


Suffolk University Policies and Procedures Manual	
Functional Area: Purchasing Services	Procedure No:
Policy/Procedure Name: Procurement Policy	Revision No:
Latest Revision Date: June 30, 2018	Page 1 of 4
Approved for Use by:  7/1/2018	

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I. PROCUREMENT

Procurement of goods and services for the University must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities are conducted in central Procurement Services as well as by academic and administrative departmental employees. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with University bylaws and policies.

Procurement Services provides support to the University community in the selection, acquisition, use and disposal of goods and services by:

- Maximizing the University's purchasing power by focusing on strategic sources and obtaining the best value.
- Leveraging its expertise in contract negotiations and supplier management to advantage the University.
- Streamlining processes and investing in new technologies to provide administrative efficiencies.
- Ensuring that purchases are made in accordance with all applicable University bylaws, laws, regulations, codes and ordinances.
- Minimizing risk exposure while maintaining flexibility in procurement activity.

II. PROCUREMENT AUTHORITY

The authority to commit University funds for the acquisition of products and services is granted by the Board of Trustees. The Payment & Procurement Authorization policy (found [here](#)) outlines the appropriate authorizations required for purchase orders and check requests. The Travel Arrangements and Reimbursement Policy and Procedures (found [here](#)) governs the authorizations for travel and other reimbursable expenses.

Contracts cannot be signed by Staff or Faculty and must be processed through the Procurement Office.

III. PURCHASING WITH SPONSORED FUNDS

Purchases using government sponsored funds must be made in accordance with OMB issued Title 2 CFR Part 200. Those guidelines were utilized as the basis for this policy. Purchases to be made with sponsored funds will be reviewed by our Office of Research and Sponsored Programs and follow the competitive bid requirements outlined below:

For purchases...

- *Up to and including \$10,000- No Quotes Required*; Department heads and others authorized to purchase for their departments may use their discretion to secure the most cost-effective goods and services for the University's operations.
- *\$10,001 - \$150,000 - Minimum of 2 Quotes*; Quotes may be confirmed in writing or by e-mail and may be informal or in response to a formal request for quotation. The requisitioner will solicit bids directly. Copies of the bids or quotes should be submitted with the purchase order documentation and should include: Supplier Name, Person Offering Quote, Date, Quote Price, and Item Description or Statement of Work.
- *Greater than \$150,000- require competitive tender*: Acquisitions needs to follow a competitive process, either Sealed Bid or RFP (request for proposals). Process to be managed by the Procurement Department. Documentation to be kept detailing evaluation factors and selection criteria for awarded contracts. Awarded contractors must be monitored to ensure proper performance of contracted services.
- *Sole Source Procurement Requirements* - In certain special circumstances, one supplier of goods or services (a 'sole source') may offer a unique product or a singular service capability not otherwise available in the competitive marketplace via a competitive bidding process. One of the following conditions must exist to be considered a sole/single source procurement:
 - The item (or functional performance) is available only from a single source
 - An emergency situation where loss of life or property could be caused by the delay involved with a bidding process
 - The Awarding Agency expressly authorizes a non-competitive procurement

- After solicitation of a number of sources, competition is deemed inadequate

Where sole source procurement is initiated at the departmental level, written documentation to justify a waiver of the competitive bidding policy is required to establish the basis for awarding the purchase to a sole source and substantiate that the non-competitive price was fair and reasonable under the special circumstances.

No procurements utilizing government sponsored funds can be made from parties that have been debarred or suspended from performing federally funded work. Before engaging a vendor, the Procurement Services group shall search the government [System for Award Management](#) (SAM) to be certain they have not been debarred or suspended.

IV. GENERAL PROCUREMENT GUIDELINES

Competing bids should be obtained for all purchases of goods or services committing significant University funds, at the discretion of the Director of Strategic Procurement.

Emphasis on Local, Minority-Owned & Environmentally Committed Vendors

Suffolk has traditionally emphasized placing University business with local firms. Reflecting the University's commitment to environmental stewardship, Suffolk similarly emphasizes sourcing from firms whose services and products:

- (1) further Suffolk's stewardship goals
- (2) Demonstrate superior long term sustainability, energy efficiency, and pollution minimization in product production and usage life cycles.

In addition, Suffolk has an articulated commitment to diversity across lines of race, ethnic origin, religion, gender and sexual orientation. The University therefore encourages the placing of its business with firms and individuals representative, especially in terms of ownership or management, of these goals of diversity.

With respect to purchasing decisions where heavy emphasis is given to environmental impact factors over pure pricing, departments and individuals need to also keep in view their fiscal stewardship obligations to parents, alumni, and donors in making the Suffolk educational experience accessible and affordable.

V. LEGAL AND ETHICAL CONDUCT

It is the policy of Suffolk University to comply with all laws governing its operation, to conduct its affairs in keeping with the highest moral, legal and ethical standards, and to assure that its employees do not seek to realize personal profits from their positions with the University.

Conflict of Interest

Conflict of Interest is defined as a set of circumstances where an employee engages in an activity which creates a risk that professional judgement or action harms or takes advantage of the University with the objective of realizing a personal benefit. There are specific Governmental regulations pertaining to grants or other awarded projects. No employee, officer, or agent of Suffolk may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Suffolk University's Conflict of Interest Policy can be found [here](#) outlining the University's position on Conflicts of Interest and expectations regarding the acceptance of gifts and entertainment.

Violations of the Suffolk University Procurement Policy

Violations of this policy may include, but are not limited to, disregarding the procurement guidelines, concealing a conflict-of-interest relationship or willful failure or refusal to cooperate with an approved management plan. Violation of this policy may subject the employee to disciplinary action up to and including termination.

VI. BEST PRACTICES

Suffolk continually strives to improve its practices to ensure the integrity and effectiveness of its procurement processes. Our operations are periodically monitored by an independent internal audit group ([The Boston Consortium](#)) which provides feedback on areas requiring improvement.