

Inquire about Becoming an MIT Supplier

MIT is a large and diverse organization with procurement needs ranging from office supplies to catering to laboratory equipment. Reach out to MIT Strategic Sourcing to inquire about becoming a supplier for the Institute.

1. Contact MIT Strategic Sourcing

If you believe your company can provide value to MIT, we encourage you to share a business card, catalog, or other listing of the products or services. Please send your material to the strategic sourcing analyst who handles the products or services you offer from the Strategic Sourcing [Staff Directory](#).

Mail your information to:

Massachusetts Institute of Technology

Name (Strategic Sourcing Analyst)

Strategic Sourcing, NE49-4122

77 Massachusetts Avenue

Cambridge, MA 02139

If you wish to meet with the appropriate strategic sourcing analyst, please call or email to set up an appointment. Typically, such meetings are scheduled Monday-Friday, between 8 a.m. and 5 p.m.

2. Understand supplier prequalification requirements

Suppliers are expected to conduct themselves in a professional and ethical manner. Suppliers are responsible for meeting all applicable prequalification requirements, including:

- be eligible to receive government and sponsor funding
- maintain appropriate insurance levels
- comply with shipping hazardous material/export controls
- comply with MIT terms and conditions

Once approved, prospective suppliers will be added to MIT's supplier database.

3. Learn about MIT's policies on purchasing ethics

Gifts and Gratuities

Institute and federal policies prohibit the acceptance of personal gifts or gratuities from suppliers, vendors, subcontractors, and contractors. This includes the use of property or facilities, gift certificates, entertainment, or other favors of value extended to employees or their families.

The full text of the Institute's Procurement Policy on Gifts and Gratuities is found in MIT's Policies & Procedures [Section 7.9](#).

Kickbacks

The federal Anti-Kickback Act of 1986, 41 U.S.C. §8701 *et seq.*, prohibits those involved in government contracting from offering, accepting, or attempting to accept inducements for favorable treatment in awarding contracts. A "kickback" is defined as any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind that is provided by a supplier, directly or indirectly, to any employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with procurement under a federal contract or grant.

Conflicts of Interest

MIT officers, faculty, staff, and others acting on MIT's behalf have an obligation to avoid ethical, legal, financial, or other conflicts of interest and to ensure that their activities and interests do not conflict with their obligations to MIT or its welfare.

4. Learn about MIT's equal opportunity and affirmative action programs

MIT has equal opportunity and affirmative action programs designed to give small businesses and small-business concerns owned and controlled by socially and economically disadvantaged individuals (minority, women, or disabled businesses) full access and opportunity to participate in MIT's procurement activities.

To ensure proper consideration for your business, inform the [VPF Strategic Sourcing team](#) of your business size, ownership category, and the products or services you offer.
