UNIVERSITY *of* ROCHESTER

Procurement Policy

1.0 OBJECTIVE

This policy establishes guidelines for procurement of supplies, equipment and services.

2.0 RESPONSIBILITY

The authority to sign contracts, purchase orders, agreements, letters of intent, etc. that obligate funds of the University of Rochester or Strong Health is limited to Officers of the University or Strong Health entity, the Associate Vice President for Purchasing and Supply Chain, and their designees. Required approvals and associated dollar limits for authorizing University contracts and purchase orders are outlined in the Financial Approval Guidelines, effective September 12, 2018 .

3.0 GUIDELINES

All purchases/contracts made with University of Rochester (UR) or Strong Health funds should be done utilizing sound purchasing practices while affording maximum practicable opportunities for small businesses. To assure that the UR receives best value the following guidelines shall apply:

- **Honor Our Contracts**
  UR standards and contracts will be utilized whenever possible. However, Purchasing and Supply Chain may request competitive pricing if deemed appropriate or when a single order for standard/contracted product will exceed $50,000.

- **Estimate of Fair Market Price**
  When no standard or contract exists, purchases over $1,000 require an estimate of fair price and realistic delivery. Price quotations should be obtained from multiple approved suppliers and documented.

- **Obtaining Bids or Proposals**
  Departments who wish to obtain their own proposals from suppliers may do so within acceptable University Bid Procedures.

- **Justification**
  Purchasing and Supply Chain requires a completed Supplier/Price Justification and Conflict Information Form (SPJIC) for purchases > $25,000 or single source requests. (Complete SPJ questionnaire in P2P UR Procurement system and attach the SPJCI form to the 312 requisition). Purchasing and Supply Chain reserves the right to request a SPJIC form for purchases <$25,000 when the purchase involves a Sole Source, Selected Source or where the low bid is not selected.