

BEP PURCHASING NEWSLETTER

Vol. 2 | JULY 2022



MESSAGE FROM SIUE PURCHASING

Greetings,

In this issue of the newsletter, we highlight a woman-owned, promotional item vendor and learn about next steps after receiving necessary certifications with the State of Illinois.

We co-hosted Advancing Equity in Procurement Industry Day with Scott Air Force Base in mid-June and want to thank everyone who participated in the event. We appreciate your time, and we hope you were able to make some valuable connections and learn something new about doing business with the state and federal governments.

Thank you to everyone who provided feedback on our previous newsletter. Many of you provided topic suggestions for future issues, and I am excited to hear more ideas.

Sincerely,

Tara J. Raburn
Business Enterprise Program Associate

DID YOU KNOW?

For fiscal year 2021, there were **3,265** certified vendors in the Business Enterprise Program. Of those, **38%** were awarded contracts with agencies and public institutions in the State of Illinois.



VENDOR SPOTLIGHT

Jill Douglas joined SJB Promotions as an independent sales contractor in 2009. Prior to that, she left a teaching career in 2000 to raise her two children. Since joining SJB, Douglas has expanded operations to include an office manager, Lizz Leamon, and her daughter, Colleen Douglas, who assists with rhinestone apparel and their in-house T-shirt printing operations.

SJB has completed custom projects with multiple departments at SIUE, including SIUE Athletics, Counseling Services, Purchasing and the Office of Online Services and Educational Outreach. "Far and away, Jill's customer service is second to none. She has been great to work with due to her attention to detail and great communication," said Jameson Adams, Associate Athletic Director.

For every order, SJB provides quotes with shipping and order tracking to ensure departments have real-time updates of their order in transit.

In addition to BEP certification, SJB is licensed to use SIUE's trademarks by Learfield Licensing Partners. Anyone producing specialty items or merchandise for sale using SIUE wordmarks, logos, or the Southern Illinois University Edwardsville and SIUE names must be approved as a licensee through Learfield.

"I love my job," Douglas said. "I want to see SIUE look great and help the University purchase quality with integrity. We still put value in customer service and learning from you." SJB offers several options for learning about new products throughout the year. Please reach out to Purchasing if your department needs promotional items for events.



DOING BUSINESS WITH PUBLIC UNIVERSITIES

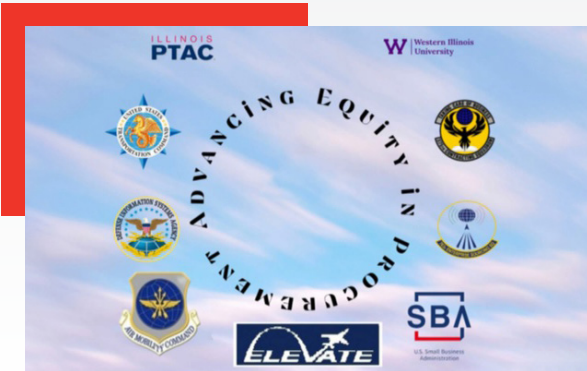
There are 13 public universities in Illinois, and they all have aspirational goals set by the state to create a diverse and inclusive supply chain. It may seem overwhelming to reach out to a university because there are so many departments and varied needs, but there are a few simple steps to follow to begin to build business relationships in the public university setting.

The first step is to register for an account with the Public Higher Education Bulletin where you can download solicitation documents, receive email notifications of opportunities, and see past projects and winning bids. Registering for the bulletin will ensure you are aware of high dollar solicitations, and it gives you the opportunity to bid as a prime or make connections to work as a subcontractor.

Next, create a clear, concise, one-page capability statement to highlight what you do. Be specific! The Illinois Procurement Technical Assistance Center (PTAC) is an excellent resource to learn how to make your capability statement stand out.

Finally, identify your niche and determine what departments might be able to utilize your goods or services. Our website provides all job titles and contact information to the public. If you know the department where you could add value, reach out to them directly. At SIUE, we require departments to obtain three quotes, one of which must be a certified BEP vendor.

EVENTS/RESOURCES



ADVANCING EQUITY IN PROCUREMENT INDUSTRY DAY

On Monday, June 13, SIUE and Scott Air Force Base co-hosted an industry day event in the Meridian Ballroom of SIUE's Morris University Center. It was a successful day of networking, educational briefings and a panel discussion.



BEP VIRTUAL OFFICE HOURS

Every Wednesday, 11 a.m.-noon

VIEW LIST OF TIMES

The BEP Team provides virtual office hours for the public to ask questions about the certification process. The certification team will address questions in a one-on-one meeting with you in English or Spanish.



CONTACT US

 **SIUE Purchasing**
Supporting Services Building Room, 1020
Supporting Services Road
Campus Box 1012
Edwardsville, IL 62026

 **618-650-3259**

 **618-650-3251**

 **Tara Raburn: tarabur@siue.edu**

 **siue.edu/purchasing/supplierdiversity**