Doing Business at the U of M

A Vendor Orientation Seminar

Office for Business & Community Economic Development

Urban Research and Outreach-Engagement Center (UROC)
2001 Plymouth Ave North, Minneapolis

University of Minnesota
Agenda

- The University of Minnesota
- Business & Community Economic Development
- Targeted Businesses Program
- Purchasing Services
- Purchasing Policy at the University
- Where to start?
- Recap
• Established in 1851 as a Land Grant Institution

• 3 part mission of: Education, Research, & Public Service

• $2.9B Operating budget with campuses in the Twin Cities, Duluth, Crookston, Morris, and Rochester

• 25,000 employees and 65,000 students statewide

• ~$900M spent annually on the purchase of Goods & Services

• Governed by the Board of Regents
What is the U of M’s Return on Investment to the State?

$1.00 in State Investment

$13.20 is generated in the Statewide Economy
Office for Equity and Diversity

Business & Community Economic Development

The mission of the Office for Business & Community Economic Development (BCED) is to contribute to the economic growth, development and prosperity of Minnesota’s Urban communities.

The purpose of BCED is to leverage and extend the assets, resources and knowledge of the University to help find innovative solutions to real-world social-economic problems in urban communities.

We facilitate community collaborations between the University and nonprofit, corporate and public sector partners that focus on enhancing the human condition and building community capacity.

INSPIRE. INNOVATE. IMPACT.

https://diversity.umn.edu/bced
Targeted Business Program - Business Development Services

Programs include:

- Breakthrough Series
- Business Accelerator Program
- Business Strategy Consulting

- Key Contact: Diane Paterson– 612-624-3578

University of Minnesota
Targeted Business Program - Certification

State of Minnesota Department of Administration

CERT Program

National Minority Supplier Development Council, Inc. (NMSDC)

Small Business Administration (SBA)

Women’s Business Development Center
Targeted Business Directory

The Targeted Business Directory is intended to increase the utilization of Targeted Businesses, business enterprises owned and operated by women, minority and/or disabled persons (WMDBEs). To ensure that all vendors are of the highest quality and meet the University’s definition of Targeted Business, it is required that each registered vendor be certified by at least one of the following 6 University-recognized Targeted Business Certification Agencies listed at the bottom of this page.

Disclaimer: Directory is to be used to identify businesses only. Please note that for the most current information, you can visit the following links to access the certification agencies or contact Sharon Banks at (612) 626-8043 or e-mail: banks016@umn.edu

View by Business Name in Alphabetical Order

0-9 ABCDEFGHIJKLMNOPQRSTUVWXYZ

View by Business Category Order

<table>
<thead>
<tr>
<th>Goods &amp; Services</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/V Services</td>
<td>Contractor - Building Controls</td>
</tr>
<tr>
<td>Apparel - Promotion &amp; Uniforms</td>
<td>Contractor - Carpentry</td>
</tr>
<tr>
<td>Architectural Services</td>
<td>Contractor - Concrete</td>
</tr>
<tr>
<td>Auto Services</td>
<td>Contractor - Demolition/Abatement</td>
</tr>
<tr>
<td>Catering and Food Services</td>
<td>Contractor - Drywall</td>
</tr>
<tr>
<td>Computer Consulting Services</td>
<td>Contractor - Electrical</td>
</tr>
<tr>
<td>Computer Hardware and Software Sales</td>
<td>Contractor - Elevators</td>
</tr>
</tbody>
</table>

https://diversity.umn.edu/bced/tgb-directory
Two categories: Standards Goods/Services & Professional Services

- BCED Attachment included on large RFPs over $500k
- Average M/W/DBE spend (5 years) = $16M
- Primary Opportunities
  - Direct Contacting (Project based and Uwide)
  - Sub Contracting / Partnering

- Key Contact: Nick Schicker – 612-625-8460
Targeted Business Program - Construction

- All construction related goods & services
- WMDBE participation at 13% of hard construction cost
- Workforce Utilization
  - 32% Minority Workers
  - 6% Women
  - 2% Disabled Persons
- Key Contact: Sharon Banks – 612-626-8043
Department of Purchasing Services

- Director of Purchasing – Tim Bray

- Central Purchasing Services:
  - Buyers assigned to specific commodity categories
  - 2 main categories: Goods/Services & Professional Services
  - 1% of purchasing transactions managed by Purchasing

- U-Wide Contracts

- Facilities Management Purchasing
  - All Facilities related purchasing including Construction

- U-Market Purchasing
  - University warehouse distributes office and lab supplies
Request for Proposals (RFPs) utilized for all projects and services with a value $\geq$ $50,000$

- All purchases less than these amounts do not require a “competitive process”
- U-Wide contracts allow Purchases up to $250,000$
- 2/3rds of purchases >$10K
## Central Purchasing - Buyers

### FOR HELP WITH:
- Business Services
- Networking & Telecommunications
  Equipment & Services
- Software

### INCLUDES:
- Business Services:
  - Temporary Help, Collections, Card Program, Insurance; (including Employee Benefits, Contracts, etc.)
  - Networking & Telecommunications Equipment & Services

### CONTACT:
- **Cathy Naborowski**
  - 612-625-9628
- Assistant: **Carol Wefel**
  - 612-624-8332

### FOR HELP WITH:
- Animals
- Athletic Equipment & Supplies
- Audio Visual Equipment
- Newspaper Advertising
- Printing & Printing Equipment
- Scientific & Medical Equipment

### INCLUDES:
- Animals
- Audio Visual Equipment
- Printing & Printing Equipment
- Scientific & Medical Equipment
- Small Business Program Liaison

### CONTACT:
- **Jan Kopczeski**
  - 612-624-1696
- Assistant: **Carol Wefel**
  - 612-624-8332

### FOR HELP WITH:
- Advertising Novelties
- Agricultural Equip
- Bottled Water
- Food/Beverage Equipment
- Food/Beverages
- For Sales
- Fuel & Oil
- Furnishings & Carpet
- Livestock
- Musical Instruments
- Vehicles

### INCLUDES:
- Food/Beverages Services & Food /Beverage Equipment
- Food related Goods & Supplies
- Furnishings and Carpet
- Transportation Management Program
- Laundry
- Professional Services (CPS)

### CONTACT:
- **Jerry Tainter**
  - 612-625-8579
- Assistant: **Carol Wefel**
  - 612-624-8332

  - CPS Issues: **Angie Kavaloski**
  - 612-625-5534

### FOR HELP WITH:
- Cell Phones
- Computer Hardware
- Courier Services
- Databases
- Office Equipment
- PCs
- Software
- Supercomputers
- U Mart Contracts

### INCLUDES:
- Computer Hardware
- Courier Services
- GLBA Compliance Liaison
- Mailing Equipment
- Office Equipment; Purchase & Repair of Copiers, Faxes, Printers, Scanners, & Other Office Equipment

### CONTACT:
- **Elaine Kelash**
  - 612-625-6545
- Assistant: **Carol Wefel**
  - 612-624-8332
## Central Purchasing - Buyers

**FOR HELP WITH:**
- Chemicals
- Forms
- Lab Supplies
- Office Supplies

**INCLUDES:**
- Biological Media/Enzymes
- Chemicals/Reagents
- Computer Supplies
- Custodial Supplies
- Dental Supplies
- Drugs
- Forms
- Gases
- Lab Supplies
- Linens
- Medical Supplies
- Office Supplies
- Photo Supplies
- Precious Metals
- Printing Supplies
- Radioactive Isotopes
- X-Ray Supplies

**CONTACT:**
- Lynn Hein
  - 612-624-6543
  - Assistant: Carol Wefel
    - 612-624-8332

## Construction/Facilities Management Purchasing

**FOR HELP WITH:**
- Purchasing of Construction
- Purchases for Maintenance of UM Facilities

**INCLUDES:**
- Biomass
- Building & Structure
- Building Security
- Buildings & Shops Equipment
- Custodial Equip
- Fuel – Coal
- Hardware & Tools
- Land & Bldg Alterations & Renovations
- Land Purchasing
- Maintenance & Operations
- Maintenance Services
- Material Handling/Heavy Equipment
- New Construction
- Non-Heating Gas (for Lab Equipment)
- Steam Heating
- Waste Management

**CONTACT:**
- Denis Larson
  - 612-625-5554
  - Assistant: Carol Wefel
    - 612-624-8332

## Enterprise Financial Systems

**FOR HELP WITH:**
- Financial Systems Project

**INCLUDES:**
- Financial Systems Project

**CONTACT:**
- Sonja Sheriff
  - 612-624-4554
Where to Start?

- Learn “How the U of M buys” your commodity
- Get registered to receive RFPs and RFBs
- Market to the right audience
Explore U of M Marketplace

On-Radar Opportunities (> $50,000)

- Monitor Requests for Proposals (RFPs) in your commodity or service area using MBid

- Monitor by tracking construction projects at the Capital Planning Project Management’s website
Get registered to receive RFPs and RFBs

- Register in the MBid System
  website: http://purchasing.umn.edu/mbid/login.html

- Capital Planning & Project Management
  websites: www.cppm.umn.edu/projects.html
            http://purchasing.umn.edu/construction/index.html

- Office for Business & Community Economic Development
  website: https://diversity.umn.edu/bced/node/90
Project Advertisements

The Projects noted on this page are currently available to bid or propose. To access the Request for Proposal (RFP) or Request for Bid (RFB) information, please click on the appropriate type of service below to find the Project:

- Construction Contractor Advertisements
- Design (Architect, Engineer, and Consultant) Advertisements

If you cannot find a particular Project that you feel should be available on this page, simply send us an e-mail with this Project information.

Construction Contractor Advertisements

The Construction Contractor RFP and RFB documents are accessible below. Information is sorted by Project Number.

Project # 01-034-12-1074: Combined Heat and Power Plant (CHPP) Asbestos Abatement

- Issue Date: September 14, 2013
- Due Date: October 31, 2013
- Request for Proposal (DOC; 340K)
- Prevailing Wage Rates (ZIP; 73K)

Viewing Documents

To view certain documents on the Construction Purchasing webpages, you must have Microsoft Word, Microsoft Excel, Acrobat Reader or Winzip programs. Click on the above links to download the appropriate software for free.

Questions or Concerns?

If you are unable to open a document, have encountered a broken or incorrect link, or have any Construction Purchasing questions, please send us an E-mail to request assistance.

Construction Purchasing Quick Links

- Contractor Safety Information
- Department Documents
- Home Page
- Project Advertisements
- Project Archives
- Project Results
- Vendor Registration

http://purchasing.umn.edu/construction/advertisements.html
Off-Radar Opportunities (>$50,000)

- One university, 300+ business units
- 5 Coordinate Campuses
  Twin Cities, Duluth, Crookston, Morris & Rochester
- Explore 19 colleges and schools
- Explore 300 centers, institutes, and graduate programs
University Wide Contracts

General Information

University-Wide contracts are contracts with vendors for goods and services that are available to all University departments.

University Departments may use order against these contracts through the Enterprise Financial System (EFS) up to $249,999.

Note: University-Wide Contracts are set up in a variety of different ways. Some contracts list discounts from an entire product line and others list discounts or net prices on specific product or model number.

http://uwidecontracts.umn.edu/
# University Wide Contracts

## Vendor Name

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>UWide #</th>
<th>Category Name</th>
<th>Small Business</th>
<th>Women Minority Disabled Business Enterprise (WMDBE)</th>
<th>Sustainable Business</th>
<th>Pcard</th>
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<tbody>
<tr>
<td>AVI Systems, Inc</td>
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<td>Audio Visual &amp; Video</td>
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<td>Audio Visual &amp; Video</td>
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<td>Audio Visual &amp; Video</td>
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<td>Buses - Charter</td>
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<td>Fisher Scientific</td>
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<td>Sigma Aldrich, Inc</td>
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<td>Chemicals</td>
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<td>VWR International</td>
<td>U177.2</td>
<td>Chemicals</td>
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http://search.umn.edu
No “buyer” at Dept. level?
Start with:
- Accountants
- Office Specialists
- Data Analysts
- HR Specialists
Marketing Etiquette (what works)

- Please no “drop-in” visits
- Recognize that each department buys differently (don’t assume it will be uniform). Be patient.
- Address (e)mailed information to an individual
- Follow-up phone calls
Doing Business at the U of M: Recap

- Numerous business development resources
- Competitive bid processes exist
- Decentralized marketing strategy
- Relationship development takes time