

Consultant Benefits

(Firm), and not the University, will be responsible for providing any and all employment benefits to the Consultant. Such benefits will include, but will not be limited to: vacation, holidays, sick time, medical leave, and insurance. The University will not pay the Consultant or (Firm) for any time except those hours in which the Consultant performs services for the University as approved and verified by the Contract Administrator.

Sustainable Purchasing Requirements/Questionnaire

The Selected Firm(s) will use environmentally preferable products, materials and services where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products that serve the same purpose.

- What policies are in place to monitor and manage your firm’s supply chain regarding environmental/sustainability issues?

- Does your firm have an environmental/sustainability policy statement? If so, please provide it:

- Has your firm ever been cited for non-compliance of an environmental or safety issue? If so, state the reason, date and outcome of the citation.

- What programs does your firm have in place, or planned, for promoting resource efficiency? (i.e. an environmental/sustainable or waste audit)?

- Does your firm have web-based materials available documenting the environmental/sustainability initiatives? If so please provide it:

<https://vascupp.org/hem.pdf> Virginia Purchasing Manual for Higher Education – Appendix C

Appendix C -- NAEP Code of Ethics

- Give first consideration to the objectives and policies of my Institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as State or federal statute and Institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my Institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

National Association of Educational Procurement -- Adopted July 1, 1985