



The cooperative purchasing company
for collegiate residences

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POTENTIAL VENDORS FREQUENTLY ASKED QUESTIONS

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What is the FSILG Cooperative, Incorporated?

The FSILG Cooperative, Incorporated (FCI) is a purchasing company organized by the independent living groups at the Massachusetts Institute of Technology. We contract with vendors to improve the quality, and reduce the cost, of goods and services purchased by our members. The shareholders of the Cooperative (the FSILG members) elect the Board of Directors each year. The Board meets monthly and oversees the Cooperative. The Cooperative has two employees: an executive director and a bookkeeper. There are currently 37 participating properties.

Why should our company consider participation?

The Cooperative pays its bills quickly and reliably, and lowers the cost of growing your business. FCI members prefer to purchase from Cooperative vendors because of the quality and prices our vendors offer. They are able to review the Cooperative's offerings through our online vendor menu and we offer several ways to advertise and market your products/services. The Cooperative pays bills every week: a correct and complete invoice received Friday is paid the next Wednesday.

How can you pay your bills so quickly?

The processing is done by our staff, including digitally scanning invoices and entering invoices into our accounting system. Our members keep funds on deposit with the Cooperative and we bill them regularly to keep their accounts current. Our vendors do not need to spend time trying to contact member officers directly to obtain payment. Vendors may submit invoices by mail, fax, email, or hand delivery.

How does the order process work?

Members order goods and services directly from vendors and do not need to submit a purchase order to the Cooperative (except for purchases over \$10,000). Authorized purchasers from the member house would contact you and place their order. Then the vendor delivers the goods (or services) to them and sends the invoice to us. We scan it and post it in our members' online locker for their review before paying it. Members have until the following Tuesday to review posted invoices.

How much does it cost to become a vendor?

There are no annual or monthly fees to be a vendor in the Cooperative, only the purchase discounts FCI expects from our vendors. These discounts should represent the value we provide you in terms of quicker payments, easier marketing, and other opportunities to reduce your costs.

How does the discount work?

The discount rate is applied by FCI to the invoice total, inclusive of taxes, delivery, and all other charges. The discounted rate is paid to the vendor. For example, if the discount rate is 10% and the vendor submits an invoice for \$500, a check for \$450 would be mailed to the vendor.

What does “FSILG” stand for?

FSILG is short for Fraternities, Sororities, and Independent Living Groups. The letters are pronounced individually: “eff-ess-eye-ell-jee.” There are 37 FSILGs at MIT with 41 properties with a combined annual budget of approximately \$10 million. Thirty-five FSILGs are members of the Cooperative.

How do I know who is a member? How do I know who is authorized to make purchases?

At the beginning of each month the Cooperative sends each vendor an updated list of all current members and all authorized purchasers. The information includes the address of each location, and phone numbers for the primary contacts for food and services purchases. If a vendor is trying to track down a particular individual they can contact us and will assist you.

How can I advertise to members?

You can advertise to members in two main ways. You can submit pages to be scanned and attached to your contact and price information sheets in the shared member online locker. And you can deliver physical catalogues or other items to houses. There are two mechanisms for doing so. First, you may mail or deliver them directly to member addresses. Second, each August and January the Cooperative delivers a package of such items to each member house. Such items are due on the 1st of each month and will be distributed mid-month. You may provide one item for each member or one item for each purchaser. Please contact us with further questions about any of these opportunities.

What products and services is FCI looking to contract?

We would like members to be able to purchase all of their goods and services through the Cooperative. Some of our current offerings are general contracting, plumbing, rental cars, waste management, food delivery, electricians, florist, catering, and pest control. You can browse the full range of offerings in our Vendor Menu.

What is the Cooperative’s relationship with MIT?

FCI has accepted funding and office space from MIT but is a separate incorporated body. FCI is contracted by MIT to assist the FSILG’s with grant and loan requests.

How can I learn more?

Our website has a wealth of information available. You can also contact us by phone or email, and we are available for in person meetings at your convenience.