

Northeastern University

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Summary

About the Company	<ul style="list-style-type: none"> • PREF is committed to advancing diversity, equity, and inclusion • Putting people first by trying to center joy and wellbeing in work • Shapes and cares for Northeastern University’s environment and designs to cater to user’s needs • Uniquely positioned to increase spend with businesses of color in the area • Committed to serving those communities that they teach learn and research and live within • Expanding opportunities for minority women owned business enterprises (MBEs) and other diverse businesses • Want to evolve procurement practices in effort of providing more equity throughout the broader procurement process
Requirements/ Non-negotiables	<ul style="list-style-type: none"> • General payment terms are net 35 – can adjust if there is an issue with this • Certificate of insurance requirements • Contract/purchase order terms • An MBE certification (if you do not have one, can help get you certified through Mass supplier diversity office)
Process	<ul style="list-style-type: none"> • PREF Procurement Schedule <ul style="list-style-type: none"> ○ Jan – March: Capital Projects - Construction Services and Operations and Trades Services ○ April – June: Operations and Trade Services ○ July – Sep: Capital Projects – Design Services ○ Oct – Dec: Capital Projects – Design and Construction Services • Become a prequalified PREF Vendor <ul style="list-style-type: none"> ○ Go to PREF website – Working With Us page ○ Fill out online RFQ • PREF Procurements and Contracts Team will review RFQs on a quarterly basis and email prequalification decision • One you are prequalified: <ul style="list-style-type: none"> ○ Get added to prequalified vendor lists ○ Meet and greets with PREF staff <p>Contract opportunities:</p> <ul style="list-style-type: none"> • Direct contract (they reach out) • Tier 2 subcontractor (to be added to list that is shared with contractors for other opportunities)
Best Practices	<ul style="list-style-type: none"> • Largest buys are in the capital projects and operations areas • Keep your RFQ answers focused on the specific areas of work vendors are looking to work in • Respond to a qualification package even if you don’t feel you can answer all of the questions or have all of the information

	<ul style="list-style-type: none"> ○ Reach out if you need help filling this out ● If you are currently a tier 2 contractor, reach out and let the team know what you are interested in working in ● Focus on giving the best possible service
Links	<ul style="list-style-type: none"> ● NU Lab For Inclusive Entrepreneurship ● Request for Qualifications - Trade Contractors (office.com) ● Architect Selection ● Architect Introduction Form ● General Contractors/Construction Managers ● Trade Contractors
Contacts	<p>FacilitiesProcurement@northeastern.edu</p> <p>Procurement@northeastern.edu</p> <p>PaymentOperations@northeastern.edu</p>