

MINORITY BUSINESS BULLETIN

Heightening awareness, improving access, and building business relationships in order to increase **supplier diversity**. **APRIL 2008**

Automotive Dealers Come to Campus to Talk Business

In November, the university and the community came together for a workshop in support of the continued efforts to heighten awareness, improve access and build relationships. There were a total of five MBE/EDGE Automotive Dealerships from across Ohio represented, as well as more than ten different areas from the university.

The conversations were focused on the bidding process and requirements, diverse university needs and the desire to purchase environmentally-friendly vehicles.

In a typical year, the university purchases 40-60 vehicles, including sedans, SUVs, pick-ups and specialty vehicles. One of the areas that presented to the group was Stores, Receiving & Mail Services (SRM). Pete Hackman, Operations Manager, spoke to the group about the services they



Participants discuss bidding requirements, specifications and upcoming opportunities at the business workshop with auto dealerships and university officials.

PHOTO CREDIT: BUSINESS OPERATIONS

provide and the vehicles that are critical to their business.

“In order to successfully run a system that delivers more than 180,000 packages annually, we need to maintain a fleet of 25 specialty trucks. With our aging fleet, we plan on purchasing 5 new trucks in 2008 ...including ‘cut away’ vans used to deliver small packages.”

Following the workshop, six competitive bids for vehicles were conducted. Of these, six vehicles were purchased from a minority dealership that participated.

The university wishes to recognize the following who made this meeting successful: Bob Ross Buick, Hillsboro Ford, Springfield Ford, Planet Ford, Crestmont Ford, Business Operations, FOD, Athletics, VetMed, Student Affairs, Public Safety, Larry Price, James Austin (State of Ohio).

» BY THE NUMBERS «

20 Number of participants from OSU and the community who attended the November 2007 workshop.

6 Number of vehicles purchased since the workshop from dealers that participated.

Average number of vehicles purchased annually **40-60**

B20 The university is interested in purchasing alternative fuel vehicles such as B20 Biodiesel flex fuel and electric cars.

Average number of days—start to finish—it takes to complete a competitive bid for vehicles. **25**



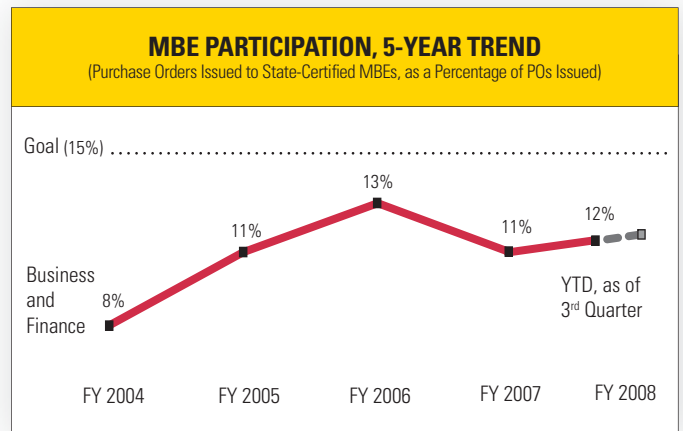
The 2008 Fiscal Year is Nearly Over...

It's difficult to believe—or perhaps not—that the end of the fiscal year will soon be here.

The chart at right shows the five-year MBE trend and, more notably, last year's unexpected set-back with respect to MBE participation. Encouragingly, the numbers are tracking back in the right direction.

Below are some actions you can take in preparation for the closing of the fiscal year:

- Close out all unused or unneeded Purchase Orders—this will help ensure the PO base is as accurate as possible.
- Search the eStores catalogs for MBE/EDGE purchasing opportunities (a list of certified suppliers with eStores catalogs is shown below).
- Begin planning for next year now!



The university's commitment to diversity is expressed in the preface to its Diversity Action Plan:

"Diversity enhances economic competitiveness by effectively developing and using the talents of all citizens."

Supplier Profile

DIRECT RESOURCE INC.

COMMODITY: Plumbing and Electrical Supplies

2121 Citygate Drive
Columbus, OH 43219
(800) 888-1928
Fax: (614) 337-1313
www.directresourceinc.com

Direct Resource, Inc., a certified MBE and EDGE company, is on contract to distribute J.A. Sexauer & Graybar product lines of over 50,000 plumbing/maintenance and electrical supplies.

To make buying even easier, all of these products are available through eStores.

Direct Resource, in business since 1989 with over twenty state and federal contracts, is located in a 20,000 square foot warehouse/office facility minutes away from OSU near the Columbus airport.



eStores

Order Online!

MBE & EDGE Certified Companies with eStores catalogs:

- Clara E. Brown Interiors
- Direct Resource, Inc. (supplier of J.A. Sexauer and Graybar – electrical and plumbing supplies)
- King Business Interiors (EDGE)
- Key 4 Cleaning Supplies (available by searching the internal supplier catalog)
- Premier Medical / Office (part of Fisher and OfficeMax contracts)
- ProTeam Resources (temporary labor)
- Superior Industrial Supply (part of Grainger contract)



University Switches to Recycled Copy Paper

Article from onCampus by Adam King

Ohio State got a little bit greener this month when President E. Gordon Gee announced a new university policy that requires all copy paper used on campus to have at least 30 percent recycled content.

“The need to develop a new recycled paper policy has been a priority since I arrived last fall as we looked for ways to strengthen our already strong foundation of green initiatives on campus,” Gee said. “By adopting this policy, we hope Ohio State can become a benchmark for other universities to follow.”

The policy will take effect July 1, although Assistant Vice President for Business Operations Helen DeSantis said OSU is encouraging all colleges and units to get started before then.

DeSantis said going green at OSU is becoming an extension of what people are doing more and more at home, such as recycling aluminum and glass and buying hybrid vehicles, and that should make enactment of the new paper policy easier than it might have been two or three years ago.

“People want to do the right thing,” she said. “The new paper policy is just heightening the awareness.”

Ohio State, according to DeSantis, uses 488,000 reams of paper annually, of which only 35,000 had recycled content. The new initiative will save more than 8,000 trees and almost 3 million gallons of wastewater while diverting 382,000 pounds of solid waste from the landfill.

“We estimate this will initially cost about \$300,000 more across the university,” said Senior Vice President of Business and Finance Bill Shkurti. “But it’s worth doing to support the university’s sustainability goals, which will provide benefits to us and society for many years to come.”

Over time DeSantis said a streamlined ordering process (through campus supplier Stores’ e-procurement Web site at osustores.osu.edu) and focusing on better ways to conserve paper (see sidebar) will offset the added expense.

A group of students who approached the administration last year about doing more with sustainability was a catalyst in helping to develop the new recycled paper policy.

OSU had already formed the Environmentally Responsible Purchasing Task Force — made up of students, faculty and staff charged with developing a purchasing policy that would support and encourage recyclable and environmentally conscious products — in April 2007. The ERPTF adopted the students’ concepts into its broader policy and went ahead with the copy paper initiative.

“Our team is looking at copy paper first because that’s where most of the spending was,” DeSantis said. “We’ve also looked at toilet tissue and paper towels, but 97 percent of what we purchase is already recycled. We’re taking a look next at envelopes.”

Strategies for reducing paper consumption

- Print on both sides of the paper.
- Adopt a “think before you print” culture/attitude.
- Use spell check and print preview before pressing “print.”
- Print slides/handouts with two or four to a page.
- Make scratch pads from used paper and /or order free scratch pads from printing made from scrap paper.
- Reduce font size by one or two points if possible and widen document margins.
- Use e-mail instead of fax.
- Save documents electronically instead of printing hard copies.
- Replace fax cover sheets with small post-it note “stickies.”
- Review processes and look for opportunities to reduce paper, such as document imaging technologies.
- Put information up on overhead projectors/screens instead of making hard copies.
- Use narrow-ruled notebooks.
- Route or circulate memos, periodicals and reports rather than distributing individual copies.

EDGE: Encouraging Diversity Growth and Equity

As its name suggests, the State of Ohio's EDGE program provides an EDGE to small businesses by Encouraging Diversity, Growth and Equity in public contracting. EDGE is an assistance program for economically and socially disadvantaged business enterprises.

The State of Ohio developed the program because it is committed to making all state contracts, services, benefits and opportunities available without discriminating on the basis of race, color, religion, sex, national origin, disability, age or ancestry.

The state recognizes the need to encourage, nurture and support the growth of economically and socially underutilized businesses to foster their development and increase the number of qualified competitors in the marketplace.

EDGE establishes goals for state agencies, boards and commissions in awarding contracts to certified EDGE-eligible businesses. EDGE applies to procurements of supplies and services, professional services, information technology services, construction and professional design services.

EDGE eligibility

An EDGE participant must be a small socially and economically disadvantaged business enterprise owned and controlled by U.S. citizens who are Ohio residents.

A business enterprise may qualify if it is located in a qualified census tract (Census tracts qualify based on household income level, unemployment level and/or poverty level) **or**, if not located in a qualifying census tract, the business may qualify if the owner meets the criteria in **both** columns below:

BENEFITS OF EDGE CERTIFICATION

Certified EDGE program participants are eligible for:

- contract assistance
- financial and bonding assistance
- management and technical assistance
- protégé opportunities with industry mentors

Socially disadvantaged criteria (Must meet one criterion below.)

Socially disadvantaged individuals are those who have at least one objective distinguishing feature that has significantly inhibited their business success, such as:

- race
- ethnic origin
- gender
- physical/mental disability
- long-term residency in an environment isolated from mainstream Ohio society
- other objective relevant reason(s)

Economically disadvantaged criteria (Must meet both criteria below.)

Economically disadvantaged owners must meet the following thresholds:

- Personal net worth of each owner must not exceed \$250,000 at program entry.
- Personal net worth of each owner must not exceed \$750,000 during program participation.

OhioDAS

Equal Opportunity Division
EDGE Certification Office
30 E. Broad St., 18th floor
Columbus, Ohio 43215-3414

(614) 466-8380
www.ohio.gov/das/EDGE

Are you a department within Business and Finance that is looking for MBE suppliers in a particular commodity? Are you a minority-owned company interested in doing business with Ohio State? Contact Mr. Bob Quinn, purchasing director, at 292-1686 or Mr. Larry Price, consultant to Business and Finance, at 228-6332.

Campus Mail

» ABOUT THE BULLETIN «

The **MINORITY BUSINESS BULLETIN** is a quarterly publication of the Office of Business and Finance at The Ohio State University. Its purpose is to heighten awareness, improve access, and help build business relationships with the minority business community. To be added to the mailing list or if you have an idea for content, please send an email to: krabill.4@osu.edu



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