

**Follow Up to November 5, 2019 Inquiry  
From Trustee Gomel**

**Re: Outreach Initiatives to Help Inform Vendors on  
How to Do Business with the College**

**Question:**

Trustee Gomel inquired about the college's practices that inform vendors about how to do business with the college.

**Answer:**

The college uses a variety of resources to help engage and inform vendors about the college's purchasing processes.

**Local Initiatives**

**Collin County Governmental Purchaser's Forum Annual Meet & Greet**

- This event is held at the **Collin College Frisco Campus Conference Center**.
- **Attachment A** is a copy of the most recent the event announcement. The 2020 event is already scheduled to be in February at the Frisco Campus Conference Center.
- Public agencies throughout the county participate.
- Reverse trade show with public purchasing professionals from each agency at a table to answer supplier questions.
- Several agencies speak at the beginning of the event on how to do business with their agency.
- Invitations are sent out via the various agency's supplier portals.
- Cooperative purchasing groups that the district utilizes are invited to have a booth to inform local vendors about opportunities to be awarded contracts through their cooperative.

**Collin County Black Chamber of Commerce Small Business Expo**

- This event is held at the **Plano Campus Living Legends Conference Center**.
- **Attachment B** is a copy of the most recent event announcement.
- Staff attended this event in August of 2019 and provided attendees with information on how to do business with the district.

**Outreach Events related to the 2017 Capital Improvement Program (CIP)**

- The district engaged Acari Management Group, Inc. in August of 2017 to facilitate outreach efforts to MWBE contractors for the 2017 CIP projects.

- **Attachment C** is the June 2019 report of the many MWBE vendor outreach efforts made by the Acari Management Group, Inc.

### **How to Do Business with Collin College**

- The college provides a wealth of information to help potential vendors navigate the college's purchasing and bidding process.
- The Purchasing Department maintains a website with information on how to do business with the college: <http://www.collin.edu/purchasing/vendorreg.html>. The website also includes instructions on how to register as a vendor and how to submit a bid online.
- Suppliers can find information regarding Purchasing Department staff and current bid opportunities online.
- **Attachment D** is a brochure for suppliers regarding "How to do Business with Collin College." It can be found on the college's website and in the Purchasing Department [http://www.collin.edu/purchasing/adobe\\_acrobat\\_files/How\\_to\\_Do\\_Business\\_Brochure\\_1-31-2019.pdf](http://www.collin.edu/purchasing/adobe_acrobat_files/How_to_Do_Business_Brochure_1-31-2019.pdf)

### **Other Initiatives**

### **Trade Shows at Various Conferences**

- Purchasing staff attend supplier expos at various public purchasing organization conferences, including the National Institute of Governmental Procurement, Texas Public Purchasing Association, Texas Association of Community College Business Officers, Institute of Supply Management's Timeline Conference, Lonestar Conference, and National Association of Procurement Card Professionals
- Staff visit suppliers' booths and provide information on how to do business with the district
- Suppliers are typically provided with a list of attendees so that they can reach out after the conference



**THE COLLIN COUNTY GOVERNMENTAL PURCHASERS FORUM  
PARTNERING WITH DFW NIGP**

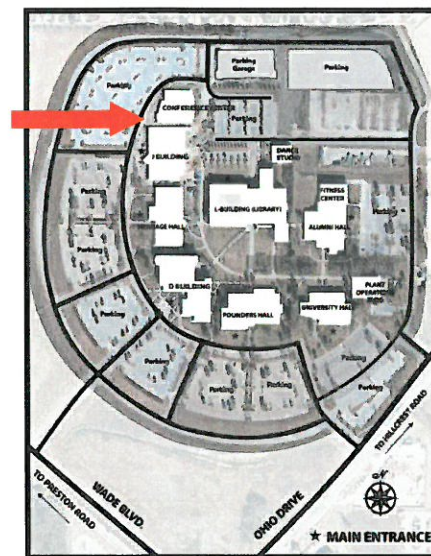
**CORDIALLY INVITES YOU TO:**

**THE 27TH ANNUAL COLLIN COUNTY  
PURCHASING PROFESSIONALS MEET & GREET**

**TUESDAY, APRIL 2, 2019  
REGISTRATION: 12:30  
EVENT: 1:00PM TO 4:00PM**

**LOCATION:  
COLLIN COLLEGE  
PRESTON RIDGE CAMPUS  
CONFERENCE CENTER  
9700 WADE BLVD  
FRISCO, TEXAS 75035**

- Meet Professionals from Collin County Government entities and school districts, as well as various member of the DFW Chapter of NIGP
- "How to do Business with Government Entities" presentation at 1:00PM



**If Collin College is closed for inclement weather, the event will have to be postponed.  
Please check local TV and radio stations or the Collin College website for closings.**



# COLLIN COUNTY BLACK CHAMBER OF COMMERCE

## THE COLLIN COUNTY SMALL BUSINESS EXPO

Thursday, August 1, 2019 | 9:00 am - 2:00 pm Central Time

Note: registration begins at 8:00am

Collin College Spring Creek Campus - Living Legends Conference Center

2800 E Spring Creek Pkwy, Plano 75074

On August 1, 2019 the CCBCC will be hosting its sixth annual Collin County Small Business Expo for local business members. In our second year, we attracted 300 attendees, in addition to 23 state and local agencies. We are looking to target all business in Collin County. Last year's event was made a success thanks to the generous donations and support from community sponsors, and we hope to build on that success going into this year's event.

The Expo will feature panels of local and government agency representatives that will discuss resources available to help small businesses. In addition, we will have a supply chain panel and how to effectively sell to your target markets. Come to visit with vendors and for one on one opportunities to speak directly with the Procurement Departments & HUB coordinators for various government agencies. It is sure to be an event that you will not want to miss.

## SPEAKERS AND PANELS

- How to do business with state agencies
- How to do business with local agencies
- How to effectively sell to your target market



## Collin County Black Chamber Of Commerce

Organizer of 2019 Small Business Expo - Collin County Black Chamber of Commerce



[collincountyblackchamberofcommerce](#)



[@CCBLKCHAMBER](#)

**"To support and empower Black businesses within Collin County."**

The Collin County Black Chamber of Commerce was founded by two African Americans, Mr. Keevin Dailey and Mr. Jamal Murray. They saw the need in providing a forum for minority business to connect resources and opportunities in the Collin County area.

Collin County is one of the fastest growing counties in the State of Texas. This bustling part of North Texas has become an attractive home to two professional sports teams and an ever-growing list of corporate headquarters. More importantly, however, we're home to an estimated 782,341 people who live and work from Plano to Frisco, McKinney to Murphy, and everywhere in between.

Since the county's conception in the 1840's, there has been no known Black Chamber of Commerce. CCBCC is proud to be the FIRST Black Chamber in over 150 years!

### Facts about Collin County

8.5% of the Population is African-American

8,559 Businesses in Collin County

4.6% African-American Owned Businesses in Collin County

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JUNE 2019 UPDATE REPORT



**COLLIN  
COLLEGE**

**2017 CAPITAL IMPROVEMENT PROGRAM**

**COMMUNITY  
ENGAGEMENT  
& OUTREACH  
MANAGEMENT**

ACARI MANAGEMENT GROUP, INC.

ACARI

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## 2017 CIP PROGRAM

# OVERVIEW

On May 6th, the voters of Collin County passed a bond package to fund the College's Master Plan with up to \$600M.

## ABOUT THE MASTER PLAN

- 5 New Campuses/Sites
- 3 New Facilities on Existing Campuses
- 2 Repurposed Facilities on Existing Campuses
- 3 Wayfinding Projects on Existing Campuses

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## PRIMARY OUTREACH

# GOALS

- Fostering continuous outreach and communications with diverse local firms and advocacy groups.
- Increasing contractor awareness and participation at all tiers of construction procurement.
- Building mutually beneficial relationships to foster diversity within project participation.

## DIVERSITY

To engage HUB, minority-owned, woman-owned, and veteran-owned business enterprises.

## COMPETITION

To attract an array of service providers and encourage competitive pricing.

## EDUCATION

To streamline processes and provide capacity-building opportunities.

# OUTREACH SNAPSHOT

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## Pre-Construction Outreach Events

Each events was an opportunity to engage with vendors and potential partners, and to educate them about the CIP program.

642

## Total Attendees

Vendors were encouraged to pre-register with the College and project General Contractors to receive direct information about upcoming opportunities.

12

## Advocacy Groups Routinely Contacted

Advocacy agencies and contractors' associations are essential partners in disseminating information to their M/WBE members about the CIP Program.



**2017**  
CAPITAL IMPROVEMENT PROGRAM

Professional Service & Construction Opportunities

## OUTREACH EVENT

Tuesday, October 17, 2017, 10:00 a.m.  
Spring Creek Campus Conference Center  
2800 E. Spring Creek Pkwy, Plano TX 75074



## PHASE 1 - PROJECT RELEASE

# OUTREACH EVENT

OCTOBER 17, 2017

### Speakers

- ACARI, Collin College, AECOM, Page/, Skanska, Perkins + Will,
- McCarthy

### Topics

- How to do Business with Collin College
- Bond Program Overview, Project Phases and Schedule
- Business Opportunities for Wylie Campus & Technical Campus
- Fostering continuous outreach and communications with
- diverse local firms and advocacy groups

### Exhibitors

- Collin College, AECOM, ACARI Management Group, Page/,
- Skanska, Perkins + Will, McCarthy, Collin County Black Chamber
- of Commerce, DFW Minority Supplier Development Council,
- Regional Black Contractors' Association, Regional Hispanic
- Contractors' Association, Women's Business Council - Southwest

**260 ATTENDEES - 120 M/W/VBE FIRMS**



## MCCARTHY BUILDING COMPANIES OUTREACH EVENT

MARCH 29, 2018

### Speakers

- ACARI, Collin College, AECOM, McCarthy Building Companies
- and Perkins + Will

### Topics

- Technical Campus overview
- Project scope
- Schedule - drawings release date, bid solicitation date, bid deadline
- How to do business with McCarthy Building Companies

### Exhibitors

- Collin College, McCarthy Building Companies,
- ACARI Management Group



140 ATTENDEES - 65 M/W/VBE FIRMS



**SKANSKA**

## OUTREACH EVENT

JUNE 20, 2018

### Speakers

- ACARI, Collin College, AECOM, Skanska and Page/

### Topics

- Wylie Campus overview
- Project scope
- Subcontractor bid invitations and pre-qualification
- Drawings release date, bid solicitation release date and bid deadline
- MWBE partnership opportunities

### Exhibitors

- Collin College, Skanska, ACARI Management Group,
- D/FW Minority Supplier Development Council



**85 ATTENDEES - 45 M/W/VBE FIRMS**



2017 CAPITAL IMPROVEMENT PROGRAM

### PHASE 2 PROJECTS RELEASE

CALLING ALL ARCHITECTS, ENGINEERS,  
AND CONSTRUCTION MANAGERS!!

Tuesday, April 3, 2017. 2:00 p.m.  
Spring Creek Campus Conference Center  
2800 E. Spring Creek Pkwy. Plano TX 75074



## PHASE 2 - PROJECT RELEASE

# INFORMATIONAL SESSION

APRIL 3, 2018

### Speakers

- ACARI, Collin College, AECOM

### Topics

- How to do Business with Collin College
- Bond Program overview
- Phase 2 projects, project packaging
- Projected schedule
- Upcoming A/E & CMAR opportunities
- RFQ release dates

### Exhibitors

- Collin College, AECOM, ACARI Management Group



160 ATTENDEES - 55 M/W/VBE FIRMS

## INDUSTRY-WIDE PRESENCE

# COMMUNITY ENGAGEMENT

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ACARI maintains relationships with various agencies through one-on-one meetings, calls, and email correspondence. These groups are routinely contacted regarding upcoming events and opportunities to share with their M/W/VBE members. ACARI also attends events and monthly membership meetings held by these groups to foster these ongoing relationships and to further disseminate information about the CIP program.

### CHAMBERS OF COMMERCE

- Collin County Black Chamber of Commerce
- Arlington Black Chamber of Commerce
- Arlington Chamber of Commerce
- Dallas Black Chamber of Commerce
- Dallas Hispanic Chamber of Commerce
- Fort Worth Metropolitan Black Chamber of Commerce
- Greater Southwest Black Chamber of Commerce
- Greater Dallas Asian American Chamber of Commerce
- U.S. Pan Asian American Chamber of Commerce - Southwest

### CONTRACTORS' ASSOCIATIONS

- Regional Black Contractors' Association
- Regional Hispanic Contractors' Association

### CERTIFYING AGENCIES

- DFW Minority Supplier Development Council
- North Central Texas Regional Certification Agency
- Women's Business Council - Southwest

INDUSTRY-WIDE PRESENCE

# SELECTED ONE-ON-ONE MEETINGS

- \* Adllan, LLC.
- \* Alliance Geotechnical Group
- \* AquaGreen Global, LLC.
- \* Arcturis
- Bonner Associates Construction
- Burks Distribution
- \* Butler & Butler Masonry
- \* Champion Fire & Safety
- \* Collin County Black Chamber of Commerce
- \* ConReal
- Core Construction
- \* Cornerstone Safety
- \* Father & Sons Cleaning Services
- \* Foster & Foster Construction, LLC.
- \* Foster CM
- \* GCC Enterprises
- \* Harrison Service Industries, LLC.

- Imperial Construction
- \* LeVis Consulting
- \* Magellan Architects Dallas
- \* Mas-Tek Engineering
- \* McKenzie Jackson
- \* MEB Construction, LLC.
- \* Momentum Mechanical
- \* Moody Nolan, Inc.
- Parkhill, Smith & Cooper
- \* Post-L Group
- \* Purchasing Solutions International, Inc.
- roIT Solutions
- \* Royal Crest Consulting
- \* Simon Engineering & Consulting, Inc.
- Sundt
- \* Source Building Group
- \* Tarvia Bills the Cleaning Lady

\* HUB, MBE, WBE, VOB Firms

## INDUSTRY-WIDE PRESENCE

# SELECTED ATTENDED EVENTS

This is a selection of events attended by the ACARI team to foster ongoing relationships within the contracting community, and to further disseminate information about the CIP program.



### 2017

- UTA/Cross Timbers Gov't Procurement Conference
- Construction Connection - Who's on Deck? Mixer
- Who's Who In Black Dallas
- East Africa Chamber of Commerce
- CCBCC General Meetings
- DFW Area Vendor Fair
- D/FW MSDC Annual Meeting & Toy Drive

### 2019

- Annual Collin County Governmental Purchasers Forum
- D/FW MSDC Hard Hat Construction Expo
- GSWBCC: State of Black Business Event
- D/FW MSDC: Access
- RBCA Chairman's Luncheon

### 2018

- Annual Collin County Governmental Purchasers Forum
- D/FW MSDC Hard Hat Construction Expo
- GSWBCC: State of Black Business Event
- RHCA Annual Membership Luncheon
- D/FW MSDC: Access
- USPAACC-SW: Regional Women's Business Conference
- Arlington C. of Commerce: Business Over Breakfast
- 17th Annual Asian Business Expo
- UTA/Cross Timbers Gov't Procurement Conference
- Collin County Black Chamber of Commerce Small Business Expo
- Tarrant County DFW Area Vendor Fair
- Arlington ISD Contractor Symposium
- Dallas ISD "ISD Day" Buyer and Vendor Mixer

### **SUBMISSION OF RESPONSES**

Collin College prefers to receive all responses electronically via the district's e-bidding system. E-mailed and faxed responses are not acceptable forms of formal bid submission. Vendor's wishing to submit bids electronically should click on the "Vendor Registration" link on the college district's purchasing website to register for electronic bid submission.

### **COOPERATIVE PURCHASING CONTRACTS**

In addition to bids for goods and services solicited directly by the college, Collin often utilizes cooperative contracts to satisfy their competitive solicitation requirements for various goods and services.

### **PURCHASING STAFF INFORMATION AND RESPONSIBILITIES**

A current list of Purchasing staff and their responsibilities is available at [www.collin.edu/purchasing/staffinfo.html](http://www.collin.edu/purchasing/staffinfo.html).

### **INVOICING QUESTIONS**

Accounts Payable Supervisor  
Phone: 972.758.3839

Accounts Payable Assistant  
Phone: 972.758.3836

- ♦ Invoice payments
- ♦ Freight charges

### **DISTRICT SURPLUS**

District surplus is available via online auction at [www.renebates.com](http://www.renebates.com). Surplus is auctioned off on an ongoing basis as it becomes available.

Collin College encourages participation in the solicitation process by small, minority- and women-owned businesses.



Collin College is an equal opportunity institution and provides educational, business and employment opportunities without discrimination on the basis of race, color, religion, gender, age, national origin, disability, veteran status or other legally protected class.

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# How to do Business with



## *Vendor's Guide*

## **PURCHASING DEPARTMENT MISSION STATEMENT**

Our mission is to provide guidance and leadership to District educators, staff and administrators by working with the supplier community in the procurement of high quality goods and services, while ensuring compliance with state and federal laws, Board policies, and administrative requirements. The Purchasing Department strives to provide systems and procedures that will make the procurement process more efficient, cost effective and user friendly. We are committed to maximizing the tax payer's dollar while maintaining the highest standards of ethics, integrity, public trust and transparency.

## **PURCHASING FUNCTION**

Collin College has a centralized purchasing system which requires the Purchasing Department to place all orders for all campuses. The Purchasing Department assigns purchase order numbers to all purchases, confirms all purchase orders in writing and processes all change orders. Collin College also uses procurement cards for some small dollar purchases.

Vendors supplying goods or services without a valid purchase order or credit card order do so at their own risk. Collin College cannot guarantee payment of any goods or services provided without a valid purchase order or credit card.

## **CONTACTING PURCHASING**

Our office is located at the Collin Higher Education Center, 3452 Spur 399, Suite 367, McKinney, TX 75069.

Phone: 972.758.3873

Office hours are Monday-Friday, 8 a.m.-5 p.m., excluding college district holidays. Appointments are appreciated and will ensure availability of the staff member.

## **AWARD OF SOLICITATIONS**

Awards are made to the bidder providing the best value to the college district. In determining to whom to award a contract, the college district shall consider the following:

- ◆ The purchase price
- ◆ The reputation of the vendor and of the vendor's goods or services
- ◆ The extent to which the goods or services meet the college district's needs
- ◆ The quality of the vendor's goods and/or services
- ◆ The vendor's past relationship with the college district
- ◆ The impact on the ability of the college district to comply with laws and rules relating to historically underutilized businesses

- ◆ The total long-term cost to the college district to acquire the vendor's goods or services
- ◆ For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
  - (A) has its principal place of business in this state; or
  - (B) employs at least 500 persons in this state.
- ◆ Any other relevant factor specifically listed in the request for bids or proposals.

## **PURCHASING AND BID OPPORTUNITIES**

The procedure for processing purchase requests is determined by the estimated expenditure as shown below:

- ◆ \$0-\$9,999.99 One (1) quote is obtained by the requesting department.
- ◆ \$10,000-\$49,999.99 Three (3) written quotes are obtained by the requesting department or Purchasing
- ◆ \$50,000 and over requires competitive sealed solicitations for all goods and services.
- ◆ \$50,000 and over requires board approval and submission of Texas HB1295 with the Texas Ethics Commission

Vendors interested in doing business with Collin College will find bidding opportunities posted on the college district's website at [www.collin.edu/purchasing](http://www.collin.edu/purchasing).

Prospective vendors are encouraged to register with the college district's e-bidding and supplier management system. Vendor pays no fees for utilizing the online bidding system. With e-bidding, vendor's will:

- ◆ Register to receive notifications of upcoming bids in vendor's respective fields.
- ◆ Complete and submit bids online.
- ◆ Review bid tabulations and awarded bid information online
- ◆ Vendors are responsible for maintaining their profile to ensure notifications are received

Collin College utilizes the college district website and the *McKinney Courier Gazette* ([www.couriergazette.com](http://www.couriergazette.com)) for notification of solicitation opportunities. These are the only forms of notification authorized by the college district. Collin College shall not be responsible for receipt of notification and information received from any other source other than those listed. It shall be the vendor's responsibility to verify the validity of all bid information received by sources other than those listed.

cont. —