

Office Depot/Office Max
5/18/2015 Interview

Office Depot/Office Max has been serving the southern Nevada area for 51 years.

UNLV Purchasing and Contracts recently met with Janet Daniels, Vertical Market Manager to discuss the company's history and their desire to provide UNLV departments with office supplies and promotional items. The following is a summary of that interview:

(Q1) Share with us Office Depot story. What products and/or services do you provide?

Boise Cascade Office Supplies Corp entered in the office supply industry in 1964. In 2003 Boise acquired OfficeMax and took the OfficeMax name. In 2013, Office Depot and OfficeMax completed a merger of equals and the combined company uses the name Office Depot, Inc. Office Depot/Office Max offers a wide variety of products including office supplies, furniture, technology, janitorial/break room supplies, managed print services, copy and print services, and promotional materials.

**For more information on Office Depot, Inc. visit their web site at:
<http://www.officedepot.com>**

(Q2) Does Office Depot have a supplier inclusion program? If so, how many years has it been established? Explain the program and how OM utilizes local, small and underutilized suppliers to provide products to UNLV?

Office Depot is committed to the economic development of the communities in which we work and live. This commitment is highlighted by our comprehensive Supply Chain Diversity model, in which we expand opportunities for MWBE vendors and provide these businesses with the chance to grow and prosper. We are determined to satisfy our customers' needs and exceed expectations by offering high quality products at a low delivered cost with world-class accuracy. Along these lines, we have created the Office Depot Diversity catalog, which highlights an assortment of more than 1,800 products from certified minority-, women-, small-, disabled-, and veteran-owned businesses. In addition to promoting unique products from our diverse vendor base, we hope customers use the Diversity Catalog as a tool for procurement, and diversity program professionals use it to help create stronger programs.

(Q3) How did you become familiar with business opportunities with UNLV?

Office Depot has been the office supply vendor for UNLV for over 15 years. We meet regularly with Purchasing to uncover opportunities and create solutions. Also, being registered as a vendor through the UNLV supplier registration program, we are allowed easy access and receive email notifications to the open solicitations for commodities that Office Depot can provide.

(Q4) To better help the UNLV campus departments understand what Office Depot offers, can you offer a few reasons why they should consider doing business with Office Depot? What sets Office Depot apart?

As a vendor for UNLV for many years Office Depot understands the needs and requirements of the campus. We will work with users and departments to assess their needs and create product and/or budgetary solutions. We work with Purchasing

to create programs and solutions that focus on initiatives set forth by the Board of Regents. We have created an online shopping list that highlights MWBE products. We are creating a brochure of MWBE items that Office Depot offers to highlight and increase product awareness. We have worked with Rebel Recycling to implement various sustainability programs as well. We have implemented toner, pen and paper recycling programs. Our environmentally preferable product offering is constantly expanding. We have an index in our catalog that highlights “green” items.

(Q5) How does Office Depot interact with UNLV campus departments to assess office supply and promotional needs?

I am on campus once to twice weekly to meet with various departments and staff to provide product information, product solutions and enhance programs. Paul Dobecki, who provides promotional products for UNLV meets regularly with end users to assess their needs and provide product solutions that meet their requirements. Paul sends out a monthly email highlighting promotional products. He will be creating and sending out an email that highlights promotional products that are provided by minority vendors in the near future. We have an annual vendor fair which this year will be on September 29, 2015 and hope to have a Diversity and Green vendor fair early next year.

(Q6) In your opinion, what are the major obstacles for small and disadvantaged businesses in Las Vegas and how can UNLV be a part of the solution?

The largest obstacle is that the small and disadvantaged businesses in Las Vegas don't necessarily offer products that can be purchased from Office Depot. However with the information we get from your usage reports and other reporting tools we are able to determine what products would be a good fit. Then we can reach out to those business owners and see if these products would be something they would be interested in selling to us.

(Q7) The Nevada System of Education has published a Supplier Inclusion statement. What does it mean to you and how would you like to see it impact the business community serving UNLV?

The Nevada System of Higher Education supports equal opportunity for minority-owned, women-owned, and other small disadvantaged business enterprises (MWDBE) to compete for contracts awarded by NSHE institutions. The NSHE also supports efforts to encourage local businesses to compete for NSHE contracts. In addition, the NSHE supports finding opportunities for such MWDBE and local business concerns to participate as subcontractors or Tier 2 suppliers in large contracts. A “Tier 2 supplier” or subcontractor is a supplier who is contracted for goods or services with the prime contractor, and may include, but is not limited to MWDBE and local business enterprises.

Embracing diversity and creating a working environment where all people are valued and respected is what we do. Diversity is an important dimension of inclusion, innovation and customer focus—three of our core values—and keys to our success in a global marketplace. By devoting time and energy to our Tier One suppliers, we are committed to furthering their own success and overall growth. We believe that by recognizing individual strengths and working with a diverse group of companies, we will help make a difference in the communities where we work, serve and live.

(Q8) What one word or phrase best describes Office Depot?

Our goal is to offer outstanding service and provide products and solutions that add value to the needs and requirements of our clients.