

Welcome to IDOA DSD 2022 Business Conference Virtual Series

From Vision to Action

Today's Webinar:

Doing Business With SEIs

May 19, 2022 | 10:00 – 11:30 a.m.

We want to hear from
you! Use this QR code
to leave your feedback



Welcome to IDOA DSD 2022 Business Conference Virtual Series

Things to keep in mind before we begin:

1. Please keep your microphones on mute unless you are a speaking presenter.
2. Feel free to use the chat functions for all questions or comments during this session to remain engaged.
3. This is a recorded session. You are welcome to keep camera on or off during this session.



Welcome to IDOA DSD 2022 Business Conference Virtual Series

DSD Facilitators:

- Maia Siprashvili, Deputy Commissioner, Division of Supplier Diversity
- Kesha Rich, Director of Certification, Division of Supplier Diversity
- Graham Melendez, Director of Business Development and Outreach, Division of Supplier Diversity



Doing Business With SEIs

Today's Panelists

- Roger Hassenzahl - Interim Senior Director of Business Services and for Purchasing, Printing, and Contracts, Ball State University
- Brandon Gatson - Supplier Diversity Manager, Purdue University
- Jeff Sponn - Director of Procurement, University of Southern Indiana



**BALL STATE
UNIVERSITY**

EST. 1918



Beneficence: Proud Past. Bright Future.



**BALL STATE
UNIVERSITY**

HOW TO DO BUSINESS WITH BALL STATE

Presented by Roger Hassenzahl
Director of Purchasing Services



DINING PURCHASING MANAGER

Kevin Jarnagin– kjarnagin@bsu.edu

- Dining
- Food Related



PURCHASING AGENT

- Tim Hagen – thagen@bsu.edu
 - Marketing Services
 - Athletics Equipment, Supplies
 - Electronics
 - Medical Equipment, Supplies
 - Office and School Supplies



SENIOR PURCHASING AGENT

- June Sanders – jasanders3@bsu.edu
 - Architect & Engineering Services
 - Janitorial Equipment, Supplies, Services
 - Machinery – Commercial, Industrial
 - Vehicles
 - Appliances – Commercial Dining & Kitchen
 - Construction
 - Furniture
 - Ball State University Logo – Clothing, Promotional



PURCHASING AGENT

- C. Branden Roberts – cbroberts@bsu.edu
 - Electrical equipment supplies and services
 - Wire/Cable Bulk
 - Copiers/MFP equipment and supplies
 - Security equipment and supplies
 - Hardware
 - Tools
 - Shredders-services, equipment





BUSINESS PRACTICE

Minority, Women or Veteran Owned Businesses

➤ Minority Certification

- Ball State recommends MWBE's or Veteran Owned Business to be State of Indiana certified.

Business Practice: Bid Policies

Orders up to \$1,000

- No bids are required.

PO's \$1,000 - \$14,999

- Competitive bids are routinely issued.

PO's greater than \$15,000

- Competitive bids are required.
- Sole Source Justification Form required if a single vendor is desired (no competitive bidding).



Bid Process

There are several types of bids

➤ Public Works

- Construction projects – \$25,000 - \$150,000
 - Project by invitation
- Advertised construction projects - over \$150,000

➤ Bid by Invitation

- Formal Bid
 - Generally no negotiation – lowest and best wins
- RFS (Request for Services)
- RFP (Request for Proposal)
- RFQ (Request for Quotes)



Responding to a Formal Bid

Fill out the bid document in its entirety.

- Feel free to offer additional information, but make sure you give us what we are asking for (we do not allow Voluntary Alternates)

Provide references from other large businesses or universities if this is the first time you are attempting to do business with us

- Name and phone number of a contact



How to become an approved Vendor with Ball State University

Contact a Ball State University Purchasing Agent

- Provide a W9
- Provide a contact person (name, email and phone of whom you would like bid opportunities to go to)
- Provide a capabilities statement
- Provide certifications/designations your company may have
- Check back regularly to check on current opportunities



Responding to RFP, RFS or RFQ's

If responding to a formal RFP, RFS or RFQ be sure to follow all requests outlined in the document

- Pay attention to the details
- Inquiry period dates

Due dates – do not be late – your bid will not be considered

Price is not the only factor



How do I find out what bid is available?

Public Works Projects are advertised

Newspaper:

- Muncie Star Press www.thestarpress.com
- Anderson Herald Bulletin www.heraldbulletin.com
- Indy Star www.indystar.com
- Fort Wayne Journal Gazette www.journalgazette.com

IDOA Website <https://www.in.gov/idoa/mwbe/2757.htm>

INDOT Member Communications

Mid-States Member Communications

Ball State University web site – www.bsu.edu



How do I find out what bid is available?

Call on us – we need to know who you are. You can also...

Participate in MWBE/V events

Consider 2nd tier opportunities

Participate in Ball State Vendor Fairs



2nd Tier Opportunities

Recently Awarded Projects

- [Bracken Library North Plaza Deck Waterproofing](#) - Awarded April 4, 2022
- [Lafollette Complex Demolition Phase 3](#) - Bid Date April 7, 2022
- [Studebaker West - Encapsulation Project](#) - Revised Bid Date April 11, 2022

Public Works State Guidelines-[Indiana Codes](#)

Bid Documents are available electronically and may be obtained by faxing the [bid document request form](#) to Purchasing Services at 765-285-5505 or e-mail to bidoc@bsu.edu.





CONSIDER THE SIZE AND SCOPE OF THE JOB

Make sure what you are bidding on:

- Fits your business plan
- Your company is capable of fulfilling

Consider suggesting alternatives if you cannot fulfill the whole request



BE DILIGENT AND PATIENT

Keep checking in

- Especially if you perceive a future need

Concentrate your efforts on getting the opportunity to bid

Understand that it takes time

Be aware of the University's ethics policy

Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution's reputation for fair dealing. To strengthen ethical awareness, and to provide guidelines for its Members, NAEP has long promoted a code of ethics.

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth among them.



Members are also encouraged to participate in continuing open discussions of ethical principles with their colleagues and with others.

BALL STATE PROJECTS



BALL STATE
UNIVERSITY

WE FLY

Past Project

NORTH DINING HALL

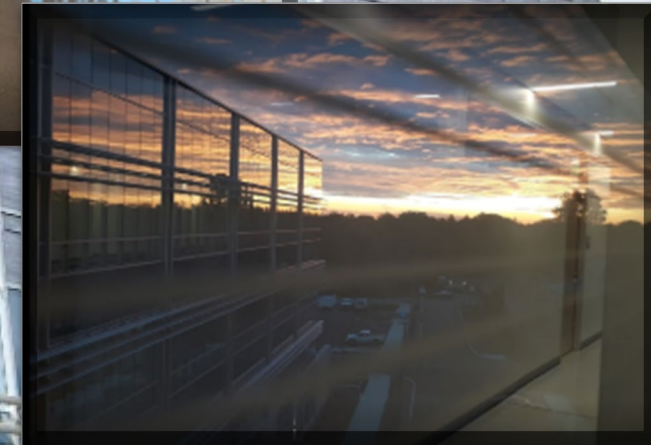


New 2-story 60,641 square foot state-of-the-art Dining Hall offers a bevy of culinary experiences aimed to exceed the nutritional needs and culinary expectations of our diverse community.



Past Project

HEALTH PROFESSIONS BUILDING



The new, 165,000-square-foot health professions building consolidates Ball State's health-related programs. The building includes classrooms, laboratories, offices, a resource hub, simulation labs/suites and clinical spaces.



Project

Foundational Science Building



Public Works Current Projects (Recently Awarded)

- East Mall Phase 4 site Improvements (\$502,000)
- Bracken Library Deck Waterproofing (\$159,000)
- Studebaker Encapsulation Project (\$149,000)
- Lafollette Complex Demolition (\$3,345,900)
- Rinhard Orchid Greenhouse Mechanical Cooling Improvements (\$324,000)

Public Works State Guidelines-[Indiana Codes](#)

Bid Documents are available electronically and may be obtained by faxing the [bid document request form](#) to Purchasing Services at 765-285-5505 or e-mail to bidoc@bsu.edu.



Public Works Future Projects

- Bracken Library Masonry and Roof Repairs (\$420,000) – Bid Date: May 12, 2022
- Arts and Communications, Theater, and Hargraves Building Renovations (budget to be determined) – Estimated Bid Date: July, 2022.

Public Works State Guidelines-[Indiana Codes](#)

Bid Documents are available electronically and may be obtained by faxing the [bid document request form](#) to Purchasing Services at 765-285-5505 or e-mail to bidoc@bsu.edu.



Current Project – East Mall Construction

Live Update



Current Project – Greenhouse Construction

Live Update



Current Project – Amphitheater – East Mall

Live Update



Current Project – Cooper Science Building

Live Update



How do I Get Paid?

The University is obligated to pay when there is at least one of the following:

- A valid PO number
- A valid University Credit Card number
- A contract signed by an authorized signatory



Steps to Getting Paid

Email invoices: apinvoices@bsu.edu or

Send Invoices to Accounts Payable:

Accounts Payable Office
Administration Building G4
2000 University Avenue
Muncie, IN 47306

Be sure to include:

- The PO number
- There is no pre-payment





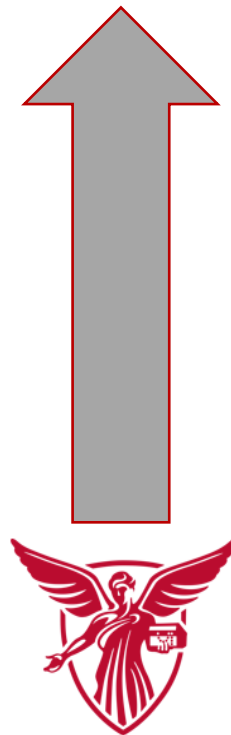
**DIVERSITY
SPENDING
TASK FORCE**

**CURRENT
STRATEGIES TO
EXPAND MINORITY
SPEND**

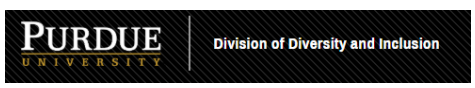
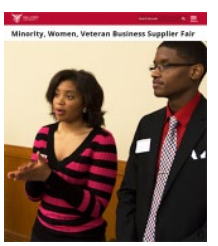
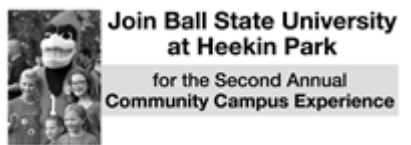
**Ball State University Attends
Minority Events**



Minority Vendor Chats



**WHAT ELSE
CAN
BALL STATE
UNIVERSITY
DO TO
INCREASE
MINORITY
SPEND?**



**\$ MINORITY
SUPPLIERS**


Initiative to Increase Minority Participation

- Reaching out to Minority, Women and Veteran Businesses within our community to provide services on a first name basis in a Round Table discussion environment where they are at a comfort level to ask questions and seek information with no hesitation.
- Utilizing Virtual Zoom meetings so a wider range of individuals can participate in discussions. Providing meeting platform every quarter with an in-person meetings opportunities to include additional Indiana Colleges to participate in discussion platform.
 - A future initiative for the Diversity Spend Task Force is to have Purchasing Services reach out to the Minority, Women, and Veteran Businesses and set up meetings within their communities rather it be a town hall or a church.
 - Purchasing Services will walk through the Indiana certification process to provide our team with the ability to better assist Minority, Woman, and Veteran businesses with their questions or concerns on becoming certified by the State of Indiana.



Initiative to Increase Minority Participation

Ball State University has identified opportunities for Minority Participation. To be included in future events please register your company with Ball State University. Please contact us and provide a W9 to register.



<\$7,500

Campus opportunity to increase Minority Participation



<\$1,000

Campus opportunity to increase Minority Participation



Current Challenges

1. Locating Diversified Suppliers
2. Locating Diversified Suppliers willing to certify.
3. Diversified Suppliers able to be competitive.
4. Capturing Tier II spend.
5. Promoting Tier II participation.
6. Development of Onsite and Virtual Meeting Environments

Success Stories

- Weekly Minority Vendor Chat
 - Calls have grown
 - Now includes other institutions
 - Allows networking opportunities between vendors (outside of BSU)
- Implemented Elemental as a Showcase Supplier on our SciQuest Page
- Successful Online Minority Vendor Fair
 - Will be moving to a hybrid in person/online event



Success Story Examples

- Flooring Project Park Hall 2021 - \$84,945 - Awarded to MBE
- 8 Passenger Full Size Vans - \$69,978 - Awarded to WBE
- Toilet Tissue 2021-2022 - \$28,755 - Awarded to WBE
- Jordan Stainless Steel Tumbler - \$26,433 - Awarded to MBE
- Park Hall Heat Exchanger Tube Replacement - \$21,326 - Awarded to VBE





- Please visit us on the web at
- <http://cms.bsu.edu/about/administrativeoffices/purchasing>



Contact us at: *Purchasing Services*
3401 N. Tillotson Ave.
Muncie, In 47306
Phone: 765-285-1532
Fax 765-285-5505



DOING BUSINESS WITH PURDUE

STATE OF INDIANA
DIVISION OF SUPPLIER DIVERSITY
DOING BUSINESS WITH SEI'S
MAY 19, 2022 10:00 A.M.

Presentation by:
Brandon Gatson
Supplier Diversity Manager

BRANDON GATSON



- Joined Purdue University in May 2021 as the Supplier Diversity Manager
- Responsible for Purdue's supplier diversity program
- University's advocate for diverse business communities
- Exploring new ways to contribute to the establishment; preserving and strengthening minority-, veteran- and women-owned businesses
- Enhancing and growing relationships and contract opportunities
- Contact information:
 - Gatson@purdue.edu
 - (765) 496-6606
 - <http://www.purdue.edu/supplierdiversity/>

PURDUE UNIVERSITY

Purdue University is a top public research institution, developing practical solutions to today's toughest challenges.

- Ranked the No. 5 Most Innovative University in the United States by U.S. News & World Report, Purdue delivers world-changing research and out-of-this-world discovery.
- Committed to hands-on and online, real-world learning, Purdue offers a transformative education to all.
- Committed to affordability and accessibility, Purdue has frozen tuition and most fees at 2012-13 levels, enabling more students than ever to graduate debt-free.



Our Commitment

Purdue University is committed to being a leader in higher education supplier diversity through:

- Exploring new ways to contribute to the establishment, preservation and strengthening of minority-, veteran- and women-owned businesses
- Enhancing and growing relationships and contract opportunities
- Implementation of automated reporting tools and standardized processes for prime contractors

Our Commitment In Action

Preserve And Strengthen
Diversity Owned Business

Strategic Plan

Outreach Events

Educational Materials

Enhance Relationships And
Grow Contract Opportunities

Inclusion Standards In
Bids And Request For
Proposals

Business Opportunities
Availability Postings

State Of Indiana
Certification Focused
Clinics

Implement Standard
Reporting Tools And
Processes For Prime
Contractors

Monthly Reporting

System Generated
Reporting Reminders

Strategic Supplier
Business Review

University Buying

- Suppliers wanting to do business with Purdue must :
 - Be registered with the Secretary of State
 - Not suspended from doing business with Purdue, State of Indiana and/or the Federal government
 - Capital project contractors must be pre-qualified through the State of Indiana. Contractors who are not already pre-qualified should follow the process outlined by the Indiana Department of Administration (www.in.gov/idoa/2486.htm) for future consideration.
- Architect and Engineering Firms should call (765) 494-8000 or email adminops@purdue.edu in order to be placed on the contact list for future opportunities.
- Purdue has different methods for purchasing products and services based on the type of purchase and estimated price of the project.
- To ensure businesses of all demographics are afforded the opportunity to compete for university contracts minority, women or veteran owned suppliers are included in solicitations over \$1,000 for goods and services.

University Buying

Small Public Works And Capital Construction Program Projects

Capital Program Management oversees small public works and capital program projects typically valued at more than \$150,000.

- Procurement information is available in the ePlanroom portal at <http://www.purdueplanroom.com/>
- The ePlanroom contains bid documents and reports for all Purdue University campuses, including current and future projects.
- Capital Program Management Office
 - Website: <https://www.purdue.edu/physicalfacilities/ae-contractor/index.php>
 - Email: dminops@purdue.edu
 - Phone: 765-494-8000.

University Buying

Goods and Services

Procurement establishes system-wide contracts for goods and services and also for department specific needs that exceed \$10K.

- Ariba is the University's eProcurement tool
- Bid Opportunities are posted daily - <https://www.purdue.edu/procurement/supplier-info/business-opportunities.php>
- Standard inclusion of MBE/WBE/VBE vendors in proposals
- Procurement questions should be addressed to the specific campus contacts
 - Purdue West Lafayette pshelpdesk@purdue.edu or (765) 494-7279.
 - Purdue Fort Wayne purchase@pfw.edu or (260) 481-6800.
 - Purdue Northwest procurement@pnw.edu or (219) 989-2238.

Departments follow small purchasing procedures for requisitions less than \$10K

- Minimum of 2 quotes recommended
- Include MBE/WBE/VBE vendors in bids

Planned Projects

In response to the COVID-19 pandemic, Purdue has taken extensive actions to minimize the impact to the university. We believe these actions will allow Purdue to weather this pandemic and emerge stronger. Immediate measures have been taken to reduce expenses, including reduction of nonessential spending.

Capital Projects	Price Range
Moon Family Health Clinic Expansion – Bid Date May 19	Below \$2M
Wade Utility Plan Chiller 7 Replacement and System Improvements – Bid Date May 23	\$2M - \$10M
Purdue Memorial Union Board of Trustees Suite 204 Renovation – Bid Date June 2	Below \$2M

QUESTIONS

THANK YOU!

Brandon Gatson

Supplier Diversity Manager

Gatson@purdue.edu

765-496-6606

<http://www.purdue.edu/supplierdiversity/>

Doing Business
with the
University of
Southern
Indiana



About USI



- **Founded in 1965**
- **Enrolls over 9,750 dual credit, undergraduate and graduate students in more than 130 areas of study.**
- **located on a beautiful 1,400-acre campus in Evansville, Indiana**
- **USI offers programs through the College of Liberal Arts, Romain College of Business, College of Nursing and Health Professions, and the Pott College of Science, Engineering, and Education.**
- **Athletics beginning Division I Sports Fall 2022**
- **Dr. Ronald S. Rochon serves as USI's fourth president.**

Sign up to Become a Vendor



Register as a vendor by accessing this link:

<https://www.usi.edu/procurement/how-to-become-a-usi-vendor/register/>

****Vendor application includes IDOA certification upload**

View our open bids listing:

<https://www.usi.edu/procurement/competitive-bids-results/>

Follow the instructions in the column marked "To Request a Bid Package" to become a bidder for that project.

Certificate of Insurance naming USI as additional insured needed if working on campus

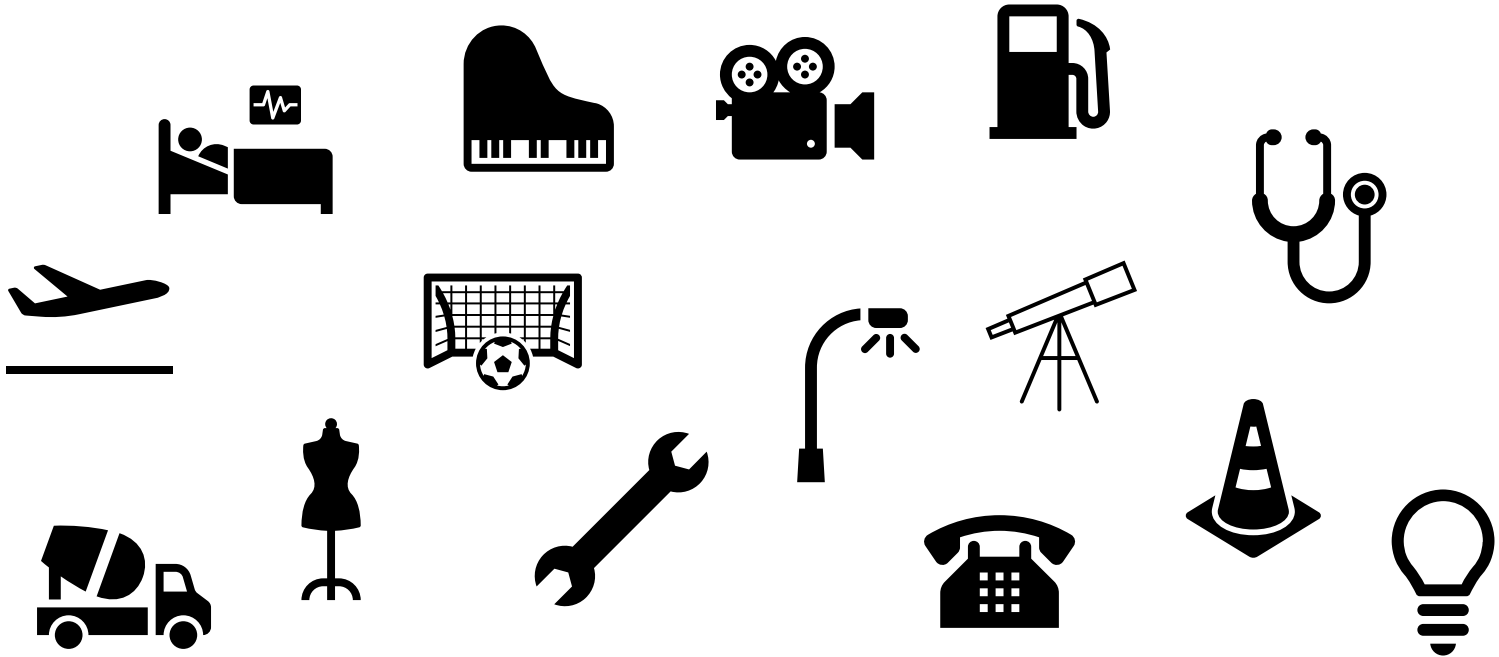
How our Process Works-What next?



There are two ways to process University purchases:

- **Utilize the BuyUSI eProcurement system to process purchase orders with Net 30 Payment terms.**
- **Utilize the Department P-card:**

We operate like a
“Small City”



Current and Upcoming Projects/Opportunities



Project:	Estimated Value:
Wellness Center	\$10,000,000
Health Professions Center Renovation	\$30,000,000
Geology Office Renovation	Not to Exceed \$50,000
New Harmony Gallery Upgrades	TBD
LED Lighting Upgrades for Campus Buildings (ongoing)	\$122,000
HVAC Equipment/ Energy Upgrades (ongoing)	\$723,000
Seal and stripe Parking lots	TBD

Current and Upcoming Projects/Opportunities



Project:	Estimated Value:
UC East Food Service Renovation	Not to Exceed \$50,000
Campus Waste Removal/Recycling (June)	TBD
Lamps and Ballasts (June)	Varies on Products
Can Liners/Paper Products (July)	Varies on Products
Summer Rehab (Feb-May-2023)	Varies on products
Mowing (Feb 2023)	\$25,000 to \$100,000
Microsoft License Agreement (Apr 2023)	\$165,000
Adobe License Agreement (Apr 2023)	\$40,000

Opportunities for Diverse Businesses



- **Indiana Educational Institutions Zoom Meeting-Next meeting to be held July 13th, 2022. Time: 2:00PM to 3:30 PM EST via Ball State Zoom.**
- **Business Connection Event-held in Evansville Indiana and hosted by University of Southern Indiana, Ivy Tech, and Vincennes University. Future date to be set for Fall 2022 or early Spring 2023.**
- **Fostering connections with USI.**

Our Website



Main Website:

<https://www.usi.edu/procurement/>

Open Opportunities:

<https://www.usi.edu/procurement/competitive-bids-results/>

Supplier Diversity:

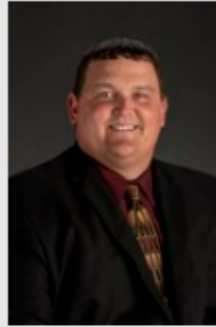
<https://www.usi.edu/procurement/supplier-diversity/>

Contact Us



Procurement Staff

Procurement



Mr. Jeffrey Sponn

Director of Procurement Services

Contact: 812-464-1982

Support Services Building 142

[Email](#)

jsponn@usi.edu



Mrs. Julie Weinzapfel

Senior Buyer

Contact: 812-465-1601

Support Services Building 142

[Email](#)

jweinzap@usi.edu



Mrs. Rebecca Weinzapfel

Senior Purchasing Assistant

Contact: 812-464-1847

Support Services Building 100

[Email](#)

bsweinzap@usi.edu

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