

## NKU Procurement Services

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## Facilities Management

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## NKU Digital Planroom

<http://www.nkuplanroom.com/purchasing/View/Login.aspx>

Register For:

- New Capital Construction & Purchasing Projects
- View/Obtain Plans
- View Plan Holders Lists

## Disadvantaged Business Enterprises

Northern Kentucky University is committed to serve as an advocate for minority, women and disabled-owned businesses in their efforts to conduct business.

Disadvantaged Business Enterprises (DBEs) consist of minority, women, and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises for the blind and severely disabled.

## DBE Procurement Program

### 1. Get Certified

Get certified with the Commonwealth. For additional information visit:  
<http://mwbe.ky.gov/Pages/default.aspx>

### 2. Get Registered

Take the first step and get your business registered in the NKU Digital Planroom. The planroom is broken down into three categories (A&E, Purchasing & Capital Construction). Choose the one that best fits your business. NKU also maintains a list of preapproved A&E firms for smaller consulting projects. Please contact Ryan Straus at (859) 572- 6605 to begin the registration process.

### 3. Meet with NKU Procurement Officer

We would like to know more information about the commodities and services your company provides. A face-to-face meeting with our contracting officers will ensure that your business does not get overlooked. To schedule a meeting, please contact Holly Vasquez, NKU's Associate Director of Procurement Services.

### 4. Take Advantage of Opportunities

Bid and Proposal opportunities can be found by accessing NKU's planroom at [www.nkuplanroom.com](http://www.nkuplanroom.com). Please check the site regularly to ensure you're keeping up with all our projects.

### 5. Ask Questions

Contact NKU's procurement office at (859) 572-5265 or [purchasing@nku.edu](mailto:purchasing@nku.edu), so we can better inform you about the NKU purchasing process.

### 6. Get To Know NKU

Visit campus often and promote your business. In addition to getting to know the NKU procurement office, you should also get to know the facilities service employees and other departments on campus who will procure your commodities and/or services.

### 7. Check out our Website

Please visit the Procurement Service website for additional purchasing resources, policies and procedures, <http://procurement.nku.edu>. Also be sure to visit the procurement brochure linked on the "About Us" page.



## Procurement Services Proudly Supports Disadvantaged Business Enterprises

*NKU is committed to equal employment opportunity, affirmative action, and eliminating discrimination.*

<http://procurement.nku.edu>  
<http://nkuplanroom.com>  
<http://facilities.nku.edu>