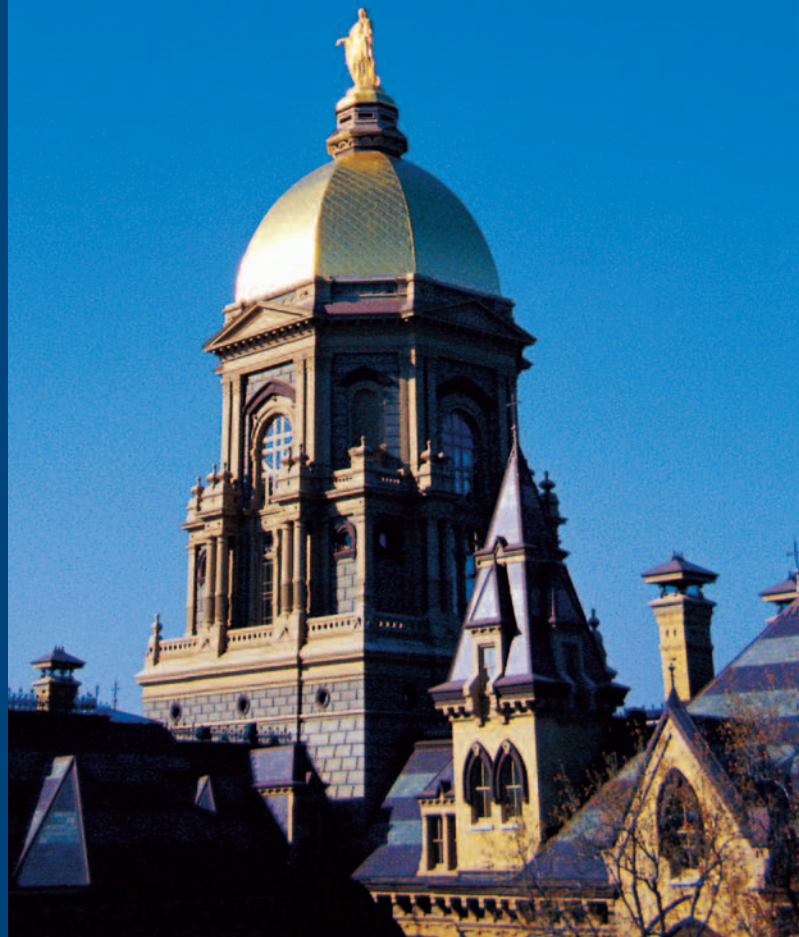


Procurement Services

# Doing Business With Notre Dame



UNIVERSITY OF NOTRE DAME



## Doing Business With Notre Dame

Procurement Services strives to further the mission and goals of the University by **facilitating** the procurement process, **mitigating risk** to the institution, and **creating value** in every transaction. We establish strategic relationships to support the University, encourage community and minority business participation, prefer sustainable practices, and promote ethical procurement.

Suppliers that provide goods and services to the University assist Procurement Services in fulfilling these objectives. It is our belief that maintaining a wide array of qualified suppliers is a fundamental part of the procurement process. To that end, we strive to provide equal opportunities to all suppliers.

## University Construction Contractors

The University requires that all construction contractors who wish to be included on our pre-qualified list provide the following information:

- AIA Form A305 Contractors Pre-Qualification Statement
- At least three years of audited financial statements, including statements of income, cash flow, balance sheets, etc
- Confirmation of the firm's Experience Modifier Rating (EMR), which is a numerical value that indicates the firm's safety performance
- Corporate organizational chart and structure
- Resumes of company principals/officers
- Client references (owners, other contractors, architects/engineers)
- Summary of recently completed projects that have educational relevance
- Verification of union fringe benefits payments

If you have questions regarding these requirements, please contact the Office of the University Architect at 574/631-4200.

## buyND Sourcing Manager

To meet the growing demands of our campus users, the University has implemented an eSourcing system, the *buyND* Sourcing Manager. This is designed to expedite the sourcing and bidding process by allowing suppliers to respond to sourcing events electronically. You will be able to enter pricing for requested products, answer questions on product attributes, and add your own notes.

To register for *buyND* Sourcing Manager, please visit <http://buy.nd.edu/vendor/index.shtml>, and click on the link under Supplier Registration. If you are a minority supplier, please designate your certification.

In addition, please assist us in complying with federal regulations by completing and returning a Federal W9 form that can be obtained through the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. These can be sent via e-mail to [buy@nd.edu](mailto:buy@nd.edu), faxed to 574/631-8445, or mailed to:

Procurement Services  
University of Notre Dame  
709 Grace Hall  
Notre Dame, IN 46556-5612  
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## Sustainable Procurement

In addition to the conventional criteria of price and quality, sustainable procurement incorporates a lifecycle view of total cost including acquisition cost, usage, and disposal. Sustainable procurement must take into account the environmental and social impacts of a purchase along with economic considerations.

For more information about Sustainability at Notre Dame and current programs in place, please visit <http://green.nd.edu/sustainability-at-nd/procurement>.