



JOLIET JUNIOR COLLEGE
— 1901 —

DOING BUSINESS WITH JJC

Joliet Junior College's purchasing department strives to contract with disadvantaged businesses and serve as a resource to local businesses for assistance with adherence to solicitation requirements.

PROCUREMENT AT JJC

JJC's Purchasing Department regulates college procurement by following the Illinois Public Community College Act and JJC Board policies and procedures for all purchases.

QUOTE/BID VS RFP

Quote (\$10K and over)

Bid (\$25K and over)

- ✓ Cost is the sole factor
- ✓ Well-defined detailed specifications
- ✓ Awarded to lowest responsible bidder

Request for Proposal (RFP)

(Additional factors considered)

- ✓ Quality and range of service
- ✓ Firms's overall experience, reputation, expertise, stability and financial responsibility
- ✓ Vendor's past relationship with JJC
- ✓ Experience and qualifications of the staff that will be assigned to service JJC's account
- ✓ Awarded to the bidder that best meets the criteria

TIPS FOR SUCCESS

- Attend mandatory pre-bid/pre-proposal meetings
- Tailor your response to the specific needs of the college
- Submit your response online before the deadline
- Ensure that your submission is organized, well-written and formatted properly
- Submit clear and complete responses including all required information and documentation
- Complete, sign and submit the Certification of Bidder form

DOING BUSINESS AT JJC

- Email promotional materials/company information to purchasing@jjc.edu for distribution to the appropriate divisions
- Register at <https://supplier.esmsolutions.com/registration>
- Review current solicitations at jjc.edu/community/vendors/current-solicitations
- Submit responses to JJC's solicitations electronically through our e-sourcing platform online