

Policy No. 502

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Vendor Relations

A. VENDOR RELATIONS

Central State recognizes the importance of having strong, mutual relationships with vendors. The University seeks to maintain and improve these relationships, to avoid abusing them by making unreasonable demands, and to encourage competition. The University also ensures vendors are aware that they are being treated equally and fairly.

B. SELECTION OF VENDORS

The ultimate selection of a vendor is decided by the Purchasing Department; however, the vendor suggested by the requisitioner (end-user) is given preference when in the best interest of the University and when the purchase does not require competitive bidding. The Purchasing Department welcomes vendor suggestions.

C. INTER-UNIVERSITY PRICE AGREEMENT VENDORS

The University participates with the other state-assisted Universities in the Inter-University Council Purchasing Group (IUCPG). The IUCPG competitively bids and establishes firm price agreements with many vendors. When vendors have been awarded a contract as the result of competitive bids, all Universities may take advantage of established prices. Purchasing has the authority to place purchase orders with these preferred vendors under the IUCPG price agreements whenever possible.

D. STATE CONTRACTS

On December 4, 1985, Ohio's Cooperative Purchasing Act was signed into law as Section 125.04 (B) Ohio Revised Code. This law allows the University to purchase supplies and services from the State of Ohio, under the Department of Administrative Services purchasing contracts.

E. EDUCATIONAL AND INSTITUTIONAL COOPERATIVE SERVICES

Educational & Institutional Cooperative Services (E & I), Inc. is a not-for-profit buying cooperative which provides goods and services to its members at the best possible value. The Cooperative is owned by its membership of close to 2000 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital purchasing organizations. Each supplier maintains that every subcontract shall contain a provision

requiring non-discrimination in employment. E&I continually pursues new supplier contracts in order to meet the ever changing needs of our member institutions.

F. “BUY AMERICAN” – BUY OHIO” – LOCAL SUPPLIES

It is the policy to give preference to products produced or mined in the United States and in Ohio, in accordance with state law.

G. ADVERTISING

All requests by vendors for use of the University’ s name or other identifying marks in their advertising materials must be forwarded for approval to the Office of General Counsel.

H. EQUAL EMPLOYMENT – OPPORTUNITY REQUIREMENT

The University requires that a supplier in bidding and/or filling a purchase order agrees not to discriminate against any employee or applicant for employment with respect to tenure, terms, conditions, or privileges of employment, or any matter directly related to employment, because of race, color, religion, national origin, sex, age, pregnancy, citizenship, disability status, veteran status, or genetic information. The supplier also must agree that every subcontract shall contain a provision requiring non-discrimination in employment.

I. PERSONAL GIFTS

Some vendors offer free gifts with an order. Acceptance of such gifts by any University employee is inappropriate and therefore, prohibited. The proper method of handling such offers is to request the vendor to deduct the value of the gift from the net cost of the invoice.

J. CONFLICT OF INTEREST

As general rule, the University will not enter into contracts for the purchase of materials or services when the seller is an employee of the University. Acquisitions from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing. Interest is deemed present if the employee and/or his or her spouse or minor children own ten (10) percent or more of the assets of a business. Without the written approval of the President, the University will not enter into contracts for the purchase of goods or services of ex-employees of the University unless the ex-employee has been disassociated from the University for a period of at least one-year.

K. PURCHASES BY INDIVIDUALS FOR UNIVERSITY USE

Purchases by individuals for University use whether by cash, check, or by credit except in instances when prior approval by the department head has been obtained - are strictly prohibited. The purchaser will not be reimbursed.

L. RESALE OF PURCHASES

Materials and supplies which are purchased for use in University activities are not to be resold by individuals. Should it become necessary for resale of any commodity, such

resale is permitted only through established channels.

M. PERSONAL PURCHASES

Purchases for personal use through the Purchasing Department or in the name of the University are prohibited. The use of Logistics for personal purchases is also prohibited.

N. "GREY-MARKET" PURCHASES

Occasionally imported products will be offered for sale at prices substantially below their true market value, and sometimes below the wholesale or distributor cost. Often these items have been imported through channels other than those authorized by the manufacturer. Purchasing these items from so-called "grey market" distributors carries risks not normally associated with purchasing from established vendors who use legitimate sources. In light of these risks and the nature of this form of distribution, the Purchasing Department will not authorize this type of purchase. Individuals making such purchases will not be reimbursed.