



Supplier Diversity Networking Fair 2011

**Faculty, Staff, and Student Organization Officers
You are cordially invited to attend...**

Northern Illinois University's Supplier Diversity Networking Fair & Workshops
Wednesday, March 2nd, 2011 Holmes Student Center
10:00 a.m. – 3:00 p.m. (attend all or select events)
Free luncheon, workshops, vendor samples and Eco-Friendly Shopping Bag.

NETWORKING FAIR

10:00 a.m. – 12:00 Noon

Holmes Student Center- Duke Ellington Ballroom

The purpose of the Supplier Diversity Networking Fair is for business enterprises owned by minorities, females, and/or persons with disabilities to exhibit their commodities, supplies, and services to NIU faculty, staff, and student organization officers. Over 100 diverse businesses will attend the Fair. Bring a friend to compare and sample a wide variety of products and services.

NETWORKING LUNCHEON

12:00 p.m. - 1:00 p.m.

Holmes Student Center – Regency Room

The networking luncheon provides vendors the opportunity to network with the campus community.

WORKSHOPS FOR FACULTY AND STAFF (Pre-registration is not required)

1:15 – 2:00 p.m. Understanding the NIU Procurement Process – Part I Holmes Student Center 505

This workshop will outline the correct procedures for acquiring goods or services for your department. Identify opportunistic buying sources, explain MAFBE purchasing, procurement cards, and provide simple guidelines to use when planning a major purchase. **Part I will focus on the basic procurement process used at NIU and will last approximately 45 minutes.**

2:15 – 3:00 p.m. Changes to the State of Illinois Procurement Process – Part II Holmes Student Center 505

This workshop will discuss new procurement rules that may impact the time needed to secure goods and services which can be critical to the successful completion of a project. An explanation of the changes will be provided, along with a description of the new ethics requirements for reporting of procurement communications. **This session will focus on changes to procurement laws that went into effect July 1, 2010 and January 1, 2011 and will last approximately 45 minutes.**

WHY SHOULD YOU ATTEND?

This is a free event for all faculty, staff, and student organization officers. There is no cost to attend the Fair and you can access many vendors in one convenient location. You can meet with vendors who want to compete for your business and many may provide competitive prices. The vendors will bring samples for you to compare products and services. Your participation helps contribute to NIU's commitment to help grow the economic development of businesses that are owned and operated by minorities, females, and/or persons with disabilities.

HOW TO REGISTER?

Faculty, Staff and Student Organizations can register at the door or by emailing their name, position title, department/organization and the names and titles of those attending to bep@niu.edu by Friday, February 25th (extended date). Business owners must pre-register at www.niu.edu/procurement/bep. **For more information contact:** Tara Mitchell at (815)753-6000; email your questions to bep@niu.edu or visit: www.niu.edu/procurement/bep.