

Policy No. 502

Area: Business Services

Adopted: September 18, 1998

Revisions Adopted: May 1, 2026

*Original signature is on file in
the Office of General Counsel*

Certified by _____
Dr. Morakinyo A.O. Kuti
University President

Subject: VENDOR REQUIREMENTS AND 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.

A. VENDOR REQUIREMENTS

1. “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.

2. 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.

3. OTHER STATE AND FEDERAL LEGAL REQUIREMENTS

All vendors transacting any form of business with the University shall comply with all state and federal laws and shall not be banned from doing business with the federal government thus identified on a federal list of debarred or excluded suppliers.

4. DATA SECURITY

Vendors who will have access to data by virtue of a University contract to purchase goods and/or services shall comply with requirements as established by the University division of information services. These requirements include, but are not limited to, providing relevant attestations, completing data security questionnaires, and complying with University data security policies and procedures.

5. OHIO COMPLIANCE REQUIREMENTS

All vendors doing business with the university shall, as a condition of agreement, confirm compliance with certain Ohio provisions which may be in effect from time to time and required by the Purchasing Department. For example, all vendors must be registered to do business in the State of Ohio through the Ohio Secretary of State or comparable entity in the state in which the vendor is located.

6. TAX EXEMPTION

The University is exempt from paying Ohio sales and use taxes (and other recognized states). All purchases must comply with this provision where appropriate.

7. 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.

B. VENDOR RELATIONS

Pursuant to the Ohio Ethics Law (ORC Chapter 102 and ORC Sections 2921.42 and 2921.43), employees having procurement related responsibilities should at no time accept or receive items, gifts, money, meals, or entertainment (either personally or for the University) from any supplier or potential supplier of the University that are considered substantial or improper.