

# Indiana State University

2004 - 2005 Administrative Annual Report

Purchasing

Year in Review

## Achievements

**As you have heard, increasing public awareness of Indiana State University's accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department's accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)**

Money Retained through Bidding by ISU Purchasing 2004 \$1,836,662.10 Revenue Generated from Royalty Contracts and Licensing \$633,387.25 Total Purchasing Transactions in Dollars \$33,351,223.29 Total Purchasing Dollars Spent in Indiana \$20,293,088.40 Percentage of Dollars Spent in Indiana 61% Percentage of Purchase Orders Quoted 91.71% Average Speed in Processing a Requisition, to a Bid, and then to a Purchase Order 3 Days (bids and purchase orders fax directly from computer system) Total Number of Purchase Order Transactions 2004 4,074

## Action Steps

**In light of the new [strategic direction](#) of the University can you modify your action steps or develop new action steps that will aid in the implementation of the University's Strategic Indicators?**

Experiential Learning: Pre-eminence and support of students: Purchasing and Central Receiving employs six student workers of diverse backgrounds in an environment that fosters interaction and support. Community Engagement: Representatives from ISU Purchasing participated in the Indiana Business Opportunity Fair, sponsored by the Indiana Regional Minority Supplier Development Council held at the Indianapolis Convention Center. The Indiana State University Purchasing Department, in combination with six other Universities in the State of Indiana, is sponsoring the Buy Indiana Road Show during Black Expo 2005 in the State House, North and South Atriums from 10:00 am to 1:00 pm, July 12, 2005. The Lt. Governor will deliver opening remarks and kick-off the event. ISU Purchasing has attended three meetings over the past year in which the State Universities shared best practices and information regarding ways to improve minority business purchases. ISU's Director of Purchasing is currently serving as President of the National Association of Educational Buyers, Indiana Region.

## Assessment

**What are two ways in which you evaluated the quality or effectiveness in your area last year? What changes did you make based on those assessments?**

Purchasing Benchmarking, Source of Benchmarking: Institutional Supply Management Organization (ISM) Value Added Function of a Purchasing Department, Bid Savings and Income Generation Divided by Spend Industry Benchmark: 4.93% ISU Purchasing: 7.41% Total Purchasing Operational Expense Per Purchasing Employee (includes compensation, benefits, equipment, and supplies) Industry Benchmark: \$94,613.00 ISU Purchasing: \$46,796.88 Purchasing Employees as a Percent of Organization Employees Industry Benchmark: 1.28% ISU Purchasing: 0.51%

## Future Goals

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### **Please describe the progress you have made on these action steps.**

Money was not available for SciQuest. This years goals for the future: 1. Maintain the speed and efficiency currently enjoyed in the ISU procurement process. 2. Increase our minority and women owned business purchases. 3. Maintain professional education and learning through association conferences and other vehicles for learning. 4. Maintain good relations and communications with our client departments through departmental visits. Progress: 1. Speed and efficiency has been maintained in Purchasing over the past year with most requests processed through the procurement process in an average of three days. 2. Concerning Minority and Women Owned Business purchases. ISU Purchasing over the last year has attended three state university minority best practice meetings, as well as, participating in the Buy Indiana Black Expo Road Show. All buyers in purchasing are currently attempting to include one minority business on each request for quote. 3. Concerning life long professional learning: Ernie Kramer has been active with the Midwest Higher Education Compact in fiscal 2004-2005. He served on the Technologies Committee for MHEC. Participated in approximately 8 conference calls. Was consulted by the attorney for MHEC in contract negotiations (specifically for computers and printers). Attended the MHEC commission meeting in Kansas City on November 17, 18, 19. Attended vendor presentations for computers on December 6 and 7 in Minneapolis for evaluation with the MHEC technologies committee. ISU's present computer contract pricing with Dell was improved as a result of this collaborative RFP. Attended a meeting for evaluation of the Xerox contract on February 28. Tom Kellett attended the Regional NAEB conference, the Minority/Diversity Job Fair in Indianapolis, and had a scheduled tour of our contracted furniture vendor, RJE, at their main offices in Indianapolis. Sherri Ramseyer attended the Human Resource programs of 7 Habits of Highly Effective People and Quality of Service (Phase I). Sherri also attends the Banner Finance Meetings at the Controllers Office on Wednesday afternoons. Sherri is also involved in the United Way's Days of Caring every year. Kevin Barr attended the NAEB National and Regional meeting and the SCT Banner Conference. Is a member of the State of Indiana University Procurement Committee for the study of best procurement practices and coordination within the State of Indiana. Attended three State of Indiana, University Minority and Women Owned procurement meetings. ISU Purchasing personnel visit regularly with various areas of campus in order to help in our understanding and communications with our client departments.