



INDIANA UNIVERSITY
PURCHASING DEPARTMENT

Request for Proposal

For

IU Procurement Consultant Review

RFP-PRO-1767-2025

Final response due no later than

5:00 pm Eastern Time on April 28th, 2025

Issued by:

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B. Purpose

Indiana University is requesting proposals from firms interested in providing consultation and evaluation of procurement processes, including purchasing, accounts payable, and supplier data management, as specified herein. The intent of this Request for Proposal (RFP) and the ensuing process is to provide companies with the information, requirements, and specifications necessary for the preparation of a professional and comprehensive proposal. Specific terms and conditions are outlined.

Selection of the successful suppliers will be based upon a variety of factors such as:

- Ability to meet the scope of work
- Price
- References
- Acceptance of Terms & Conditions

*The above criteria are listed in order of importance.

As used within this RFP, “Participant” shall refer to those companies receiving and responding to this RFP. “Supplier” shall refer to the successful Participant of the process. “University” shall refer to Indiana University.

C. Background

Indiana University is one of the largest universities in the nation. Founded in 1820, Indiana University is a public, multi-campus, state-supported educational institution with undergraduate and graduate full-time equivalent students from throughout the U.S. and the world exceeding 88,000. It has more than 21,000 faculty, professional and support staff that support its educational, research and public service missions.

For more general information about the institution, please visit the institution’s home page at <https://www.iu.edu/>.

D. Proposal Instructions and Conditions

Reference Prerequisites Section within BUY.IU/Jaggaer RFP – Proposal Instructions and Conditions

All questions and inquiries regarding this document should be submitted via the JAGGAER Supplier Portal. If you experience issues, please contact **John Bodle**, *Strategic Sourcing Manager*, at jpbodle@iu.edu. EXCEPT FOR CASES AUTHORIZED IN WRITING BY JOHN BODLE, DURING THE DURATION OF THIS RFP PROCESS, THROUGH SELECTION AND NOTIFICATION, ANY COMMUNICATION BY PARTICIPANTS WITH INDIANA UNIVERSITY STAFF OTHER THAN JOHN BODLE MAY RESULT IN IMMEDIATE REJECTION OF THAT PARTICIPANT. Questions regarding this RFP should be submitted through the Q&A Board within the BUY.IU/Jaggaer RFP. Questions asked after the deadline may not be answered.

Please note that all prerequisites must be agreed to before a proposal can be submitted. Any requested edits to the prerequisites can be submitted as an addendum to the participant's proposal. If needed, negotiations related to the language in the prerequisites will occur before an award is made.

E. Event Schedule

ACTIVITY	DATE
Request for Proposal issued	3/26/25
Participants' questions concerning the proposal must be received no later than 5:00 pm Eastern Time.	4/9/25
Indiana University's response to participant questions will be provided by 5:00 pm Eastern Time. If the information is related to substantive content of the RFP, then clarifications will be posted publicly within BUY.IU/Jaggaer for all participants of the RFP.	4/14/25
Proposals due by 5:00 pm Eastern Time	4/28/25
Remote presentations will be scheduled as deemed Necessary by the University.	Week of May 12 th , 2025
Selection of supplier on or about	5/26/25
Deliverables received by Indiana University no later than	1/2/26

F. Statement of Needs

IU procurement operates on the most restrictive legal structure principle. Funding to IU includes both federal and state dollars, as well as tuition paid by students. As such, Uniform Guidance & Federal Acquisition Regulations and State of Indiana procurement statutes apply to procurement processes for IU.

IU Procurement's mission is to support Indiana University's objectives of teaching, research, community service and civic engagement, through leadership, creativity, innovation, execution, engagement, and productivity. To cultivate and manage faculty, staff, and supplier relationships in order to achieve the purchasing proposition of best value through best practices. To reduce costs and enable growth through improved efficiencies, strategic sourcing, risk mitigation and market intelligence. To do this while complying with all applicable laws, regulations, and policies. IU Procurement's vision is to be recognized as a world-class purchasing organization.

IU Procurement is committed to the following standards:

- Provide exceptional customer service to all people always
- Be a valued Business Partner for all constituents (internal & external)
- Develop an agile and innovative supplier base
- Increase business value derived from spend analysis
- Develop contracts that provide the greatest value for the customer and the University
- Be a negotiating and sourcing resource to the institution
- Continuously review and engage in process improvement
- Maintain the highest ethical and professional business environment
- Support the University's sustainability initiatives
- Create opportunities for minority, women-owned, and small business suppliers
- Strive for excellence in all that we do

IU has contracted with Jaggaer to provide an intelligent source-to-pay procurement and supplier collaboration platform for use by Procurement personnel and users throughout the University. Internally, IU has branded this system as BUY.IU. Most procurement actions at IU from supplier onboarding to invoice payments are managed in BUY.IU (Jaggaer).

Most of IU's procurement activities are centralized. These include supplier data management and accounts payable activities, along with the use of a third-party invoice processor. Although not managed by the central Purchasing Department, Construction and Real Estate are included in the scope of this project. Legal services and library purchases are delegated to those units and not included in the scope here.

Objectives:

The selected partner will evaluate end-to-end procurement processes from supplier onboarding through invoice processing, including structure, staffing, capabilities of the value chain, and established business processes, while complying with the legal framework. This will result in a gap analysis report with recommendations on closing identified gaps, if any.

Scope of Work:

Under the guidance of the Chief Financial Officer and in collaboration with Associate Vice President of Procurement Services, the selected partner will:

- Evaluate stakeholder needs from procurement
- Benchmark world-class institutions (not just in higher education) that procure a wide variety of services and products
- Analyze business processes for procurement, accounts payable, and supplier data management
- Analyze the legal landscape, including federal and state laws, and controls practices required for world class institutions and public procurement
- Must demonstrate ability to understand public procurement legal landscape
- Evaluate current structure and staffing levels
- Evaluate staff capabilities and training needs across the value chain (stakeholders through procurement)

IU Procurement Data:

- The IU procurement organizational chart consists of one Associate Vice President and four Directors leading twenty-five Operational, six Sourcing, eight Accounts Payable, seven Supplier Data Management, and seven Systems & Administrative team members.
- Over \$1,000,000,000 total spend managed annually
- 175,000 requisitions/POs, of which 42,000 are manually processed by Procurement
- 12,000 change requests annually
- 370,000 invoices processed annually
- 250 sourcing events (RFQ and RFP) annually
- 3,400 contracts annually
- 64,000 total suppliers enabled for IU procurement
- 15,750 new suppliers processed annually
- 8,800 Supplier Tax ID reviews annually
- 49,000 receipts of goods transactions processed external to Purchasing, but within the University

G. Terms & Conditions

Reference Prerequisites Section – Terms and Conditions & Minimum Insurance Requirements

H. Proposal Response

Please respond by completing the following within the BUY.IU/Jaggaer system:

- 1) Enter responses to all questions and complete the Non-Collusion/Supplier Diversity/Federal Debarment/Sustainability form and attach it within the Prerequisites section.
- 2) Upload your detailed proposal response documents in the Supplier Attachments section.
- 3) Enter responses to all questions posed in the Questions section.
 - a. Please provide additional detail regarding these questions in your written proposal response.
- 4) Submit your completed proposal within the BUY.IU/Jaggaer system by the Proposal due date and time listed in Section E. Event Schedule.