

**ILLINOIS STATE
UNIVERSITY**

**BOARD OF
TRUSTEES**

**Resolution No. 2024.05/22
Authorization to Purchase
Procurement System**

Resolution

Whereas, the state of Illinois has numerous and complex Procurement regulations to support competitive pricing, Business Enterprise Programs (BEP), and associated reporting, and

Whereas, the University has a partnership relationship with Illinois Public Higher Education Cooperative (IPHEC) to provide access to state-wide contracts covering technology products, software, and services, and

Whereas, the University believes it economically benefits university departments, faculty, staff, and students to provide these services, and

Whereas, the University annually purchases approximately \$200 million in goods and services and issues approximately 2,000 Purchase Orders for all university departments, and

Whereas, the Illinois State University Board of Trustees has the authority to authorize the purchase of a procurement system and related services from a third-party vendor with an initial agreement of five years at an annual cost of \$180,000 and one-time implementation costs of \$400,000 and

Therefore, be it resolved that the University Board of Trustees authorizes the purchase of a Procurement system to support university departments, faculty, staff, and students for an amount not to exceed \$1,300,000.

Board Action on:	_____	Postpone:	_____
Motion by:	_____	Amend:	_____
Second by:	_____	Disapprove:	_____
Vote:	Yeas: _____ Nays: _____	Approve:	_____

ATTEST: Board Action, May 10, 2024

Secretary / Chairperson

**Board of Trustees
Illinois State University
Authorization to Purchase a Procurement System**

This item seeks an authorization from the Board of Trustees to purchase a procurement system.

Illinois State University purchases numerous products to support students, faculty, and staff for a variety of needs. These products include computer equipment and software, facility maintenance, repair, and construction items, food and housing needs for students. The University currently uses a collection of manual processes and modified software applications to meet these needs and remain compliant.

This resolution seeks authorization to select and implement a procurement system for an amount not to exceed \$1.3 million for fiscal years 2025-2029. This amount is designed to accommodate growth consistent with recent fiscal years.

The benefits of this system include:

- Improved visibility and tracking of contracts throughout the process
- Automation of business processes currently completed manually
- Improved compliance with contract terms
- Improved project tracking and spend management
- Enhanced analytics and reporting to improve the business decision process
- Improved tracking of contract expiration and renewal dates
- Improved ordering process for all departments across campus

These enhancements will lead to significant financial savings and operational efficiencies across campus. In addition, when fully implemented the procurement solution is expected to save headcount across campus. These annual savings should significantly exceed the annual license and maintenance fees.

Source of funding:

- General Revenue