

**Northern Illinois University**  
**Business Enterprise Program**  
FY10 Annual Expenditure Report  
For Periods 7/1/2009 through 6/30//2010



**Supplier Diversity (FY09-10)**  
**Minority, Female, and Persons with Disabilities Business Enterprise Act**  
**(MAFBEA)**  
**State of Illinois - Business Enterprise Program**

NIU maintains aggressive strategies to maintain and increase procurements allocated to vendors/suppliers recognized pursuant to the MAFBEA. **Strategies include active outreach/networking among diverse suppliers, internal collaboration with university colleges/divisions, and the development of databases and systems to efficiently link suppliers with purchasing opportunities.** The first annual Business Enterprise Program (BEP) Supplier Diversity Networking Fair was hosted by NIU in October 2006. Since that time progress towards the goal achievement has steadily increased as well as overall utilization of vendors. It should also be noted that **NIU elects to implement an aggressive goal calculation strategy** to include Income fund revenues in addition to General Revenue funds.

**Summary of NIU BEP Initiatives:**

- With the cooperation and assistance from Central Management Services (CMS) the fourth **annual Supplier Diversity Networking Fair** was held on October 7, 2009. The event was highly successful and the participation level by vendors and university representatives was greater than that of prior years. A new online registration process was utilized for the fair to promote attendance and maintain a **database of participating vendors**. The attendance figures were an all-time high with vendor participation having quadrupled from the original inception of the fair in 2006. NIU has planned another Supplier Diversity fair to take place in March of 2011.
- NIU continues to **actively encourage the support and cooperation from all colleges/divisions** in the university and routinely meets with departments/colleges to market the Supplier Diversity program. Procurement Services utilizes different information resources, including campus newsletters and university websites, to educate campus offices and **maintains current supplier databases**.
- The NIU Procurement Office **directly recruits new local and regional vendors** with a campaign of phone calls, emails, and one-on-one meetings and **assists qualified vendors with the MAFBEA certification process**.
- **As one of the top three university purchasers of certified MAFBEA supplier goods and services, NIU is a co-sponsor of the 2009 State of Illinois/CMS Business Enterprise Program Disparity Study.**
- NIU continues to share information and **collaborate with other universities, CMS, and the Illinois Procurement Higher Education Consortium (IPHEC) to compare buying patterns, vendor recruitment strategies, and opportunities** to utilize each other's procurement contracts and pricing (as permitted).

- NIU collaborates with the University of Illinois – Chicago Supplier Diversity program and utilized that program as a benchmark. Both campuses participate in their respective networking events.

Northern Illinois University is committed to helping small and diversified businesses thrive in the complex and competitive environment of northern Illinois. Under the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/), Northern has sought to increase the diversity of the firms it utilizes to achieve the mission of delivering the highest quality of education, academic research, and community service to the region.

In 2006, NIU adopted an aggressive strategy to increase the levels of procurement and the number of diverse companies being utilized. The strategy began when NIU sponsored its first annual Minority, Female, and Persons with Disabilities – Business Enterprise Program (BEP) Networking Fair. A recent review of the program indicated NIU has experienced continuous growth in the number of vendors being utilized and more importantly, a steady increase in the percentage of achievement toward established goals (see BEP Expenditure Report - PE11R20).

An additional commitment to department outreach and education has resulted in significant renewals of commitments to vendors, and an invigorated internal program of educating and interacting with staff at all levels of the university to promote the levels of procurement needed to meet the goals of the Business Enterprise Program. NIU also received considerable assistance from the State of Illinois Business Enterprise Program (BEP) and other universities to increase the level of outreach to local and regional firms.

It is believed that because of NIU's commitment to supplier diversity and completing the steps outlined above, NIU is reaching new levels of support for continuous growth. Our commitment is greatly assisting the small businesses that qualify for participation in the BEP program and they are prospering as a result. Likewise, NIU is benefiting from a broader set of choices and quality that are welcomed as an outcome of the strategic sourcing necessary to achieve meaningful results.

#### **FY10 Summary of NIU BEP Initiatives:**

- With the cooperation and assistance of the State of Illinois Central Management Services (CMS) the fourth annual vendor networking fair was held on October 7, 2009. The fair was highly successful and the participation level by vendors and campus representatives was greater than all prior years.
- A new online registration process was utilized for the fair to promote attendance and encourage participation.
- The fair included representatives from the State of Illinois, a speaker from another state university, and key executives from the NIU Alumni association.
- An awards program was established this year to selectively recognize both vendors and campus departments that have embodied the spirit of progressive supplier

diversity. Awards were given to 4 vendors and 5 campus departments at the annual fair.

- NIU continues to encourage the support and cooperation from all executives in the university.
- The NIU Procurement Office continues to directly recruit new local and regional vendors with a campaign of phone calls, emails, and one-on-one meetings.
- Procurement utilized different information resources, including campus newsletters and university websites, to educate campus constituents about the program.
- The Procurement Office and Affirmative Action and Diversity Resources attended the networking fair held by the University of Illinois at Chicago to benchmark NIU's efforts.
- Procurement utilized student resources to review master vendor lists to aid in vendor recruitment efforts.
- NIU continues to share information with other universities to compare buying patterns, vendor recruitment strategies, and opportunities to utilize each other's procurement contracts and pricing (as permitted).
- NIU joined the efforts of other universities to participate in the State of Illinois disparity study.

NIU's efforts to achieve its annual goal were limited by a number of factors. These factors include:

- The increasing number of Illinois Procurement Higher Education Cooperative (IPHEC) and other contracts for large purchases i.e, computers, computing supplies and peripheral equipment, janitorial supplies, office supplies and equipment made it difficult to find a BEP vendor that could compete with the pricing.
- DeKalb County has a small base of locally certified female, minority and persons with disabilities owned companies. Currently, there are only 2 certified vendors in all DeKalb County.
- Fewer products and services are being awarded to outside vendors due to the University doing more in-house work, as a result of budget restrictions.
- NIU has lost vendors who have achieved levels of success to the degree that they no longer remain eligible for the program.
- Some BEP vendors have lost competitive bids, possibly due to large firms lowering prices to maintain volumes.

In conclusion, NIU has achieved record levels of dollars spent under the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act and will continue its efforts to achieve the goals set forth for the current fiscal year.

Attachments

Expenditure Report Form PE11R20

FY10 Request for Adjustment

# Fiscal Year 2009 Request for Adjustment

For the Period of: July 1, 2008 to June 30, 2009

Agency Number: 64401 Agency /University Name: Northern Illinois University

Nov-10

BEP SUBCONTRACTING

CATEGORY	Number of Contracts	FCE	FME	Dollars Spent			PBE	SW	BEP SUBCONTRACTING VENDOR NAME
				MBE	FME	MBE			
AFRICAN AMERICAN	1			\$ 13,796.00				ANDREWS ROYER G (Andrews Printing)	
AFRICAN AMERICAN	1			20,000.00				CUSTOM RED IRON	
AFRICAN AMERICAN	1			436.80				FELLOWSHIP FLEET LLC	
AFRICAN AMERICAN	1			1,836.95				JUS N TYME PROMOS INC	
AFRICAN AMERICAN	1		5,000.00					INTERNATIONAL FILTER MFG CORP	
HISPANIC AMERICAN	2			3,000.00				ARIES CHARTER TRANSPORTAT	
HISPANIC AMERICAN	1			13,890.00				LABOR TECH PRINTING INC	
HISPANIC AMERICAN	2			94,900.00				TOVAR SNOW PROFESSIONALS INC	
HISPANIC AMERICAN	2			8,250.00				RICH'S TIRE SERVICE INC	
ASIAN AMERICAN	1		21,178.75					CTG INC OF ILLINOIS (Novanis)	
ASIAN AMERICAN	4		2,194.56					NOVA STATIONERS INC (Meadows Ofc)	
ASIAN AMERICAN	1			1,090.00				NOVAMED INC	
NATIVE AMERICAN	0								
CAUCASIAN	1	1,724.28						ADVANCE VISUALS INC	
CAUCASIAN	1	15,000.00						BECK'S BOOK STORE INC	
CAUCASIAN	1	1,600.00						CHICAGO DROPCLOTH & TARPULIN	
CAUCASIAN	1	5,000.00						COLMAN BROHAN AND DAVIS INC	
CAUCASIAN	1	21,500.00						DATA MEDIA PRODUCTS INC	
CAUCASIAN	1	1,185.00						DIRECTIONS TRAINING CENTER	
CAUCASIAN	7	20,157.00						DOCUMENT MANAGEMENT SOLUTIONS	
CAUCASIAN	1	145,187.50						EITHING SYSTEMS INC	
CAUCASIAN	17	20,944.52						HEIRESS ENTERPRISES INC (SJB)	
CAUCASIAN	11	151,099.94						HYGIENEERING INC	
CAUCASIAN	1	2,745.00						J C EDWARDS & SON INC	
CAUCASIAN	2	1,500.00						LOGSDON OFFICE SUPPLY	
CAUCASIAN	1	320.00						OCCUPATIONAL TRAINING & SUPPLY	
CAUCASIAN	1	4,000.00						PERKINS NANCY J	
CAUCASIAN	1	429.00						POINTE INDUSTRIES LLC (Feller & Sons)	
CAUCASIAN	1	335.50						TBK PROMOTIONS INC	
CAUCASIAN	2	49,800.00						TEPPER ELECTRIC SUPPLY CO	
CAUCASIAN	65	30,554.42						THE OFFICE WORKS	
CAUCASIAN	1	18,500.00						TRITT WENDY J	
CAUCASIAN	1	740.00						WEB GIRL CONSULTING	
CAUCASIAN	1	589.90						YOUR PARTNER PROMOTIONS	
PERSON WITH DISABIL	1					3,060.00		INSTALLATION SERVICES INC	
SHELTERED WORKSHO	1						1,400.00	BARBARA OLSON CENTER OF HOPE	
SHELTERED WORKSHO	1						676.47	THE CHICAGO LIGHTHOUSE	
SHELTERED WORKSHO	1						45693.76	GOODWILL INDUSTRIES OF N ILL	
	141	492,912.06	28,373.31	157,199.75	3,060.00		47,770.23		

TOTAL 729,315.35

**Note:** Record all BEP subcontracting dollars identified on the **BEP Subcontracting Goal Achievement Report**, as well as, other contract dollars that were paid to BEP subcontractors through your agency/university. These dollars can and should be applied towards your goal. Transfer all expenditure entries on this form to the **PE11R2 0**, maintaining the appropriate gender and ethnic categorization.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
 BUSINESS ENTERPRISE BUREAU  
 FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

FY 2010 AGENCY EXPENDITURE REPORT THRU END FISCAL YR 2010

AGENCY - Northern Illinois University		64401	NAME	Wesley Coats and Alfred Mueller	
	TOTAL	EXPENDITURE	TOTAL	TOTAL	NUMBER BEP
	CONTRACTS	ADJUSTMENTS	DOLLAR AMOUNT	NUMBER	VENDORS WITH
			OF EXPENDITURES	BEP VENDORS	EXPENDITURES
AFRICAN AMERICAN					
MALES	4	36,069.75	36,069.75	4	4
FEMALES	1	5,000.00	5,000.00	1	1
HISPANIC AMERICAN					
MALES	7	120,040.00	120,040.00	4	4
FEMALES	0	0.00	0.00	0	0
ASIAN AMERICAN					
MALES	1	1,090.00	1,090.00	1	1
FEMALES	5	23,373.31	23,373.31	2	2
NATIVE AMER / AK NATIVE					
MALES	0	0.00	0.00	0	0
FEMALES	0	0.00	0.00	0	0
CAUCASIAN					
FEMALES	119	492,912.06	492,912.06	21	21
PERSONS WITH DISABILITIES					
AFRICAN AMERICAN					
MALES		0.00	0.00		
FEMALES		0.00	0.00		
HISPANIC AMERICAN					
MALES		0.00	0.00		
FEMALES		0.00	0.00		
ASIAN AMERICAN					
MALES		0.00	0.00		
FEMALES		0.00	0.00		
NATIVE AMER / AK NATIVE					
MALES		0.00	0.00		
FEMALES		0.00	0.00		
CAUCASIAN					

MALES		1	3,060.00	3,060.00	1	1
FEMALES			0.00	0.00		
SHELTERED WORKSHOPS		3	47,770.23	47,770.23	3	3
NOT FOR PROFIT AGENCIES			0.00	0.00		
RECAPITULATION						
FBE GOAL	105,332	125	521,285.37	521,285.37	24	24
MBE GOAL	105,332	12	157,199.75	157,199.75	9	9
PBE GOAL	42,132	4	50,830.23	50,830.23	4	4
TOT. GOAL	252,796	141	729,315.35	729,315.35	37	37
			<b>GRAND TOTAL</b>	<b>\$729,315.35</b>		

APPROVED BY

Al Mueller

Date: 11/12/2010