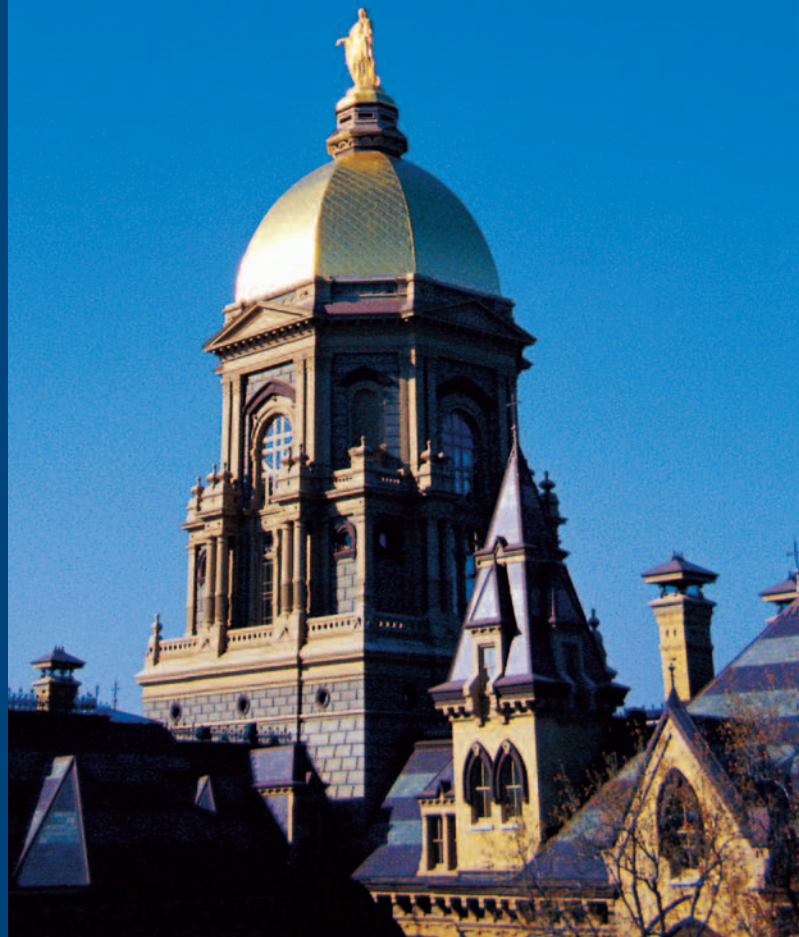


Procurement Services

# Doing Business With Notre Dame



UNIVERSITY OF NOTRE DAME



## Doing Business With Notre Dame

Procurement Services delivers procurement tools, policies, standards, and procedures necessary to accomplish the mission of the University. It establishes strategic alliances to lower total purchasing costs to the University, offers support to community and minority business development programs, and promotes ethical purchasing.

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

## 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 Director of Construction and Quality Assurance at 574/631-4200.

## Vendor Profile Information

To maintain up-to-date business information on each of the University's suppliers, vendors are asked to complete a Vendor Profile form. Once the form has been completed and returned to Procurement Services, it will be reviewed by the procurement specialist assigned to the relevant commodity. The University reserves the right to share this information with other departments on campus. Please feel free to enclose any additional business information such as brochures, product lists, catalogs, etc. This information will be filed for future reference.

To obtain a Vendor Profile form, please visit <http://buy.nd.edu/vendor/VendorProfile.doc>, or contact Procurement Services at 574/631-7062. You will also be asked to complete and return a Federal W9 form that can be obtained directly through the IRS Web site at [www.irs.gov/pub/irs-fill/fw9.pdf](http://www.irs.gov/pub/irs-fill/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  
Vendor Profile Application  
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