resources provided by UPAY Card Services.
- Learning Objectives:**
- Identify the proper ways to use P-Cards and T-Cards
 - Avoid improper usage of P-Cards and T-Cards
 - Locate helpful resources provided by UPAY Card Services

Searching for and Using Diverse Businesses to Meet Your Small Purchase Needs – Room F

- Presenters:** Sharla Roberts, Director, Office of Procurement Diversity
Dale J. Morrison, Esq, Senior Supplier Diversity Coordinator, Office of Procurement Diversity
- Description:** Do you want to support the University's diversity and inclusion mission, but don't know how you can personally contribute? Well, here's how! Your department makes numerous small purchases that fall under the bid threshold (\$100,000). These small purchases can add up to millions of dollars annually. Using diverse businesses for your small purchase needs can make a significant impact in helping the University System meet its goals. This presentation will demonstrate how easy it is to find businesses owned by minorities, women, disabled persons, and veterans in iBuy and

the State's Business Enterprise Program (BEP) database to meet your department's needs.

Learning Objectives:

- Discover how to find diverse vendors in iBuy
- Detail the methods used to search for diverse businesses using the State's Business Enterprise Program database
- Maximize the use of small and women-owned businesses to develop a small business subcontracting plan when applying for federal research grant money

Contracts, Contract Amendments and Extensions / Change Orders – Room G

Presenter:

Aaron Rosenthal, Assistant Director, UIC Purchasing

Description:

This presentation will provide an overview of formal and informal contractual change orders, posting requirements, and contract amendments and extensions.

Learning Objectives:

- Identify procedures for contract processes, signature authority, POs as contracts, processing, renewals, maximum term, and business associate agreements
- Receive a high-level overview of iCS
- Describe the legal review and approval process associated with University Counsel

Requisition Processing for Banner and iBuy / Codes Used for Purchasing – Room H

Presenters:

Daniel Wesley, Office Manager, UIC Purchasing
Jason Bane, Senior Business and Finance Coordinator, University Accounting and Financial Reporting

Description:

This presentation will provide useful guidance on successful processing of orders within the Banner and iBuy systems. Proper routing, requirements, codes, distribution, payment, and shipping instructions will be covered.

Learning Objectives:

- Compare and contrast the Banner and iBuy purchasing systems
- Determine whether to use Banner or iBuy for your purchases
- Identify the appropriate codes to use when making purchases

Special Payments and Expedited Payment Requests: What to Do When Payments Aren't Business as Usual – Room I

- Presenters:** **Melissa Plotner**, Assistant Director, University Payables
Ann Welch, Specialist, University Payables
- Description:** This presentation will provide instructions and advice on using the Special Payment Request form and on making expedited payment requests in TEM.
- Learning Objectives:**
- Determine the process for making expedited and special payment requests
 - Discover ways to reduce making these types of payments

How to Set Up Vendors – Main Hall AB

- Presenter:** **Frank Alexander**, Assistant Director, University Payables
- Description:** This presentation will cover how to ensure that a vendor is properly set up in Banner prior to the department making purchases from that vendor.
- Learning Objectives:**
- Determine if a permanent vendor ID is required
 - Discover how to locate vendor IDs in Banner
 - Determine how to work with vendors to ensure that IDs are created and updated in a timely manner
 - Review common issues related to inaccurate vendor information and how to avoid them
 - Locate helpful resources on the OBFS website

Workshop Breakout Session Three: 1:00 pm – 2:00 pm

TEM: Good Habits and Helpful Hints – Room D

- Presenters:** Rachel Santarelli, Specialist, University Payables
Bethany Socie, Specialist, University Payables
- Description:** Are you interested in learning Travel Expense Management (TEM) strategies for constructing efficient and complete employee reimbursement expense reports and vendor payment requests (ERs)? This presentation will detail the most common reasons that ERs are rejected and provide you with preparation strategies to ensure that your ERs are prepared and submitted properly.
- Learning Objectives:**
- Identify the proper methods to prepare ERs
 - Avoid common errors in preparing ERs
 - Locate helpful tools and materials on the TEM Resource page

P-Cards and T-Cards: Tips for Running a Successful Card Program – Room E

- Presenter:** Kandra Miller, Assistant Director, University Payables
- Description:** This presentation will provide an overview of the University P-Card and T-Card programs, including the card application process, proper and improper usage of cards, reconciliation processes, management of department card programs, and available resources provided by UPAY Card Services.
- Learning Objectives:**
- Identify the proper ways to use P-Cards and T-Cards
 - Avoid improper usage of P-Cards and T-Cards
 - Locate helpful resources provided by UPAY Card Services

iTravel Online Booking Tool - Room F

- Presenters:** Cathy Young, Senior Coordinator, University Payables
Alissa Flynn, Account Executive, Corporate Travel Planners
- Description:** Do you arrange travel for employees or guests to the University? Or are you an employee who prefers to make your own travel arrangements? If so, come to this presentation to learn how to use the iTravel Online Booking Tool to save you time and your department, money.
- Learning Objectives:**
- Discover advantages of booking with the iTravel Online Booking Tool
 - Receive an overview of how to register and set up a profile
 - Review steps to set up a travel arranger and how to book your own travel

Payments to Vendors / Invoice Processing Tips for Submission and Tracking - Room G

Presenters: **Angela Bensyl**, Specialist, University Payables
Aaron Brown, Specialist, University Payables

Description: This presentation will provide instructions on PO invoice submissions and how to track invoice payments in Banner. Also covered is how to determine if an invoice has been put on hold or rejected, and how to resolve the issue.

Learning Objectives:

- Identify the steps to ensure that invoices are processed as quickly as possible
- Discover how to research invoice status in Banner and in Banner Document Management (BDM)
- Resolve issues of payment holds and rejections

Invitations for Bids (IFBs) and Requests for Proposals (RFPs) - Room H

Presenters: **Arlene Shorter**, Assistant Director, UIC Purchasing
Ruth Rios, Assistant Director, UIC Purchasing
Ingrid Worrell, Senior Contract Coordinator, UIC Purchasing

Description: This presentation will provide instructions and guidance on what Purchasing needs from you when generating IFB and RFP documents for competitive solicitations. There will be a discussion of the Solicitation Information Form (SIF), information on State of Illinois templates and requirements, conducting pre-bid and pre-proposal conferences, and managing evaluation committees for RFPs.

Learning Objectives:

- Describe the process of working with UIC Purchasing to prepare IFB and RFP documents and the significance of the Solicitation Information Form
- Receive an overview of formal bid/RFP processes and the requirements to complete the processes through the award stage

Special Payments and Expedited Payment Requests: What to Do When Payments Aren't Business as Usual – Room I

Presenters: **Melissa Plotner**, Assistant Director, University Payables
Ann Welch, Specialist, University Payables

Description: This presentation will provide instructions and advice on using the Special Payment Request form and on making expedited payment requests in TEM.

Learning Objectives:

- Determine the process for making expedited and special payment requests
- Discover ways to reduce making these types of payments

How to Set Up Vendors – Main Hall AB

Presenter: Frank Alexander, Assistant Director, University Payables

Description: This presentation will cover how to ensure that a vendor is properly set up in Banner prior to the department making purchases from that vendor.

Learning Objectives:

- Determine if a permanent vendor ID is required
- Discover how to locate vendor IDs in Banner
- Determine how to work with vendors to ensure that IDs are created and updated in a timely manner
- Review common issues related to inaccurate vendor information and how to avoid them
- Locate helpful resources on the OBFS website

Workshop Breakout Session Four: 3:30 pm – 4:30 pm

IT Hardware / Software / Virtual Purchases – Room D

- Presenter:** Kunal Shah, Senior Contract Coordinator, UIC Purchasing
- Description:** The changing environment in Information technology (IT) creates an evolving process in the acquisition of hardware and software requirements supporting higher education. This presentation will explain avenues for purchasing common IT requirements. There also will be a discussion of the availability and usage of IT consultants for the University for approved purchases under the KRS102 proposal.
- Learning Objectives:**
- Determine the processes of making hardware and software purchases
 - Review resources that can guide with making these purchases

University Amazon Group – Room E

- Presenter:** Darren Strater, Associate Director, University Payables
- Description:** This presentation will cover ways that departments can participate in the University's Amazon Business Account to make purchases.
- Learning Objectives:**
- Discover the benefits of using Amazon for Business
 - Review the user's responsibilities for making purchases using the Amazon Business Account to avoid purchasing errors

Special Procurements: Furniture, Catering and Events, Donations – Room F

- Presenters:** Mary Cooke, Contract Coordinator, UIC Purchasing
Kevin Fair, Associate Director, UIC Purchasing
- Description:** This presentation will cover current furniture ordering procedures through existing furniture contracts and for purchasing from non-University contracts. There will be an explanation of the necessary requirements for requesting catering services including common contractual, certification, insurance, and licensing issues. Also, there will be a review of State requirements to use donations to fund specific procurement projects.
- Learning Objectives:**
- Review procedures for special procurements such as the University's furniture program and managing events and catering contracts
 - Describe the State's requirements for donations and associated purchases

Payments to Vendors / Invoice Processing Tips for Submission and Tracking - Room G

Presenters: **Angela Bensyl**, Specialist, University Payables
Aaron Brown, Specialist, University Payables

Description: This presentation will provide instructions on PO invoice submissions and how to track invoice payments in Banner. Also covered is how to determine if an invoice has been put on hold or rejected, and how to resolve the issue.

Learning Objectives:

- Identify the steps to ensure that invoices are processed as quickly as possible
- Discover how to research invoice status in Banner and in Banner Document Management (BDM)
- Resolve issues of payment holds and rejections

Invitations for Bids (IFBs) and Requests for Proposals (RFPs) - Room H

Presenters: **Arlene Shorter**, Assistant Director, UIC Purchasing
Ruth Rios, Assistant Director, UIC Purchasing
Ingrid Worrell, Senior Contract Coordinator, UIC Purchasing

Description: This presentation will provide instructions and guidance on what Purchasing needs from you when generating IFB and RFP documents for competitive solicitations. There will be a discussion of the Solicitation Information Form (SIF), information on State of Illinois templates and requirements, conducting pre-bid and pre-proposal conferences, and managing evaluation committees for RFPs.

Learning Objectives:

- Describe the process of working with UIC Purchasing to prepare IFB and RFP documents and the significance of the Solicitation Information Form
- Receive an overview of formal bid/RFP processes and the requirements to complete the processes through the award stage

Purchasing and Payables Policy Updates – Room I

Presenters: **Dan Szajna**, Associate Director, Compliance, Policy and Conflict, Office of the AVP for Procurement Services
Scott Zalatoris, OBFS Policy Specialist, Business Solutions and Support

Description: This presentation will provide updates on recent and pending purchasing and payables policies of the University and will discuss how to locate, search and review the policy pages. In addition, we will examine the legislative and University System policy framework for purchasing and payables, and will provide a foundation for how statutes, rules and policies relate to each other. The presentation will conclude with a discussion about recent and pending changes to legislation that may affect the procurement system.

Learning Objectives:

- Review recent policy updates
- Describe upcoming policy changes
- Explain how OBFS policy is established
- Summarize pending legislation that may affect the Purchasing/Payables process

SUPPLIER SHOWCASE

Session time: 2:00 pm – 5:00 pm – Main Hall C

From pens and pencils to pharmaceutical products and plumbing supplies, the Office of Strategic Procurement has a host of strategic contracts and awards for you. Many of these key suppliers will be hosting booths at the Procurement Symposium **from 2:00 to 5:00 during the Supplier Showcase in Main Hall C.**

Be sure to stop by to meet the vendors and find out the products and services that they offer. Refreshments and games for prizes will be available.

Also during this time, you will be able to meet the expert procurement professionals from the offices of Procurement Diversity, Purchasing, Strategic Procurement, and University Payables.

Be sure to stop by the Supplier Showcase for an informative and enjoyable time!

The vendors and their commodity products and/or services are listed below.

Supplier Name	Commodity	Solicitation and/or Contract Number
Alert IT Solutions, Inc.	IT Consulting Services	KRS102
Allsteel	Office Furniture, Accessories & Services	1SLE1302
Bienali Promotions, Inc.	Advertising & Marketing Products	1SLE1702
Big Picture Marketing, Inc.	Advertising & Marketing Products	1SLE1702
CDW-G	Computer Components, Peripherals & Accessories	1DGS1306
	Networking Equipment & Services (Cisco, Enterasys, Meru, Sonic Wall Only)	1DGS1301
CGN Global	IT Consulting Services	KRS102
Conference Technologies, Inc.	Audio Visual Equipment	1DGS1402
Corporate Travel Planners	Travel Agency / (iTravel Online Booking Tool)	1DGS1403
David Gomez & Associates	Search Firm Services	1243

Supplier Name	Commodity	Solicitation and/or Contract Number
Dell	Computer hardware & Related Services (Category 1,2,3,4)	MHEC0701015
Enterprise Holdings	Car Rental	CIC113/10003-121012-BT
FedEx	Express Package & Delivery Related Service	682945
Ferguson Enterprises	Plumbing	CN-00030646
Fisher Scientific	Lab Supplies	CIC105
Haworth	Office Furniture, Accessories & Services	1SLE1302
HP, Inc.	Computer Hardware & Related Services (Category 1,2,3)	MHEC06012015
Kimball Office	Office Furniture, Accessories & Services	1SLE1302
Knoll, Inc.	Classroom Furniture, Accessories & Services	1SLE1303
Koch Filter	Air Filters for HVAC Equipment	1SLE1401
Lead IT Corporation	IT Consulting Services	KRS102
Medline Industries, Inc.	Medical Supplies	E&I/CNR-00138
Metmox, Inc.	IT Consulting Services	KRS102
Midwest Computer Products, Inc.	Audio Visual Equipment Audio Visual Integration Services	1DGS1402 1DGS1401
MilliporeSigma (formerly Sigma-Aldrich)	Life Science Products & Equipment	1SLD205
Next Generation Technology	IT Consulting Services	KRS012
Novanis IT Solutions	Networking Equipment & Services (HP & F5 Only) Microcomputer Systems, Supporting Products & Services (Awarded by Manufacturer - Only Lenovo)	1DGS1404 1DGS1402

Supplier Name	Commodity	Solicitation and/or Contract Number
Office Max/Office Depot	Stockless Office Supplier	1RMM201
Pace Systems	IT Consulting Services	KRS102
Pixo	IT Consulting Services	KRS102
Pro Biz Products	Advertising & Marketing Products	1SLE1702
SDA Consulting, Inc.	IT Consulting Services	KRS102
SHI International Corp.	Cloud Computing Services	1MAT1601
SNtial Technologies, Inc.	IT Consulting Services	KRS102
Sofbang	IT Consulting Services	KRS102
Spruce Technology	IT Consulting Services	KRS102
SupplyWorks	Janitorial Supplies	ERO52212
The Ellison Group	Office Furniture, Accessories & Service	1SLE1302
The William Everett Group	Management & Information Technology / Consulting Services	KRS102
UPS	Small Package Transportation Services	1RMM212
US Foods	Food & Food Service Supplies	CN-00030058
VIVA USA, Inc.	IT Consulting Services	KRS102
VWR	Lab Supplies	CIC105
Wesco Distribution, Inc.	Electrical Supplies	1SLD204
Xerox	Small Printers & Multi-Function Devices Printers, Multi-Function Devices & Supplies (Leases Included - (Excluding Paper)	MHEC-WV240208 MHEC-080701
Zdi, Inc.	Audio Visual Integration Services	1DGS1401

Workshop and Symposium Evaluations

Please take a few minutes after each workshop to complete the workshop evaluation. This will give the workshop presenters feedback on what was valuable to you and will identify opportunities for improvement.

During the week after the symposium, we will send you an email with a link to the symposium evaluation. Again, we encourage you to complete the evaluation to let us know if the symposium program met your needs and fulfilled your expectations. Your comments and suggestions are very valuable to us, and we appreciate receiving your opinions.