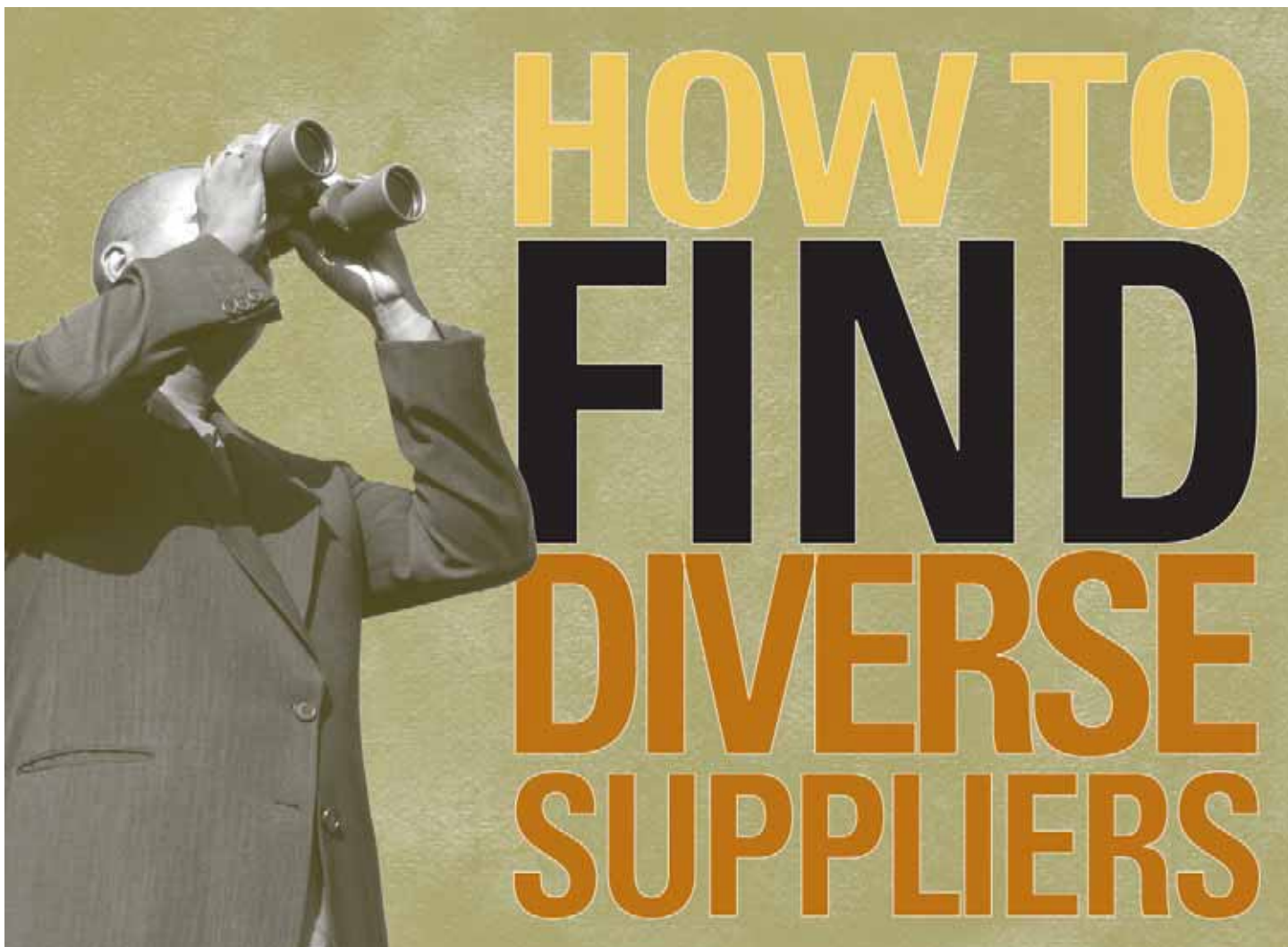


MINORITY BUSINESS BULLETIN

AUTUMN 2005



One of the recurring themes that surfaces when staff are asked about the challenges they face in working with minority businesses is the difficulty they have in “finding them.” This frustration is consistent among staff directly involved in the purchasing process (those actually making the purchases) and those indirectly involved in the process (staff and supervisors that influence or approve purchases).

As the Office of Business and Finance and other campus units work creatively to increase purchases from diverse suppliers (including small, emerging, disadvantaged, and minority businesses) it is now more important than ever to overcome the

challenge of locating minority suppliers. Going one step further, departments don’t want to find just *any* minority supplier—they want to work with diverse companies that consistently provide quality, value, and service.

The following comment, submitted by a reader of this newsletter, does well to summarize this sentiment:

“The newsletter is great and it’s encouraging to hear about the things people are doing on campus related to supplier diversity ... but what would really help my department is

information on *how to find* minority businesses.”

So, this issue of the **BULLETIN** focuses less on departmental success stories and more on sharing tips, ideas, and resources to help departments locate diverse suppliers.

If your department has a process or mechanism for finding diverse suppliers that’s not mentioned here, we want to hear about it. By strengthening our network of shared knowledge we can learn from the experiences and successes of others and ultimately improve diversity and inclusion in our supply chain. Please send an email to: krabill.4@osu.edu

Finding Diverse Suppliers Through The State Use Program



Thinking and Talking About “Minority Business” in Terms of Supplier Diversity

Ohio's State Use Program, begun in 1976, provides thousands of Ohio citizens with disabilities the opportunity to gain employment experience, and it enables government customers to obtain high-quality products and services without the usual competitive bidding requirement.

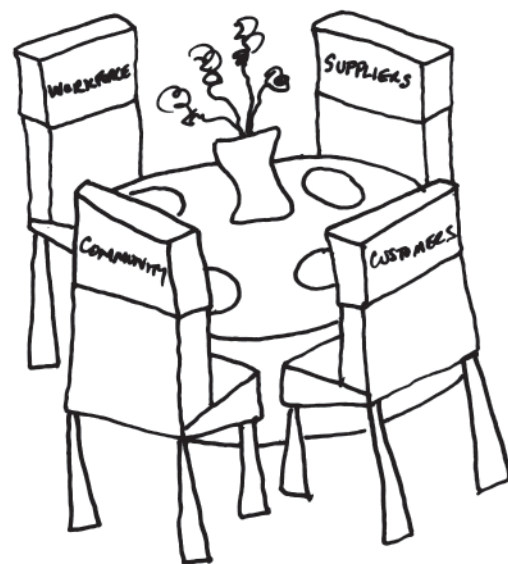
Four main groups have a role in Ohio's State Use Program:

- Not-for-profit community rehabilitation programs (CRPs) all across Ohio provide employment and job-training services for many Ohioans with disabilities.
- Government customers buy products and services provided by persons with disabilities working in CRPs.
- The 13-member State Use Committee provides general Program oversight, administration, and accountability.
- A central nonprofit agency—currently OIH, Inc.—serves as a business facilitator for the Program.

The goal of the State Use Program is to ensure that Ohioans with disabilities have an opportunity to enjoy economic independence through work. The Program is a valuable tool for reducing the consistently high unemployment rate for persons with disabilities.

For more information about the Program, contact Peter A.J. Gunnell, Manager of the State Use Committee, at pete.gunnell@das.state.oh.us

- » State Use Program: <http://odmrrd.state.oh.us/Includes/StateUse/StateUse.htm>
- » Ohio Industries for the Handicapped: <http://www.oih.org>



The business model for diversity and inclusion established by the Multicultural Foodservice and Hospitality Alliance (MFHA) is built around the image of a dinner table with four seats representing four components: **workforce**, **customers**, **community** and **suppliers**. The goal is to create programs and develop solutions for the needs and challenges of each component or each seat. The complexity of this multi-faceted business model is imperative—each seat must be represented in order for alignment and forward movement with respect to diversity and inclusion. It is the diversity of cultures, ideas, and perspectives from each component that will provide organizations with the richest resources to advance, to remain competitive and to attract the best talent.

The dinner table is a simple, clear and powerful approach to diversity regardless of the business segment. America's workforce is changing. Customers from every background have dollars to spend. The communities we operate in reflect demographic shifts. We must deliberately open our doors to minority suppliers to increase diversity and innovation.

SERVICES PROVIDED THROUGH OIH:

Carpet Cleaning: service can be provided as a part of regularly scheduled cleaning or on an as needed basis.

Custodial: Your building's janitorial and maintenance needs are unique. That's why we devote considerable time and attention to developing a customized program for each building.

Data Entry: State-of-the-art equipment and a highly trained staff combine to offer versatility in performing specialized tasks to fit your needs, no matter how basic or complex your requirements may be.

Imaging: Our high-speed scanners can capture images and retrieve data to provide a high tech solution to your information storage needs.

Landscaping: We can perform all of the necessary tasks to maintain the environment outside your building, around the grounds, or along the highway.

Laundry: Full-service laundry operations are available to specification throughout Ohio.

Lawn Maintenance: Complete lawn maintenance services are tailored to your specifications throughout the state.

Mailing and Collating: OIH's mailing services can alleviate cumbersome tasks that our program will easily perform.

Micrographics: Use OIH to save costly storage space by converting document and blueprint files to microfilm.

Packaging and Assembly: OIH can provide nearly any type of packaging and assembly services to meet your needs, whether they be first aid kits, hospital admission kits, lottery key chains, or packaged promotional items.

Painting: We tailor our painting services to meet your requirements.

Printing: OIH offers printing services for your basic office needs.

Security & Safety Services: We provide effective, professional, reliable and authoritative security and safety services tailored to meet specific customer requirements.

PRODUCTS PROVIDED THROUGH OIH:

- Office Supplies
- Handcrafted Wood Products
- Uniforms and Textiles
- Hospital and Institutional Supplies
- Maintenance and Custodial Supplies

For more information on *Products* supplied through OIH, see their online catalog at:

http://www.oih.org/html/FS_catalog.html

REPRINTED WITH PERMISSION FROM
THE MULTICULTURAL FOODSERVICE
& HOSPITALITY ALLIANCE (MFHA)
WWW.MFHA.NET



Finding MBEs Using the SCOMBC Database

The university's membership in the South Central Ohio Minority Business Council (SCOMBC) allows staff access to SCOMBC's database of minority suppliers. Following are instructions for using the database.



1. Visit the SCOMBC homepage at: <http://www.scombc.org>
2. In the menu at the top of the homepage, select "Connection Point"

3. Click on "Corporate Login"
4. A login window will appear; enter the following:

Username: BUCkeys
(yes, the first two letters are capitalized)
Password: 20THEOSU05

5. Use the "MBE Search" form to find MBEs. You can search by owner or company name, NAICS codes, type of services provided, or by using the drop-down menus.

FYI: the MBEs listed in the SCOMBC database are not necessarily certified by the State of Ohio. This is important to note because while the purchases you make from non-State Certified businesses will help to diversify our supplier base, the dollars spent will not count toward our State participation goal.

Using the ibuy Web Site to Find MBEs

"ibuy" is a database-driven web site filled with information on prime suppliers, contracts, OSU auxiliaries, and State-Certified MBEs.

Visit the ibuy homepage at: <http://ibuy.osu.edu>



Clicking on the blue "Find an MBE" button takes you to the State's MBE search engine. Here, you can look for MBEs by keyword, geographic region, license type, or NIGP and CSI codes. Search results can be viewed on-screen or downloaded into Excel for easy sorting and further searching.

Use the "get feedback" feature to learn about companies that the university has done business with. (NOTE: this site is for OSU staff only and as such you will need to login using your lastname.#).

You can search the database by supplier name or by product/service. State Certified MBEs in the database are identified by an "*" next to the company name.



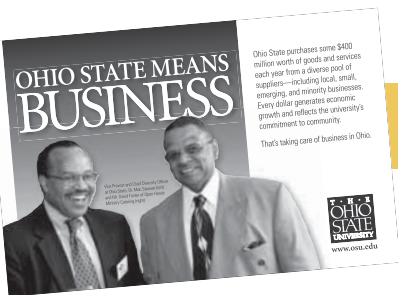


IDEAS & STRATEGIES FOR FINDING DIVERSE SUPPLIERS

- Contact colleagues and counter parts at other public colleges and universities in Ohio—they have similar purchasing goals and may be able to help you find minority-owned businesses.
- Attend local and regional trade fairs. These events facilitate connections between diverse suppliers and organizational buyers.
- Ask manufacturers of products you purchase for a list of their MBE distributors.
- Consider placing classified ads in local newspapers to notify the minority business community of your needs.
- Buy goods and services from established university contracts. Many of these contracts have minority business components so you can take advantage of contract benefits (pricing and other value added) *and* grow minority participation. Visit <http://ibuy.osu.edu> for more information.
- Network with other Ohio State departments that buy similar products and services as your department.
- If the purchase you are making is above the bid limit (\$25K for goods, \$50K for services) talk to Purchasing about the feasibility of doing an MBE set-aside bid.
- Use the State's list of certified MBEs. This list can be accessed from the ibuy web site: <http://ibuy.osu.edu>
- Tap into the expertise and knowledge base of the Purchasing Department—688-8200—they are a resource to help your department.

FOLLOW-UP ON JANITORIAL SERVICES

MBE custodial contractors met again in early November to follow-up on issues that were raised during the July meeting. Specifically, changes to the university's performance bonding requirement were explained and representatives from a private bonding agency and the State of Ohio gave presentations to "de-mystify" the process and connect the contractors with resources.



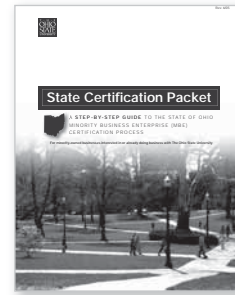
Look in the Columbus edition of the *Black Pages* business directory for this ad recently submitted by Ohio State. It features Dr. Mac Stewart (Vice Provost for Minority Affairs and Chief Diversity Officer) and Mr. David Foster (one of the caterers that participated in this summer's tasting presentation). The ad, titled "Ohio State Means Business," speaks to how every dollar spent with local, small, emerging, and minority businesses generates economic growth in Ohio's communities.

WHAT'S ON THE HORIZON?

Winter Retreats Being Planned

The Business and Finance Minority Purchasing Council is in the process of planning our annual minority business retreats, similar in format to those that took place last winter at the Blackwell. Thank you to all who completed the recent survey and for sharing your ideas about what topics should be addressed at the retreat. Specifics will be shared with Business and Finance staff as soon as details are finalized.

HARD COPY RESOURCES



STATE CERTIFICATION PACKET

An information packet is available to assist minority-owned businesses with the State of Ohio's MBE certification process. The packet includes tips and information as well as contact information if questions arise during the process. State Certification has benefits both for suppliers and the university; please give business owners a copy of this packet and encourage minority-owned firms to complete the process.

DOING BUSINESS WITH OHIO STATE BROCHURE

The Purchasing Department has recently begun distributing a new brochure to help businesses learn more about developing effective relationships with the university. This brochure is meant to be distributed by all OSU staff to new or prospective suppliers.

» Both of these publications are available as PDF downloads from the Purchasing web site:

www.osupurchasing.com

Hard copies (for distribution in your office or shop) are available at no charge by contacting Marie Peterson at 292-1268.

» 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



DO SOMETHING GREAT
www.osu.edu

SPECIAL INSERT

Finding MBEs by Looking Internally: A Report of MBE Suppliers Currently Working on Campus

This report lists products and services provided by State-Certified MBEs to Business and Finance departments in the 1st Quarter of FY 2006. Contact information for the MBE suppliers listed in Column B can be found by accessing the State's search engine via the ibuy web site: <http://ibuy.osu.edu>

Additionally, if you are interested in information regarding the MBE supplier's performance, please contact the OSU departments listed in Column C or reference the feedback section of the ibuy web site (<http://ibuy.osu.edu>).

PRODUCT/SERVICE PROVIDED		MBE SUPPLIER	DEPARTMENT
	A	B	C
1	Advertising Specialties	ADVENTURES IN ADVERTISING-PAPER	University Public Safety Admin
2	Advertising Specialties	ADVENTURES IN ADVERTISING-PPS	University Police
3	Advertising Specialties	ADVENTURES IN ADVERTISING-PPS	Printing Services
4	Architect & Engineering Svc	ADVANCED ENGINEERING CONSULTANTS	Phy Fac Resource Management
5	Automotive Parts & Supplies	SUPERIOR INDUSTRIAL SUPPLY & SERVICES	Phy Fac Maintenance
6	Awards, Other (Not Athletics)	PROFORMA TCL INC	University Controller
7	Awards, Other (Not Athletics)	ADVENTURES IN ADVERTISING-PPS	VP-Business & Fin - Admin
8	Awards, Other (Not Athletics)	PROFORMA TCL INC	VP-Business & Fin - Admin
9	Awards, Other (Not Athletics)	ADVENTURES IN ADVERTISING-PPS	Internal Audit
10	Builders Supplies	SUPERIOR INDUSTRIAL SUPPLY & SERVICES	Phy Fac Maintenance
11	Catering	REYNOLDS EVENT MANAGEMENT	Business Operations Admin
12	Catering	DELIGHTFUL DELIGHTS CONCESSION	Environmental Health & Safety
13	Catering	DELIGHTFUL DELIGHTS CONCESSION	Transportation and Parking
14	Clothing & Apparel - Other	PROFORMA TCL INC	University Controller
15	Clothing & Apparel - Other	PROFORMA TCL INC	University Mail Services
16	Clothing & Apparel - Other	PROFORMA TCL INC	Receiving
17	Clothing & Apparel - Other	INTEGRATED SUPPLY MGMT OF OHIO	Phy Fac Utilities
18	Clothing & Apparel - Other	PROFORMA TCL INC	Phy Fac Operations Admin
19	Clothing & Apparel - Other	PROFORMA TCL INC	University Police
20	Clothing & Apparel - Other	PROFORMA TCL INC	Transportation and Parking
21	Clothing & Apparel - Other	PROFORMA TCL INC	Stores
22	Computer Equip. & Peripherals	RECIO SUPPLY CO	Phy Fac Resource Management
23	Computer Equip. & Peripherals	BROWN ENTERPRISE SOLUTIONS	Environmental Health & Safety
24	Computer Equip. & Peripherals	RETROBOX.COM	University Retail Services
25	Computer Supplies/Accessories	BRITT BUSINESS SYSTEMS INC	Treasurer
26	Computer Supplies/Accessories	RECIO SUPPLY CO	Phy Fac Resource Management
27	Computer Supplies/Accessories	RESOURCE ONE COMPUTER SYSTEMS INC	Phy Fac Resource Management
28	Computer Supplies/Accessories	RECIO SUPPLY CO	Phy Fac Operations Admin
29	Computer Supplies/Accessories	BROWN ENTERPRISE SOLUTIONS	Environmental Health & Safety
30	Computer Supplies/Accessories	BROWN ENTERPRISE SOLUTIONS	Transportation and Parking
31	Computer Supplies/Accessories	BRITT BUSINESS SYSTEMS INC	University Retail Services
32	Computer Supplies/Accessories	TOTAL OFFICE PRODUCTS	University Retail Services
33	Custodial Svc	ACE BUILDING MAINTENANCE	Phy Fac Building Services
34	Custodial Svc	FERGUSON'S INTL JANITORIAL SERV	Phy Fac Building Services
35	Custodial Svc	GIBCO ONE INC	Phy Fac Building Services
36	Custodial Svc	FERGUSON'S INTL JANITORIAL SERV	Stores
37	Data Proc. Computer Time, Svc	SOPHISTICATED SYSTEMS INC	Purchasing
38	Dry Cleaning & Laundry Svc	EASTSIDE DRY CLEANERS	University Security Services
39	Dry Cleaning & Laundry Svc	EASTSIDE DRY CLEANERS	Transportation and Parking
40	Electrical Equip & Supp	INTEGRATED SUPPLY MGMT OF OHIO	Phy Fac Maintenance
41	Electrical Equip & Supp	SUPERIOR INDUSTRIAL SUPPLY & SERVICES	Phy Fac Maintenance

CONTINUED ON REVERSE »

PRODUCT/SERVICE PROVIDED		MBE SUPPLIER	DEPARTMENT
	A	B	C
42	Envelopes	LUNAL CORP	Printing Services
43	Exterminating Service	AAA GENERAL SERVICES INC	Printing Services
44	Floor Covering, Other	ROSEMARY'S QUEEN STEP CARPET	Phy Fac Resource Management
45	Furniture	CLARA I BROWN INTERIORS	Phy Fac Resource Management
46	Furniture	SUPERIOR INDUSTRIAL SUPPLY & SERVICES	Phy Fac Maintenance
47	Furniture	CLARA I BROWN INTERIORS	Transportation and Parking
48	Furniture	TOTAL OFFICE PRODUCTS	Stores
49	Hardware & Tools	EMM/BLACK'S DISTRIBUTOR	Physical Facilities
50	Hardware & Tools	INTEGRATED SUPPLY MGMT OF OHIO	Physical Facilities
51	Hardware & Tools	QUALITY BUILDING SUPPLIES INC	Physical Facilities
52	Hardware & Tools	SSC MEDICAL LLC	Physical Facilities
53	Hardware & Tools	GORDON'S MFG CO	Phy Fac Building Services
54	Hardware & Tools	EMM/BLACK'S DISTRIBUTOR	Phy Fac Maintenance
55	Hardware & Tools	INTEGRATED SUPPLY MGMT OF OHIO	Phy Fac Maintenance
56	Hardware & Tools	QUALITY BUILDING SUPPLIES INC	Phy Fac Maintenance
57	Hardware & Tools	SUPERIOR INDUSTRIAL SUPPLY & SERVICES	Phy Fac Maintenance
58	Heat & Ventilating Equip & Sup	SUPERIOR INDUSTRIAL SUPPLY & SERVICES	Physical Facilities
59	Heat & Ventilating Equip & Sup	INTEGRATED SUPPLY MGMT OF OHIO	Phy Fac Maintenance
60	Highway Building Material	PERFORMANCE PAVING INC	Transportation and Parking
61	Janitorial Supplies	CHEM SALES INC	Phy Fac Building Services
62	Janitorial Supplies	GORDON'S MFG CO	Phy Fac Building Services
63	Janitorial Supplies	GONZALEZ PROPERTY LLC	Stores
64	Janitorial Supplies	ROBY SUPPLY	Stores
65	Laboratory Supplies	PREMIER MEDICAL SUPPLIES INC	Stores
66	Lawn Maint Equip/Supp/Svc	CHEM SALES INC	Phy Fac Building Services
67	Misc Building/Maint/Repair Svc	NEW DAY PAINTING INC	Transportation and Parking
68	Moving, On-Campus	ACCELERATED MOVING & STORAGE INC	Receiving
69	Moving, On-Campus	EE WARD MOVING & STORAGE CO LLC	Off/Unv Architect Phys Plng
70	Office Machines	BRITT BUSINESS SYSTEMS INC	Treasurer
71	Office Machines	BRITT BUSINESS SYSTEMS INC	Phy Fac Resource Management
72	Office Machines	TOTAL OFFICE PRODUCTS	Transportation and Parking
73	Office Supp	TOTAL OFFICE PRODUCTS	Treasurer
74	Office Supp	RECIO SUPPLY CO	VP-Business & Fin - Admin
75	Office Supp	BRITT BUSINESS SYSTEMS INC	Phy Fac Resource Management
76	Office Supp	BROWN ENTERPRISE SOLUTIONS	Environmental Health & Safety
77	Office Supp	D JOHNSON ENTERPRISES	Environmental Health & Safety
78	Office Supp	D JOHNSON ENTERPRISES	Transportation and Parking
79	Office Supp	TOTAL OFFICE PRODUCTS	Printing Services
80	Office Supp	TOTAL OFFICE PRODUCTS	University Retail Services
81	Paper & Plastic Prod (Dietary)	INTL TRANSACTIONS	Stores
82	Paper, Forms, Directory, Maps	ERNIE GREEN INDUSTRIES INC	Stores
83	Paper, Forms, Directory, Maps	ERNIE GREEN INDUSTRIES INC	Printing Services
84	Paper, Forms, Directory, Maps	LUNAL CORP	Printing Services
85	Paper, Forms, Directory, Maps	LUNAL CORP	University Retail Services
86	Photographic Equip/Supp/Svc	ADVENTURES IN ADVERTISING-PPS	VP-Business & Fin - Admin
87	Printing	OHIO FULL COURT PRESS	Transportation and Parking
88	Printing Related Svcs	LUNAL CORP	Printing Services
89	Signage	WEAVER'S JANITORIAL SVC & SUPPLIES INC	Off/Unv Architect Phys Plng
90	Temporary Employment Svc	PROTEAM RESOURCES	Treasurer
91	Temporary Employment Svc	PROTEAM RESOURCES	University Mail Services
92	Temporary Employment Svc	PROTEAM RESOURCES	Receiving
93	Temporary Employment Svc	PROTEAM RESOURCES	Phy Fac Roads and Grounds
94	Temporary Employment Svc	PROTEAM RESOURCES	Transportation and Parking
95	Temporary Employment Svc	PROTEAM RESOURCES	Stores
96	Temporary Employment Svc	PROTEAM RESOURCES	University Retail Services
97	Traffic Control Apparatus & Su	RATH CONSTR & BUILDERS SUPPLY	Transportation and Parking
98	Vehicles, Purchase or Lease	BOB ROSS BUICK INC	Phy Fac Resource Management
99	Vehicles, Purchase or Lease	BOB ROSS BUICK INC	Phy Fac Maintenance
100	Vehicles, Purchase or Lease	BOB ROSS BUICK INC	Phy Fac Utilities
101	Vehicles, Purchase or Lease	BOB ROSS BUICK INC	Transportation and Parking
102	Window Covers, Awnings, Blnds	CLARA I BROWN INTERIORS	Transportation and Parking