



Procurement and Sourcing Services

Effective Date:	July 31, 2002
Last Update/Revision:	February 26, 2014
Initiating Department:	Procurement and Sourcing Department
Responsible Department:	Procurement and Sourcing Department
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1400

Policy Name: Vendor Evaluation and Selection

Purpose: To establish standards for vendor selection.

Policy: Federal regulations and best business practices require that awards be made to vendors whose responses to solicitations are the most advantageous to the University, based on quality, price and other relevant factors including sustainability and environmentally preferable sourcing practices. Accordingly, an analysis of the cost of goods or services sought must be performed by the requesting department and documented as part of the vendor selection record. Any personal interest or relationship between a vendor and any LIU employee involved in the acquisition process must be disclosed. ([Conflict of Interest Policy, P1007](#))

Every effort should be made to utilize suppliers who can certify that they meet federal and state standards for small, disadvantaged, minority and/or women-owned vendors as well as environmentally preferable purchasing (EPP).

Bids and quotes submitted to the University are to be held in strictest confidence. Under no circumstances should vendors be given information about bids or quotes from competing sources.

In-House Sources - Before placing any order for goods and/or services, first check carefully to ensure that your needs cannot be satisfied from within the University.

There are three major sources of internal supply:

1. Office Services - All printing jobs must be approved by Marketing Services and processed at the University's reproduction centers through Office Services. The Office Services Department is equipped to handle all normal printing, design and duplicating requirements subject to capacity and equipment constraints.

Exceptions to this policy can be authorized if:

- a. No printing facility or materials are available in the print shop to meet the required production.
- b. The print shop cannot complete the job within the time required.

Copyright Policy - Please note that University policy permits only the making of one photocopy of a chapter from a book or an article from a journal (regardless of internal or external sources.) A single photocopy of an entire book or journal or multiple copies of a chapter or article will require the permission of the copyright holder which can be obtained in writing through the Copyright Clearance Center.

catering requirements of all normal social functions on or off campus before soliciting any outside food service source.

3. Marketing Services – All printed material distributed outside the University must be approved by Marketing Services for content consistency and layout.

Orders may not be placed with external vendors and will not be accepted for reimbursement unless internal sources confirm in writing their inability to supply requirements within the specified time and quality.

Outside Sources - Vendors authorized to do business with the University are listed as Approved Vendors in the PeopleSoft Vendor database. Approved Vendors have submitted the information and competitive pricing required by LIU to do business with the University. Departments that wish to add vendors to the vendor database may do so if the goods and/or services cannot be obtained from the existing list of Approved Vendors. New Vendors will be required to submit all required documentation before they are able to do business with LIU. Please allow five to seven business days for processing.

In addition to the LIU required documentation, the requisitioning department must consider:

1. The dependability and service record of the vendor.
2. The nature of the guaranty and warranty of the product, its price, and quality.
3. [University Suppliers](#) - Vendors who have negotiated contracts with the University, offer New York State or Consortium Contract pricing and who support the University's standards on furniture and equipment.
4. Suppliers with adequate financial strength who also have a reputation for adhering to specifications and delivery schedules.

As a general policy, no University Purchase Orders will be awarded to University employees or relatives of University employees.

This Policy Applies to:

All Departments

Procedure:

The Vendor database is maintained by Procurement and Sourcing Department. Departments that want to add vendors must contact Procurement and Sourcing Department.

Exceptions:

None

Forms:

The Vendor Packet – This packet includes:

1. An introductory letter
2. [Vendor Obligations Policy, P1405](#)
3. [Vendor Registration Form](#)