



Policy 2.24 Vendor Selection

Responsible Official: VP for Finance
Administering Division/Department: Procurement Services
Effective Date: March 21, 2007
Last Revision: March 27, 2007

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Policy Details

2.24.1 Vendor Qualifications

Procurement Services selects vendors for their ability to meet the needs of the University in the most economical and efficient manner possible. Vendors are evaluated on price, product quality, past performance and compliance with the Equal Opportunity Clause.

Departments are encouraged to suggest vendors on all requisitions; however, the final selection of a vendor is the responsibility of the Buyer. It is extremely important that no commitments, expressed or implied, be made to vendors by University employees.

2.24.2 Competitive Bids

Procurement Services secures competitive bids whenever such action is determined to be appropriate and in the best interest of the University. The dollar limit for a given transaction, as well as the number of bids required for a solicitation varies by commodity area. Responses to each bid invitation may be received verbally, by facsimile, email or in writing, depending upon the size and nature of the procurement.

Vendors are responsible for the accuracy of their quoted prices and must ensure their quotations are received no later than the specified date. Price quotations are given to Emory University in confidence and shall not be revealed to any other vendor or unauthorized person except as may be authorized by Procurement Services.

2.24.3 Sole Source Vendors

A Sole Source purchase is one in which an item is available from only one vendor or, A Single Source purchase is one in which there are multiple sources available but the item(s) or service must be purchased from a specific vendor for a specific reason. Such reasons would include, but are not limited to:

Service issues
Time sensitivity

When a competitive bid is not awarded, the requisitioning department is responsible for providing documentation to Procurement Services justifying the reasons for the lack of competitive bids. A Sole Source Justification for Purchase form is required when purchases exceeding \$5,000 are not submitted for competitive bid.

2.24.4 Use of Small and Minority Vendors

Procurement Services is committed to developing relationships with local and diverse vendors that add value to our institution and the community at large. In accordance with Federal guidelines, Procurement Services seeks to include in the competitive bidding process:

Certified minority-owned businesses
Certified woman-owned businesses

Certified Small Disadvantaged Businesses
Small veteran-owned and service disabled veteran-owned businesses
Small, certified HUB Zone businesses

2.24.4.1 Federal Subcontracting Requirements

The Federal Acquisition Regulation (FAR) requires a Subcontracting Plan for Small, Small Disadvantaged and Women-Owned businesses for each contract in excess of \$500,000.

In compliance with Public Laws 95-507 and 103-355, Procurement Services, in conjunction with the Office of Sponsored Programs and the Principal Investigator, is required to develop a Subcontracting plan to establish goals for each contract proposal submitted.

The Subcontracting Plan must specify:

Items or commodities that will be purchased from small and minority businesses
Total dollars to be spent each with small and minority businesses
Percentage of total dollars budgeted for supplies and services that these purchases represent.

The ordering Department must make a "good faith effort" to reach the percentage goals established in the Subcontracting plan.

The Office of Grants and Contracts must approve all Purchase Requisitions for capital equipment, items over \$4,999.00, before being submitted to Procurement Services.
This applies to the following accounts:

5 ledger accounts
6-37000 through 6-39999
6-47000 through 6-47999

712.00 Federal Acquisition Regulation

Emory University furnishes, with each purchase order, a written statement informing each vendor that it is prohibited from doing business with any vendor that has been disbarred by the Federal Government. For purchase orders totaling more than \$25,000 involving the use of Federal funds, a search of the "Excluded Parties List System" (EPLS) is conducted to determine if a vendor has been disbarred.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.24>

Contact Information

Subject	Contact	Phone	Email
	Procurement Services	404-727-5400	e-market@emory.edu

Revision History

No previous versions of this policy were found.