

A photograph of a brick building with the name 'University of Southern Indiana' mounted on the wall in large, grey, serif letters. In front of the building is a long, low garden bed filled with numerous tulips in shades of orange, red, and yellow. The garden bed is bordered by a concrete curb and sits on a green lawn.

University of Southern Indiana

Procurement at Work for USI

Who we are and what we do

- 4 Administrators: (2 Buyers / 2 Travel)
- 3 Support Staff team members
- Process over 8,000 purchase orders (PO's) per year
- \$35M - \$55M dollars in PO's per year
- Process 1,800 travel authorizations per year
- Identified over \$89,000 in realized savings from PO'S and negotiations calendar year 2018

Buy USI eProcurement System



Benefits of the new eProcurement System:

- Users are be able to shop from multiple contract vendors from a single sign on
- The process of entering requisitions is simplified and streamlined
- Users enjoy the point and click functionality of this system

Public Works

Public Works – Refers to the construction, erection, alterations, or repair of a public building, public improvement, or other public work, the cost of which is paid for by funds derived from taxation

- **LESS THAN \$150,000**
 - Get 3 quotes
 - Award to the vendor who submits the lowest and best quote
- **GREATER THAN \$150,000**
 - Publish a notice and call for sealed proposals for the work by a day fixed in the publication
 - Received bids are open to the public and all bids are read aloud
 - Award to the person who submits the lowest and best quote



Contracts

- Beginning July 1, 2017, all contracts are sent to Procurement for review and signing, with the following signatory exceptions:
 - University President
 - University Vice President for Finance and Administration
 - Delegated employees for recurring agreements/contracts
- Procurement Director consults with Kahn, Dees, Donovan and Kahn, LLP on high level, complex issues
- Benefits of Centralized Contracts:
 - Contracts are held within a share drive within Procurement
 - Procurement maintains a repository of active contracts
 - Employees look to Procurement to help negotiate and lock-in long term agreements

Minority and Women-Owned Business Enterprise (MWBE)

MWBE Spend -

- FY 12, yearly spend was 3.17%
- Since FY 13, the lowest spend year was 6.38%
- Highest year was 11.45%

MWBE Outreach -

- Hosted multiple supplier diversity events at USI on certification with the state as well as match-making
- Attended numerous networking events in Indianapolis
- Indiana Black Expo - panelist on how to do business with USI
- Member of the Evansville Diverse Business Alliance under the Southwest Indiana Chamber of Commerce

2015 Disparity Study

- A national research firm analyzed the dollars that MWBE's received from FY 2010-FY 2014 on approximately 4,000 prime and subcontracts that USI awarded:
 - \$107 million dollars analyzed during the study period
 - Overall MWBE's received 10% of the relevant contracting dollars USI awarded during the study period
- The research firm suggested measures to increase MWBE participation:
 - Networking and outreach - ongoing
 - Track subcontract data - now doing
 - Subcontract opportunities - implement a program that requires prime contractors to include a minimum subcontracting percentage of the work - not doing
 - MWBE contract goals - now doing
 - State Educational Institutions (SEI) portal - send our bids to the Indiana Department of Administration
 - MWBE reporting - now standardized with the other SEI's

Collaboration and Leadership Opportunities and Experiences

Activities Procurement does at a state, regional and national level

- Past president of the National Association of Educational Procurement's (NAEP) Great Lakes Region which serves higher educational universities in Indiana, Illinois, Ohio and Wisconsin
- Attend yearly NAEP meetings at the regional and national level to increase the knowledge of the Procurement Office through best practice sessions, attending vendor shows and networking with peers
- Director currently serves as a member of the national board of the NAEP. First year of a three-year term and also serve on various committees of the Board
- Assistant Director has attended meetings with other IT people from around to the state to consolidate our spend on various items
- Meet with supplier diversity professionals from the other SEI's

Risk Management

Department of two that oversees the insurance policies and manages the overall risk to the University

- Able to negotiate lower premiums by 10% over the past three policy years while increasing coverages on flood and earthquake, as well as adding new coverages such as cyber liability and pollution control
- Work with various departments on campus to insure the University is minimizing its risk as it pertains to contracts and agreements



“Ours is a cumulative benefit to the University Family, providing real dollar and real time savings to all users”



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