


Doing Business with the Federal Reserve Bank of Richmond

Opportunities for Small Business in Government Procurement

San Juan, Puerto Rico
Tuesday, April 30, 2013



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Federal Reserve Bank of Richmond

5th Federal Reserve District

- Fifth District, HQ in Richmond, serves MD, DC, VA, Carolinas, most of WV
- Branch offices in Charlotte, NC and Baltimore, MD
- 1500 employees





Procurement , Small Business, and Supplier Diversity Overview





Procurement Mission

We align with the business objectives of our end users to deliver premier procurement services that improve value, reduce costs, and manage supplier risk.

The Federal Reserve Bank of Richmond is unique because it has not one, but 3 purchasing organizations.





Procurement Overview

- **Local Procurement Office**

 - Buys products and services to meet the operational needs of the Fifth District

- **National Procurement Office**

 - Negotiates master agreements for commodities and selected goods/services on behalf of all 12 Reserve Banks

- **National IT Contracts & Procurement**

 - Buys hardware, software, and services for the Federal Reserve's centralized National IT Organization





Procurement Process

- ★ Not a Federal government agency
- Procurement practices more similar to commercial or private sector contracting
- Federal Acquisition Regulations (FAR), GSA contracts, and other pricing schedules do not apply
- Do not publicly post procurement opportunities





Procurement Process

Guidelines designed to produce fair competition and the best overall value

- <\$10,000: Competition not required
- \$10,000 - \$100,000: Informal quotes, minimum of three
- >\$100,000: Formal RFP
- Award to supplier that best meets requirements for price, quality, availability, service
- Contract period typically 3 years
- Use online e-sourcing tool





Successful Bidders

- Responsive to bid's requirements
- Have the skill, ability, integrity and financial and other resources necessary to perform on requirements
- Able to provide the best overall solution



Typical Requirements Asked of Suppliers

- Risk mitigation
- Standard terms
- Confidentiality
- Financial stability
- Client references
- Insurance

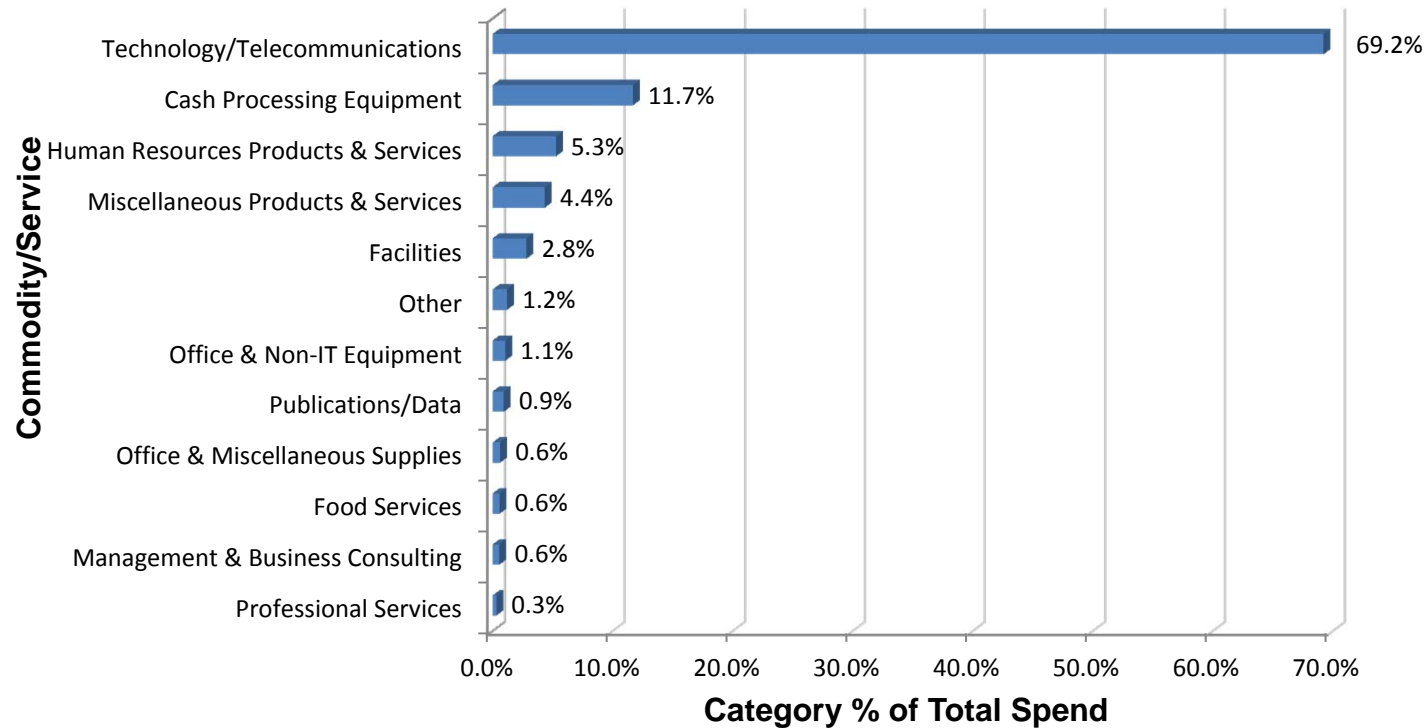
- Safety
- Security
- Customer focus
- Savings/Efficiencies
- Innovative solutions
- Technology



Spend by Product/Service Category

Total 2011 Spend: \$257.2* million

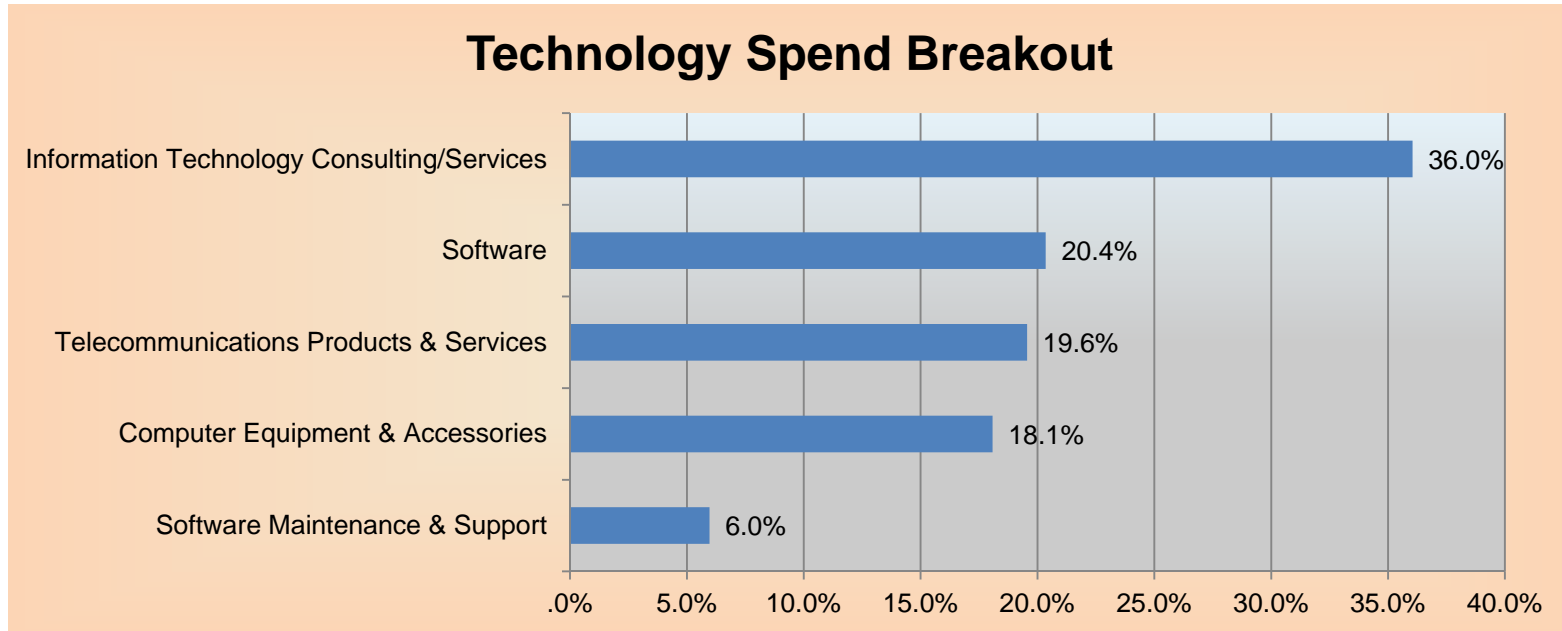
Spend by Major Commodity/Service Category



*** This is the Bank of Richmond's spend, the total Federal Reserve System in 2011 was \$1.2B and \$1.3B in 2013 (average/bank \$100 M)**



Spend by Product/Service Category



Facilities Breakout

| | |
|-------------------------------|-----|
| Maintenance Services/Supplies | 69% |
| Construction | 31% |

Human Resources

| | |
|---------------------------|-----|
| Staffing (temp/permanent) | 60% |
| All other | 40% |





Supplier Diversity Vision

To drive positive business results for the Bank and economic development in our communities by integrating a diverse pool of qualified suppliers into the execution of our corporate strategies

- Contributes to corporate mission & vision
- Drives operational excellence
- Advances diversity and inclusion objectives

While National IT does business with many majority Original Equipment Manufacturers for mission critical systems, we do business with Small Business and Minority authorized resellers when appropriate and advantageous to the bank.



Supplier Diversity Practices

- Encompasses small businesses
- Seek to do business with diverse pool of suppliers, including small, minority and women-owned businesses
- Insure inclusion in competitively bid acquisitions
- 3% preference for small businesses
- Participate in outreach events (*Richmond Fed received Best New Program Award from Virginia Minority Supplier Development Council in 2012. National IT Minority and Small Business spend increased 74% year-over-year*).
- Track and report dollars spent (*spending with small business, minority, and women owned business is over 10% of total in 2012*)



Marketing Tips

- Register with the Federal Reserve
www.richmondfed.org/about_us/doing_business_with_the_bank/register_as_a_supplier
- Contact Cindy Turner, Supplier Diversity Manager
cynthia.turner@rich.frb.org
- Become certified as Small or Minority Business
- Know your customer
- Prepare good marketing collateral
- Differentiate your company
- Be responsive
- Diplomatic persistence





Doing Business With the Federal Reserve Bank of Richmond

Register

The Bank seeks to do business with a diverse pool of highly qualified suppliers that can deliver the best overall solutions for its requirements. **The first step in positioning yourself to do business with us is to register through our online registration portal.**

Registration provides us with your company's vital information so that we can match your company to potential opportunities. Be sure to provide concise but thorough answers to all questions that apply to your company

You will receive an email confirmation when your registration has been completed, and your information will be made available to the Bank's procurement community. We will keep your information on hand and may contact you as procurement opportunities become available for the products or services you provide.





What are the next steps after I register as a supplier?

Don't be discouraged if you don't hear from us right away. While we may not be in a position to include your company in a procurement opportunity at the time of your registration, your registration will remain active for consideration on future events. You may be contacted should an opportunity become available that matches your company's product or service offering. Also, please feel free to contact us periodically to inquire about potential opportunities or update your company information.





How do I learn about upcoming procurement opportunities ?

We do not publicly post our procurement opportunities. When an acquisition need arises that matches your company's qualifications, you may be contacted for more information or for consideration in that particular sourcing event.

How can I get in touch with a purchasing manager or decision-maker directly?

We do not provide direct contact information for sourcing professionals or buying departments. Using information from our online registration system and other resources, sourcing professionals work collaboratively with end user and supplier diversity staff to identify suppliers with the requisite capabilities and expertise for a particular acquisition.

A purchasing manager will reach out to you if you have been identified for a particular acquisition.



Thank You

Procurement Services

[www.richmondfed.org/about us/doing business with the bank](http://www.richmondfed.org/about_us/doing_business_with_the_bank)

Supplier Diversity

Rich.Supplier.Diversity@rich.frb.org

If you have any questions regarding doing business with any of the Richmond Fed's purchasing organizations: (1) the National Procurement Office, (2) the Local Procurement Office, or (3) National IT:

Contact Cindy Turner, Supplier Diversity Manager
cynthia.turner@rich.frb.org

