

Northern Illinois University
Business Enterprise Program
FY11 Annual Expenditure Report
For Periods 7/1/2010 through 6/30/2011



Supplier Diversity (FY10-11)
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.** 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 **Supplier Diversity Networking Fair** was held on March 2, 2011. The event was considered highly successful and the participation levels by vendors and university representatives were excellent.
- The university introduced vendor and university workshops to explain university purchasing, changes in state laws, and promotion of the BEP.
- 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.

FY11 Summary of NIU BEP Initiatives:

- With the cooperation and assistance of the State of Illinois Central Management Services (CMS) an annual vendor networking fair was held on March 2nd, 2011. The fair was highly successful and the participation level by vendors and campus representatives was substantial.
- A new online registration process continues to be utilized for the fair to promote attendance and encourage participation.
- The fair included representatives from the State of Illinois and key executives from the NIU Alumni association.
- An awards program has continued and selectively recognizes both vendors and campus departments that have embodied the spirit of progressive supplier diversity. Awards were given to vendors and campus departments at the 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 4 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 res
- 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

FY11 Request for Adjustment

FY11 Request for Adjustments Grants

FY11 Validation of Fy2011 BEP Spend

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

October 2011

Revised

11/28/11

FY 2011 AGENCY EXPENDITURE REPORT

644 - Northern Illinois University

NAME: Wesley Coats Al Mueller

	TOTAL CONTRACTS	EXPENDITURE ADJUSTMENTS	TOTAL DOLLAR AMOUNT OF EXPENDITURES	NUMBER BEP VENDORS WITH EXPENDITURES
AFRICAN AMERICAN				
MALES	7	51,381.93	50,974.50	3
FEMALES	0	0.00	407.43	1
	F to MBE			
HISPANIC AMERICAN				
MALES	9	120,346.00	120,346.00	4
FEMALES	0	0.00	0.00	0
ASIAN AMERICAN				
MALES	5	55,592.20	55,592.20	1
FEMALES	2	30,636.25	30,636.25	2
NATIVE AMERICAN / ALASKAN NATIVE				
MALES	0	0.00	0.00	0
FEMALES	0	0.00	0.00	0
CAUCASIAN				
FEMALES	162	812,826.14	812,826.14	21
PERSONS WITH DISABILITIES				
AFRICAN AMERICAN				
MALES	0	0.00	0.00	0
FEMALES	0	0.00	0.00	0
HISPANIC AMERICAN				
MALES	0	0.00	0.00	0
FEMALES	0	0.00	0.00	0
ASIAN AMERICAN				
MALES	0	0.00	0.00	0
FEMALES	0	0.00	0.00	0
NATIVE AMERICAN / ALASKAN NATIVE				
MALES	0	0.00	0.00	0
FEMALES	0	0.00	0.00	0
CAUCASIAN				
MALES	1	600.00	600.00	1
FEMALES	0	0.00	0.00	0
SHELTERED WORKSHOPS	1	24.96	24.96	1
RECAPITULATION				
FBE GOAL: 163,333	ACHIEVEMENT: 164	843,462.39	843,869.82	24.00
MBE GOAL: 256,667	ACHIEVEMENT: 21	227,320.13	226,912.70	8.00
PBE GOAL: 46,666	ACHIEVEMENT: 2	624.96	624.96	2.00
TOTAL ACHIEVEMENT	187	1,071,407.48	1,071,407.48	34.00
APPROVED BY <i>Al Mueller</i>		DATE <i>11/25/11</i>		

64401 - NORTHERN ILLINOIS UNIVERSITY

FY 2011 REQUEST FOR ADJUSTMENT FORM

CATEGORY	FCE	CONTRACT AMOUNT		PBE	SW	BEP SUBCONTRACTING VENDOR NAME
African American		FME	MBE			Brent's Mailing Equipment
			273.50			Custom Red Iron
			50,000.00			Fellowship Fleet LLC
			701.00			Inter-City Supply CO Inc- F TO MBE
			407.43			
Hispanic American						Aries Charter Transportation
			9,092.00			Labor Tech Printing Inc
			3,345.00			Tovar Snow Professionals Inc
			101,159.00			Rich's Tire Service
			6,750.00			
Asian American						Key Food Co
			52,777.20			Novamed Inc
			2,815.00			Altima Technologies Inc
		560.00				Novanis (CTG Inc of Illinois)
		30,076.25				
Native American						
Alaskan American						
Caucasian						ADVANCE VISUALS INC
	1,416.00					CHICAGO DROPCLOTH & TARPAULIN
	1,600.00					COLMAN BROHAN AND DAVIS INC
	50,500.00					CUSTOM STONE WORKS INC
	2,572.50					DATA MEDIA PRODUCTS INC
	11,500.00					DIRECTIONS TRAINING
	5,450.00					DOCUMENT MANAGEMENT SOLUTIONS
	24,557.00					EITHINC SYSTEMS INC
	36,137.50					HEIRESS ENTERPRISES INC (SUB)
	29,363.59					HYGIENEERING INC
	128,415.00					J C EDWARDS & SON INC
	8,786.00					LINJEN PROMOTIONS
	1,308.00					LOGSDON OFFICE SUPPLY
	1,300.00					MNJ TECHNOLOGIES
	77.55					OCCUPATIONAL TRAINING & SUPPLY
	570.00					OPTIMAL FIRE PROTECTION LLC
	60,000.00					POINTE INDUSTRIES LLC (Feller & Sons)
	6,810.07					TEPPER ELECTRIC SUPPLY CO
	49,800.00					THE OFFICE WORKS
	24,986.98					

64401 - NORTHERN ILLINOIS UNIVERSITY									
FY '2011 REQUEST FOR ADJUSTMENT FORM									
CATEGORY	FCE	CONTRACT AMOUNT		PBE	SW				BEP SUBCONTRACTING VENDOR NAME
		FME	MBE						
	38,775.00								TRITT WENDY J
	328,900.95								TRAVELEX INTL
				600.00					Deaf Communications
						24.96			Goodwill Industries of N Illinois
TOTAL	\$812,826.14	\$30,636.25	\$227,320.13	\$600.00	\$24.96		\$1,071,407.48		

African American Male	\$51,381.93	7
African American Female	\$0.00	0
Hispanic Male	\$120,346.00	9
Hispanic Female	\$0.00	0
Asian Male	\$55,592.20	5
Asian Female	\$30,636.25	2
Native American Male	\$0.00	0
Native American Female	\$0.00	0
Caucasian Female	\$812,826.14	162
Persons w/Disabilities	\$600.00	1
Sheltered Workshops	\$24.96	1
	\$1,071,407.48	187

VALIDATION OF FY 2011 BEP SPEND (FINAL PE11R20)

UNIVERSITY - Northern Illinois University

64401

GENDER / ETHNIC CATEGORY	SPEND	NUMBER OF CONTRACTS
MALES - AFRICAN AMERICAN	\$51,381.93	7
FEMALES - AFRICAN AMERICAN	\$0.00	0
MALES - HISPANIC	\$120,346.00	9
FEMALES - HISPANIC	\$0.00	0
MALES - ASIAN	\$55,592.20	5
FEMALES - ASIAN	\$30,636.25	2
MALES - NATIVE AMERICAN	\$0.00	0
FEMALES - NATIVE AMERICAN	\$0.00	0
FEMALE - CAUCASIAN	\$812,826.14	162
PERSONS WITH DISABILITIES		
MALE (Caucasian)	\$600.00	1
FEMALE (G&E)	\$0.00	0
SHELTERED WORKSHOP	\$24.96	1
TOTALS:	\$1,071,407.48	187

TOTAL FBE:	\$843,462.39	164
TOTAL MBE:	\$227,320.13	21
TOTAL PBE:	\$624.96	2

I agree that the data identified above represents my agency's/university's contribution toward the Business Enterprise Program goal for FY2011. I approve of the inclusion of this information in the BEP Annual Plan for Fiscal Year 2011.

Please print and sign by the person responsible for release of this data to the BEP Annual Report.

Ed Mueller 11/29/11
APPROVAL SIGNATURE DATE

**Illinois Department of Central Management Services
Business Enterprise Program**

Fiscal Year 2011 Request for Adjustment for Grant Dollars

For the period of: July 1, 2010 through June 30, 2011

Agency / University Number: 644 Agency / University Name: Northern Illinois University

Grant Name: NONE

CATEGORY	DOLLARS SPENT				BEP SUBCONTRACTING VENDOR NAME & FEIN
	FCE	FME	MBE	PBE	SW
AFRICAN AMERICAN					
HISPANIC AMERICAN					
ASIAN AMERICAN					
NATIVE AMERICAN					
CAUCASIAN					
PERSON WITH DISABILITY					
SHELTERED WORKSHOP					

Note: Record all BEP subcontracting grant dollars that were awarded through your agency/university. These grant dollars should be applied towards your BEP goal. Transfer all expenditure entries on this form to the **PE11R20 Form**, maintaining the appropriate gender and ethnic categorizations. Use one form for each grant awarded.