TIPS FOR SOURCING DIVERSE VENDORS

Office of Procurement Diversity
Presenter

- Dale Morrison
  - Senior Supplier Diversity Coordinator
  - Office of Procurement Diversity
Mission

It is our mission to expand procurement opportunities with diverse firms

- MBE
- WBE
- PBE
- VOSB
Objectives

- Search for Diverse Vendors in *iBuy* Shop at the Top.
- Search for Diverse Vendors in the *iBuy* Punchout Catalogs.
- Search for Diverse Vendors in the Business Enterprise Program (BEP) Database.
- Find training resources in the BEP Database.
Small Purchases

The Illinois Procurement Code has established small purchase limits/competitive solicitation thresholds for individual procurements of supplies, services, professional or artistic services, and procurement of construction.

<table>
<thead>
<tr>
<th>Purchase Type</th>
<th>Small Purchase Limit / Competitive Solicitation Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies, Equipment or General Services (Excludes Professional &amp; Artistic Services)</td>
<td>Less than or equal to $100,000</td>
</tr>
<tr>
<td>Construction</td>
<td>Less than or equal to $100,000</td>
</tr>
<tr>
<td>Professional and Artistic Services including:</td>
<td></td>
</tr>
<tr>
<td>• Law</td>
<td>Less than $100,000</td>
</tr>
<tr>
<td>• Accounting</td>
<td></td>
</tr>
<tr>
<td>• Medicine</td>
<td></td>
</tr>
<tr>
<td>• Dentistry</td>
<td></td>
</tr>
<tr>
<td>• Clinical Psychology</td>
<td></td>
</tr>
<tr>
<td>• Custom-Produced Art</td>
<td></td>
</tr>
</tbody>
</table>
7.2.3 Purchases below the Small Purchase Limit Policy

- Units are encouraged to seek diverse vendors (minorities, females, persons with disabilities and veterans) for purchases greater than or equal to $10,000 and under the small purchase limit by soliciting at least one quote from a Business Enterprise Program (BEP) certified diverse vendor or State Use - Sheltered Workshop, when available.

- The individual submitting a purchase requisition shall document that quotes were solicited from multiple vendors, including diverse vendors and small businesses.
Tips for Sourcing Diverse Vendors

DIVERSE VENDORS IN IBUY SHOP AT THE TOP
**iBuy** Shop at the Top

- Search tool on the **iBuy** Homepage
- Search for Diverse Vendors like any other product
Diverse Supplier Icon

- Find the Diverse Supplier icon in your search results
### Results for: lenovo battery

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Part Number</th>
<th>Manufacturer Info</th>
<th>Order from Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL MICRO BATTERY LENOVO TP 6CELL</td>
<td>3274734</td>
<td>CDW LLC</td>
<td>add favorite</td>
</tr>
<tr>
<td>PROLINE 3CELL BATTERY F/LENOVO</td>
<td>337048</td>
<td>CDW LLC</td>
<td>add favorite</td>
</tr>
<tr>
<td>Battery for Lenovo Thinkpad R400 Series</td>
<td>120124</td>
<td>WW Grainger Inc/Grainger</td>
<td>add favorite</td>
</tr>
<tr>
<td>EREPLACEMENTS LENOVO LAPTOP BATTERY</td>
<td>2352428</td>
<td>CDW LLC</td>
<td>add favorite</td>
</tr>
<tr>
<td>EREPLACEMENTS LENOVO LAPTOP BATTERY</td>
<td>3489171</td>
<td>CDW LLC</td>
<td>add favorite</td>
</tr>
<tr>
<td>Battery for Lenovo ThinkPad X60</td>
<td>120620</td>
<td>WW Grainger Inc/Grainger</td>
<td>add favorite</td>
</tr>
<tr>
<td>Part Number</td>
<td>Manufacturer</td>
<td>Model</td>
<td>Price</td>
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<tr>
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<td>--------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>SW00A14097</td>
<td>Lenovo</td>
<td></td>
<td>110.94 USD</td>
</tr>
<tr>
<td>SW00A23217</td>
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<td></td>
<td>119.54 USD</td>
</tr>
<tr>
<td>SW00A08657</td>
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<td></td>
<td>85.14 USD</td>
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<tr>
<td>SW00F89271</td>
<td>Lenovo</td>
<td></td>
<td>59.34 USD</td>
</tr>
<tr>
<td>SW00A14104</td>
<td>Lenovo</td>
<td></td>
<td>188.34 USD</td>
</tr>
<tr>
<td>SW00A14104</td>
<td>Lenovo</td>
<td></td>
<td>231.34 USD</td>
</tr>
</tbody>
</table>
Tips for Sourcing Diverse Vendors

DIVERSE VENDORS IN IBUY PUNCHOUT CATALOGS
Punchout Catalogs

- Office Max
- Grainger
be utilized by units from any of the three University of Illinois campuses. These contracts are meant specifically for use in obtaining temporary information technology personnel and consulting services for a variety of IT applications, systems and services (from one or more of 10 categories of services).

Log in to iBuy (www.iBuy.uillinois.edu) and place your order through IT Consulting Services located under University Forms.

For questions regarding this or other contracts, please contact Karen Mueller at kmuellr@uillinois.edu or at 217-300-3874.

April 25, 2016 - New Janitorial Supplier - New Supplier for janitorial products Interline Brands d/b/a SupplyWorks has been added as a punch-out catalog for janitorial products. Please look for them under MRO/Facilities Punch-outs.

March 28, 2016 - The Strategic Procurement Office has negotiated free shipping with Sigma Aldrich starting April 1, 2016. Sigma Aldrich offers a full line of Life Science Products and Equipment through a variety of manufacturers at competitive pricing and premier service. Log in to iBuy (www.iBuy.uillinois.edu) and place your order through the Sigma Aldrich punch-out catalog.

For questions regarding this or other contracts, please contact Karen Mueller at kmuellr@uillinois.edu or at 217-300-3874.

February 25, 2016 - CTG/Novanis has new added offering!!
### OfficeMax Incorporated

**Business-Purchases**
1590 1st Avenue, Ottawa, IL 61350 US

**Add non-catalog item for this supplier...**

The item(s) in this group was retrieved from the supplier’s website. What does this mean?

Need to make changes?  MODIFY ITEMS  |  VIEW ITEMS

Item(s) was retrieved on: 9/14/2016 2:01:07 PM

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLDER FORM HOLDER BK</td>
<td>F783357</td>
<td>EA</td>
<td>13.58</td>
<td>1</td>
<td>13.58USD</td>
</tr>
</tbody>
</table>

**Supplier Subtotal** 13.58USD

Note: Any shipping and handling charges to the University must be based on and consistent with any bid, RFP, customary practice and/or contract terms in effect with your business entity. If no such terms are currently in place with your business, any shipping and handling charges should be based on the standard mode of shipment for the items ordered. The values shown here are for estimation purposes, budget checking, and workflow approvals only. Shipping and handling charges should not be added to any invoice, if not applicable as noted above. Vendor shall only bill for actual additional shipping and handling charges incurred and shall provide backup documentation, if requested.

**Continue Shopping**
be utilized by units from any of the three University of Illinois campuses. These contracts are meant specifically for use in obtaining temporary information technology personnel and consulting services for a variety of IT applications, systems and services (from one or more of 10 categories of services). Log in to iBuy (www.iBuy.uillinois.edu) and place your order through IT Consulting Services located under University Forms.

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For questions regarding this or other contracts, please contact Karen Mueller at kmueller@uillinois.edu or at 217-300-3874.

February 25, 2016 - CTG/Novanis has new added services and has been added as a vendor. For current products please contact CTG/Novanis at ctg@ctg.com or 800-323-3867.
<table>
<thead>
<tr>
<th>Brand</th>
<th>Price Range</th>
<th>Price</th>
<th>Quantity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAL SAFE</td>
<td>$5-$10</td>
<td>$15.16</td>
<td>1</td>
<td>Add To Cart</td>
</tr>
<tr>
<td>TAPE WRANGLER</td>
<td>$10-$15</td>
<td>$15.16</td>
<td>1</td>
<td>Add To Cart</td>
</tr>
<tr>
<td>GRAINGER APPROVED</td>
<td>$15-$20</td>
<td>$15.16</td>
<td>1</td>
<td>Add To Cart</td>
</tr>
<tr>
<td>Supplier Diversity</td>
<td>$20-$25</td>
<td>$15.16</td>
<td>1</td>
<td>Add To Cart</td>
</tr>
<tr>
<td>Supplier Diversity</td>
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<td>$15.16</td>
<td>1</td>
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</tr>
<tr>
<td>Supplier Diversity</td>
<td>$30-$35</td>
<td>$15.16</td>
<td>1</td>
<td>Add To Cart</td>
</tr>
</tbody>
</table>

**Category:** Packaging Tape Hand Held Dispensers

**Expected to arrive:** Mon, Sep 19

**Benchtop Carton Sealing Tape Dispenser**

- **Price:** $55.18 – $87.47
- **View All 3 Products**

**Expando to Compare**

**Quick View Most Popular Products**

**Grainger Choice**

- **Handheld Painter's Tape Applicator, 2 In.**
  - **Price:** $11.00 / each
  - **Clearance Price:** $8.98 / each
### Supplier / Line Item Details

**WW Grainger Inc/Grainger**

1017 Southwest Jefferson Avenue, Peoria, IL 61605-3948 US

Add non-catalog item for this supplier...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS | VIEW ITEMS

**Item(s) was retrieved on:** 9/14/2016 3:06:35 PM

**Line(s): 1**

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handheld Tape Dispenser For Use With Self Adhesive Tapes Width 3 In. Max. Tape Width 3 In. Color Blue Construction Steel9VH10 Includes Non-Skid Base</td>
<td></td>
<td>EA</td>
<td>19.16</td>
<td>1</td>
<td>19.16 USD</td>
</tr>
</tbody>
</table>

**Note:** Any shipping and handling charges to the University must be based on and consistent with any bid, RFP, customary practice and/or contract terms in effect with your business entity. If no such terms are currently in place with your business, any shipping and handling charges should be based on the standard mode of shipment for the items ordered. The values shown here are for estimation purposes, budget checking, and workflow approvals only. Shipping and handling charges should not be added to any invoice, if not applicable as noted above. Vendor shall only bill for actual additional shipping and handling charges incurred and shall provide backup documentation, if requested.
Tips for Sourcing Diverse Vendors

BUSINESS ENTERPRISE PROGRAM (BEP) DATABASE
Supplier Diversity

Office of Procurement Diversity

The Supplier Diversity Program, formerly known as the Minority and Female Business Enterprise Supplier Diversity Program (MAFBE) is overseen by the Office of Procurement Diversity.

The University is committed to vendor diversification by ensuring that diverse businesses (see definition) are included in the University procurement process. The Supplier Diversity Program provides access to procurement opportunities by creating an equitable and competitive business environment through encouraging campus departments to proactively consider qualified certified businesses owned by minorities, females and persons with disabilities for their contracting needs.

The State of Illinois declares that it is the public policy of the State to promote and encourage the continuing economic development of minority, female and persons with disabilities owned businesses and are provided the opportunity to participate in the State's procurement process as both prime and subcontractors.

The Business Enterprise for Minorities, Females, and Persons with Disabilities Act, "BEP ACT", (30 ILCS 575) establishes that "not less than 20% of the total dollar amount of State contracts, as defined by the Secretary of the Council and approved by the Council, shall be established as a goal to be awarded to businesses owned by minorities, females, and persons with disabilities."

Through the Veterans Business Program (VBP), (30 ILCS 500/45-57) state agencies and universities are encouraged to spend not less than 3% of the total dollar amount of State contracts with VOSBs and SDVOSBs.

What is a Diverse Business?

At least 51% owned and controlled/operated by a U.S. Citizen and one of the following categories or ethnicities:

- African American
- Asian American
- Hispanic
- Native American
- Person with a disability
- Female
- Service Disabled Veteran*

*Must be Illinois resident and with home office in Illinois.
BEP Certification Portal

Portal Sign-In

BEP and/or VBP Certification
Search or join our database of registered and/or certified vendors.
- BEP and/or VBP Certification Directory
- Apply for BEP and/or VBP Certification

Search the IPG Vendor Directory
Illinois Procurement Gateway (IPG) Registered Vendor Directory

System Training
Learn how to fully utilize our system with a live trainer
- See Online Training Times

State Use - Sheltered Workshop Certification
- SWS Certification Directory
- Apply for SWS Certification

The BEP Certification Portal is powered by R2Grow Software. © Copyright 2016.
Search by Commodity Code

Commodity Codes

Search Commodity Codes

Click any Add link to select a code. You can also search again, sort the list, or click Browse Codes to browse through the entire code list. If multiple code sets are available, you can change the selected code set in the drop down list under the search box. Click Browse Codes to view the code set list. When finished, click Finish to close this panel.

Search Commodity Codes

Security guard

Search

Surveillance equipment

Browse Codes

Finished

NTGP: National Institute of Governmental Purchasing

To sort, click column title.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Code Type</th>
<th>Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>NTGP</td>
<td>96480</td>
<td>Security Guards</td>
</tr>
</tbody>
</table>

1 - 1 of 1 record displayed. Previous Page | Page 1 | Next Page

Search by Contact Person

Contact Person/Owner

First name

Last name

Search by Location

City

Zip Code

State

County

Select one or more

Select one or more

Search for multiple zip codes by separating with commas.
### Search Parameters

#### Certifications
- Minority Business Enterprise (MBE)
- Persons with Disability Business Enterprise (PBE)
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Sheltered Workshop (SWS)
- Veteran Owned Small Business (VOSB)
- Women Business Enterprise (WBE)
- Women/Minority Business Enterprise (WMBE)

#### Commodity Codes
- NGP 06480: Security Guards

### Search Results

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Private Investigations, LLC</td>
<td>Clayton, MO</td>
<td>MBE</td>
</tr>
<tr>
<td>E.G. Security Services Inc.</td>
<td>Chicago, IL</td>
<td>MBE</td>
</tr>
<tr>
<td>Halo Security Group, LLC</td>
<td>Chicago, IL</td>
<td>MBE</td>
</tr>
</tbody>
</table>

3 firms with 3 certifications found

Click the certification type for contact information and certification details.
### Business Description

Tip: Try just a few letters of a keyword.

### Search by Commodity Code

Commodity Codes [Click to Lookup Commodity Codes]

### Search by Contact Person

Contact Person/Owner

First name

Last name

Tip: Use the first letter.

Tip: Try just the first few letters.

### Search by Location

City

Zip Code

State

Select one or more

County

Select one or more

### Search by Reference

Ethnicity

Gender

Region

Reciprocal Certification Agency

Select one or more

Search

Download Entire Directory: to Excel to CSV

Include Commodity Codes in download
BEP Certification Portal Training

- Introduction to the System
- Online Certification Application
- Contract Compliance Reporting
- Vendor Registration & Questionnaire
**Introduction to the System - Vendor training**

*No space reserved yet.*

**10/3/2016**

<table>
<thead>
<tr>
<th>Event Times</th>
<th>Start:</th>
<th>End:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 am Eastern</td>
<td>12:00 pm Eastern</td>
<td></td>
</tr>
<tr>
<td>10:00 am Central</td>
<td>11:00 am Central</td>
<td></td>
</tr>
<tr>
<td>9:00 am Mountain</td>
<td>10:00 am Mountain</td>
<td></td>
</tr>
<tr>
<td>8:00 am Pacific</td>
<td>9:00 am Pacific</td>
<td></td>
</tr>
</tbody>
</table>

**Attendance Limit:** 102 space(s) left - [RSVP now](#).

**RSVP Required?**
Yes - RSVP is required to attend. Cutoff date is 10/3/2016. Additional information will be provided after you RSVP.

Complete all fields and click **RSVP for Event** to reserve a space. Invalid or duplicate reservations will be automatically cancelled without notice.

**First Name, Last**

**Organization**

**Email**

**Phone**

- [RSVP for Event](#)
- [Return to List](#)

**Event Information**

An introduction to the system for vendor users covering main system functions including using the dashboard, system navigation and account management.
Diverse Firm Search Tutorial

- https://youtu.be/j-oVBBoqjUs
Office of Procurement Diversity

- Sharla Roberts, Director of Procurement Diversity
  (312) 413-2274
  sharlar@uillinois.edu
- Dale Morrison, Senior Supplier Diversity Coordinator
  (312) 996-2838
  dmorris@uillinois.edu

https://www.obfs.uillinois.edu/supplier-diversity/who-to-ask/
Tips for Sourcing Diverse Vendors

THANK YOU & QUESTIONS