

Policies and Standards

<i>SECTION:</i> Department of Strategic Sourcing		<i>NO.</i> 3.2			
<i>CHAPTER:</i> Process	<i>ISSUED:</i> 1993	<i>REV. A</i> 10/97	<i>REV. B</i> 02/07	<i>Rev. C</i> 08/16	<i>Rev. D</i> 04/18
<i>POLICY:</i> Supplier Selection		<i>PAGE</i> 1 <i>OF</i> 1			

PURPOSE

To define the responsibility for and provide basic guidelines for supplier selection.

SCOPE

This policy applies to all procurement transactions within the defined dollar limits. Refer to the [Buyer Action Matrix](#) for guidance whenever the University's funds are to be used.

POLICY

The selection of suppliers is the buyer's responsibility and should be considered for all types of purchases, i.e., purchase orders or P-Card.

The Department of Strategic Sourcing will consider partnerships with suppliers based on the dependability and service record of the supplier, the nature of the guarantee and warranty of the product, price, and quality. Additional factors to be considered are supplier integrity, compliance with public policy, record of past performance, and financial and technical resources. Any supplier who is listed as on the Federal Government List of Excluded Individuals/Entities or the System for Award Management will not be eligible to participate in commerce with the University. Preferences (no priority is intended) should be given to the following types of suppliers, providing this involves no sacrifice in quality, service, or price:

- Suppliers who are developing new and improved products or equipment, or designing and developing a special product for the University's exclusive use
- Suppliers located in the local area except where Federal guidelines prohibit the use of geographical restrictions in the evaluation of bids or proposals
- Suppliers with adequate financial strength
- Suppliers that adhere to specifications and delivery schedules
- Suppliers who qualify as minority or women owned businesses (MWBE)
- Suppliers actively involved in Sustainability initiatives

ADMINISTRATION AND INTERPRETATIONS

Questions regarding interpretation of this policy should be directed to the Sr. Director of Strategic Sourcing.

ADMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.