**How To Do Business with Indiana State University (ISU)**

**What roll does the ISU’s Purchasing Department play?**

* ISU Purchasing facilitates communications between the various university departments and the various vendors.
* ISU Purchasing does not identify the needs of the various areas at the University. The various departments and areas identify and determine what their needs are. The various areas notify ISU Purchasing of their needs by entering a “Requisition” for goods or services.
* ISU Purchasing serves as a conduit by receiving “Requisitions” from the various university departments and then routing out “Request for Proposals” (request for bids) to the various vendors.
* ISU Purchasing is able to post in our Purchasing Web Page’s the upcoming opportunities in the area of construction and remodeling, because ISU Facilities Management has a planning list that they are able to forward to ISU Purchasing for posting on our web site at: https://www2.indstate.edu/purchasing/. However, the various other needs for goods and services are identified by the various ISU departments and is not known by ISU Purchasing, until ISU Purchasing is notified through the receiving of a “Requisition” from the various departments. Thus notification to the vendors of the need for various goods and services takes the form of a Request for Proposals (the Bid Process).

**What do all Buyers want?**

* Buyers are looking for partners that they can depend on to supply something that is needed, with the least amount of effort and friction.
* Buyers are looking for not only the lowest price, but the best service.
* Buyers are looking for partners who can solve the university’s problems and who will fix any problems that might arise during the purchasing process.
* Buyers are looking for suppliers who pay attention to details.
* Buyers are open to advice from vendors, if the vendor sees a better way of solving the university’s problem, or need.

**How do I get on ISU’s bidders list?**

* Get certified with the State of Indiana.
* If you are a Minority/Women/Veteran Owned business you should get certified by the State of Indiana. Getting certified with the State of Indiana will place your company on the State’s Certified Vendor list.
* Every Quarter ISU downloads the State’s Certified list to their Company Processing System and if you haven’t already registered your company with ISU, the system will automatically email you from the Company Processing System from: isuprocurement.org. The email will have a web link in it.
* Click the link in the email and it will take you to ISU’s Company Processing System. Answer a few short questions and then select from a 132 Commodity Categories indicating what categories your company would like to bid on.
* Per the instructions in the email, send ISU Purchasing, your W-9.
* Your company contact information and the categories that you wish to bid on will now be recorded and shown in ISU’s Company Processing System.

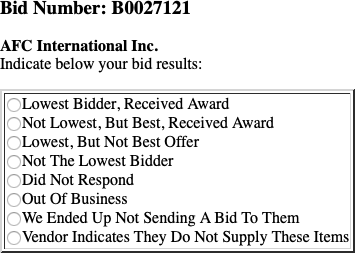
**ISU Purchasing Department Process**

* ISU Buyers are required to include a minimum of two State Certified Vendors on every bid. State Certified Vendors include Minority, Women and Veteran Owned Businesses. The Buyers select the bidders from the relevant Company Processing commodity bid lists categories.
* At 6:00 pm every weekday evening an email report automatically goes out to ISU’s consultant Jesse Moore and ISU’s Purchasing Director, Kevin Barr, showing the following:
  + Bid Number
  + Buyer’s Name
  + Bid Due Date
  + List of the Vendors bid to and any MBE/WBE/VBE status
  + Item Descriptions and Quantities Sought

Upon receiving this bidding report, Jesse and Kevin have the ability to login to the Company Processing System, select additional vendors and then notify the buyer of any additional vendors that can be sent to. The system emails the buyer with these additional suggested bidders. Consequently the email is waiting for the buyer in the morning, following the day that the bid when out. The buyer then sends to any additional bidders that were suggested.

* Following the award the buyers are required to record the results for each State

Certified Vendor (copy of system’s screen below):



In the hope of improving MWVBE participation, ISU consultant Jesse Moore and Director, Kevin Barr can generate a report from the system at any moment showing all of the bids and all of the results for each vendor. Each vendor’s phone and email address are shown in this report allowing ISU’s consultant Jesse Moore to easily follow up on the non-responsive vendors to see what ISU can do to enable greater participation.

**What should I do when I receive a bid from ISU?**

* Make sure that you respond, even if to just say that you cannot furnish what has been requested on the bid. Your feedback will help ISU to understand exactly what areas you can provide in the future.
* When responding to a bid make sure that you pay attention to the details and address every question and requirement listed in the bid. Especially if you are a new vendor, the buyer will be studying your response to see if you are paying attention to the details. The thinking is, if you are not paying attention to the details now, you might not when you have to fill an order, or follow up on an order.
* Give the impression that you are focused, attentive, eager to serve, and eager to help solve problems.

**What should I do when I receive a bid award and the Purchase Order?**

* Take action, as soon as possible to deliver the good or service that have been ordered.
* Make sure that you pay attention to all the details and requirements, as specified in the Bid and on the Purchase Order. Call ISU Purchasing, if you have any questions.
* It would be a nice touch if you followed up with the department that ordered to make sure everything has been received and is satisfactory. This is a good way to begin building a relationship with the ordering department for future needs and orders.

**Concerning Public Works/Construction:**

* Every public works project over $25,000 is advertised in the Terre Haute newspaper, is sent to an extensive list of prospective bidders maintained by ISU Purchasing, invite bids from at least three (3) persons, is sent to at least five construction planning rooms, and notice is always sent to the Indiana Minority Supplier Development Council (IMSDC) – with whom ISU Purchasing is partnered with for identifying minority and women owned businesses. ISU’s public notice is then forwarded by the Indiana Minority Supplier Development Council to all of their prospective bidders. Notice of projects are also posted on the ISU Purchasing web site.

Calls for sealed proposals due on a set date and time and to be opened at a public meeting and all bidders shall be entitled to attend.

Award the contract to the lowest and best bidder that meets our needs.

Public works project over $50,000, ISU advertises twice in both the Terre Haute and Indianapolis newspaper, State law only requires Educational Institutions to advertise if over $150,000, is sent to an extensive list of prospective bidders maintained by ISU Purchasing, invite bids from at least three (3) persons, is sent to at least five construction planning rooms, and notice is always sent to the Indiana Minority Supplier Development Council (IMSDC) – with whom ISU Purchasing is partnered with for identifying minority and women owned businesses. ISU’s public notice is then forwarded by the Indiana Minority Supplier Development Council to all of their prospective bidders. The “Notice To Bidders” document on current projects are also posted on the ISU Purchasing web site.

ISU posts all of our Public Works Projects on our Electronic Planning Room at: <https://www.indstateplanroom.com> where Primes and Subcontractors can look at the construction specifications at no charge. Downloading the specifications only cost $5.00. The site also allows the Prime Contractors and Subcontractors to view who has downloaded the specifications to better enable Prime and Subcontractors partnering.

Calls for sealed proposals due on a set date and time and to be opened at a public meeting and all bidders shall be entitled to attend.

Award the contract to the lowest and best bidder.

Prime contractor’s are required to submit on each publics works bid a list of subcontractors indicating if they are MBEs or WBEs.

**On behalf of ISU Purchasing:**

* More help and information can be found at: https://www2.indstate.edu/purchasing/
* We hope this document helps in the development of our future relationship.