



Procurement Program Application Procedures

For over eight years, the TICUA Procurement Committee has developed a program aimed at improving service and price across our 34 member institutions. Vendors are more than welcome to apply to be added to the list of vendors offering special pricing and service to all of our members.

In order for a proposal to be considered, a vendor must complete a "TICUA Procurement Program Action Form" and follow these steps:

1. Read "Proposal Content Recommendations". If your company can meet these terms, proceed to step two.
2. Submit TICUA Procurement Program Action Form to Diane Berty, Vice President at TICUA.
3. Submit .pdf file of our proposal to the Vice President at berty@ticua.org. Proposals are due no later than **30 business days** prior to the Procurement Committee Meeting (go to http://www.ticua.org/meetings_resources/ for a list of meeting dates).
4. Upon submission, a member of the Procurement Committee will review the proposal and make a recommendation as to whether the proposal should be placed on the next meeting's agenda.
5. Primary vendor contact will be reached to either request additional information, deny access to agenda or to schedule a 30 minute presentation to Procurement Committee. For those vendors invited to present, vendor may choose to join us in person or via telephone. Presentation is to include time for questions and answers regarding the proposal.
6. Notify TICUA of any audio/visual needs that you require for your presentation at least 5 business days in advance. If doing a PowerPoint, please email presentation no later than 1 day prior to the meeting to berty@ticua.org.

The Procurement Committee meets at the TICUA office. Directions and parking information can be found at <http://www.sitemason.com/files/et331u/DirectionsTICUA.pdf>.

Generally, the Procurement Committee reaches a decision regarding proposals on the day of the meeting. Occasionally, however, they may need to take additional time or ask a vendor to refine their proposal which could mean several more days until a vote can be taken.

When a proposal is accepted, a vendor should expect the following:

1. TICUA and vendor will work together to produce an introductory letter that will be sent via snail mail and e-mail. Sometimes vendors desire to include additional information with the introductory letter (ex. Binders or catalogs). In cases where the price of shipping exceeds the TICUA budget for such mailings, the vendor will be asked to pay the difference.
2. TICUA and vendor will work together to write a brief blurb regarding the contract for the TICUA website (http://www.ticua.org/cost_containment). Blurb and vendor logo will be placed in the appropriate categories provided on TICUA website.
3. A brief article regarding the new contract in the TICUA monthly e-newsletter following completion of above item #2.
4. Primary vendor contact will receive electronic document containing the names, addresses, email addresses and phone numbers of each person that was sent the introductory letter.
5. Vendor will be placed in "Endorsed Procurement Program Provider" directory that assists campuses in contacting vendors under contract with TICUA.
6. Primary vendor contact will provide quarterly reports detailing spend through contract at the institutional level. This information is used to evaluate the effectiveness of the contracts in the TICUA portfolio.
7. The TICUA Procurement Committee will review each contract on a quarterly basis based on the reports provided by the vendor and institutional feedback.