

Supplier Outreach Event

Presenters:

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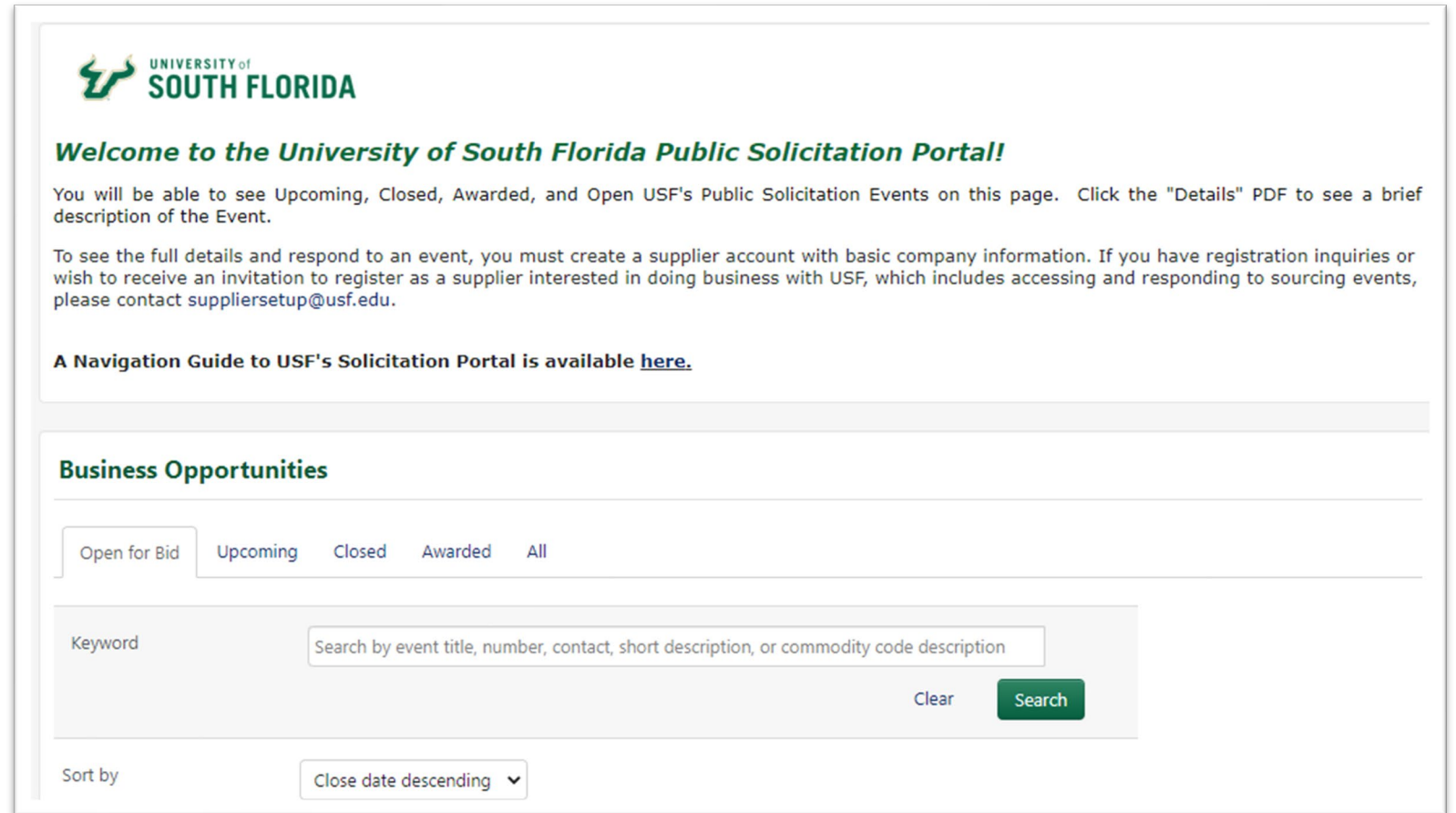
Doing Business with USF

- Understanding purchasing at USF
- Finding Opportunities
- Registering as a Supplier
- Registering as a Diverse Supplier
- Understanding USF's Code of Ethics
- Understanding USF's Terms and Conditions



Finding Opportunities

Visit USF
Solicitation Portal
(competitive bid)



The screenshot shows the University of South Florida Public Solicitation Portal. At the top left is the USF logo and the text "UNIVERSITY of SOUTH FLORIDA". Below this is a heading "Welcome to the University of South Florida Public Solicitation Portal!". A paragraph of text explains that users can see upcoming, closed, awarded, and open events, and provides instructions on how to view details and create a supplier account. A link to a navigation guide is provided. Below the text is a section titled "Business Opportunities" with a filter menu showing "Open for Bid", "Upcoming", "Closed", "Awarded", and "All". A search bar is present with the placeholder text "Search by event title, number, contact, short description, or commodity code description" and buttons for "Clear" and "Search". At the bottom, there is a "Sort by" dropdown menu currently set to "Close date descending".

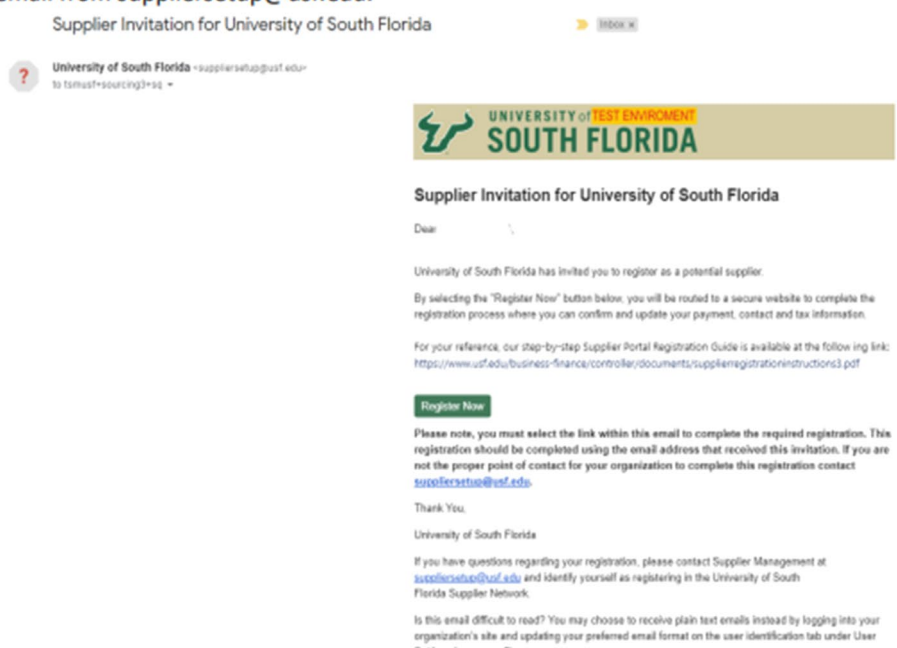


Supplier Registration



Bull Marketplace – Total Supplier Manager
Tutorial: Supplier Registration Instructions

Purpose: Below are instructions for completing your registration with the University of South Florida’s (USF) Supplier Portal.

Steps	Supplier Registration
1	<p>When an USF department invites you to register for the supplier portal, you will receive the following email from suppliersetup@usf.edu.</p>  <p>The screenshot shows an email with the following content:</p> <p>Supplier Invitation for University of South Florida</p> <p>Dear _____,</p> <p>University of South Florida has invited you to register as a potential supplier.</p> <p>By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process where you can confirm and update your payment, contact and tax information.</p> <p>For your reference, our step-by-step Supplier Portal Registration Guide is available at the following link: https://www.usf.edu/business-finance/control/documents/supplierregistrationinstructions3.pdf</p> <p>Register Now</p> <p>Please note, you must select the link within this email to complete the required registration. This registration should be completed using the email address that received this invitation. If you are not the proper point of contact for your organization to complete this registration contact suppliersetup@usf.edu.</p> <p>Thank You,</p> <p>University of South Florida</p> <p>If you have questions regarding your registration, please contact Supplier Management at suppliersetup@usf.edu and identify yourself as registering in the University of South Florida Supplier Network.</p> <p>Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile.</p> <p>You must use the Register Now link contained in the email to access your profile. If you do not receive the link, please contact suppliersetup@usf.edu. If you start your registration, but need to come back to it at a later date, you can access your profile here.</p>

USF Supplier Registration Instructions

Start the process by:
Emailing - suppliersetup@usf.edu

The user guide provides detailed instructions for the setup



Working on the USF Campus

An Overview for General Contractors

1. Procurement Guidelines & Opportunities
2. Services Needed & Project Types
3. Managing Expectations
4. Recommendations & Questions

04/4/23



UNIVERSITY of
SOUTH FLORIDA

Procurement Guidelines & Opportunities

- Competitive quotes
 - Limited to construction services below \$75K
 - Requires 1-3 comparable quotes based on \$5K, \$25K, and \$75K thresholds
- Continuing services contracts
 - Issued for General Contractors and some trades (electrical, plumbing, mechanical, asbestos abatement)
 - Typically issued as 3 year contract with option to renew for 1-2 additional years
 - Per project values vary by contract
- Public Invitation to Bid/Invitation to negotiate
 - Tailored to specific projects
 - Requires extended timeline to execute projects
- Subcontracted Work Under Prime Contractor
 - See list of continuing service providers on Design and Construction site for contacts.



Services Needed & Project Types

- Minor renovations
 - Floorplan modifications: seal opening/move door, construct partition wall
 - Aesthetic enhancements: finish refresh with painting, flooring, tile, door replacement, ceiling tiles
 - MEP work (typically in conjunction with items above)
- Exterior improvements/repairs/demo
 - Sidewalks, bike loops, or other concrete work
 - Fencing
 - Handrails
 - Demolition of storage buildings, trailers, etc.
- Building rehabilitation
 - Parking garage restoration
 - Building envelope



Managing Expectations

- Tobacco free campus – brief staff in advance
- Parking – any impact to parking spaces comes at a cost & should be factored into proposals
 - Vendor permits
 - Staging during construction
 - Site restoration at completion
- Funding is not guaranteed for projects advertised or quoted.
 - Projects may be postponed if cost is higher than anticipated
 - Customers may defer until later in fiscal year, would require a refresh
- Ask about unique requirements of customer (e.g. Housing quiet hours, window of opportunity related to academic/operational activities).



Managing Expectations

- Design and Construction Guidelines
 - Perform own quality control to ensure installation adheres to the D&CG
 - Ensure on-site supervisor has access to and is knowledgeable of D&CG
- Building Code Administration Program
 - Obtain permit prior to starting any work
 - Include cost in proposal (see fee calculation info)
 - Customers may defer until later in fiscal year, would require a refresh
 - Proactively schedule inspections following BCAP guidelines



Recommendations & Questions

1. See USF's [Procurement Services website](#) for info on our Administrative Units, Solicitation Portal, Office of Supplier Diversity registration, & more helpful info.
2. Visit Facilities' Design and Construction website to familiarize with Guidelines, Standards, and [Building Code Administration Process](#).
3. Monitor opportunities on the Solicitation Portal & submit proposals for contracts of interest. (Invitation to Bid and Continuing Services)



Thank you!

For more information, please contact:

USF Office of Supplier Diversity

OSD@USF.EDU or LGREENE@USF.EDU