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| <b>Policy Title:</b>     | <i>Procurement Policy</i>   |
| <b>Policy Owner:</b>     | <i>Office of Finance &amp; Business Affairs   Procurement Office</i>  |
| <b>Effective Date:</b>   | <i>08/15/2023</i>   |
| <b>Last Updated:</b>     | <i>08/02/2023</i>   |
| <b>Scheduled Review</b>  | <i>09/15/2024</i>   |
| <b>Related Policies:</b> | See Section VII   |
| <b>Related Forms:</b>    | Sole Source Justification Form<br><a href="#">SU Vendor Data Form</a> |

## I. POLICY STATEMENT

Seattle University (“SU” or “University”) is dedicated to preserving its financial integrity. Therefore, it is imperative that the University continually strive to ensure all purchases are cost-effective in every area of campus. The Procurement Office supports this mission by maximizing value, maintaining appropriate service levels, and garnering cost savings across the University. To attain these results, goods and services the University purchases or takes title should be requested, authorized, received, and paid for in accordance with stated University policies and procedures.

Commitments for goods or services for which SU is financially responsible must be authorized through University procedures **prior to commitment**. Individuals making unauthorized commitments or purchases are at risk for personal liability for any incurred expense.

To achieve the overall objective and to facilitate the procurement process, the responsibilities, authorization guidelines, and controls set forth in this policy and related policies and procedures apply to **all** University employees.

## II. PURPOSE & BACKGROUND

The Procurement Office provides a strategic, campus-wide purchasing function that will save the University both time and money, while carrying out its values. This Office is authorized to manage purchasing across the entire campus as well as recommend and implement changes to purchasing policies and/or procedures.

Generally, the Procurement Office, led by the Procurement Director, under the leadership of the Chief Financial Officer, will be responsible for the following functions:

- Oversee the purchasing process for routine and major purchases
- Manage strategic sourcing for the University, which includes contracted sources and purchasing consortia memberships, to take advantage of economies of scale
- Negotiate, execute, and manage vendor contracts that are in the best interest of the university
- Partnering with campus stakeholders to establish standardized goods and services
- Prepare an annual spend analysis assessment and related reports
- Document policies and procedures and monitor their compliance
- Review current policies and procedures, and develop and implement recommended improvements



- Communicate and build awareness among campus stakeholders of procurement policies and procedures.

### III. APPLICABILITY/RESPONSIBILITY

This Policy applies to all University commitments for goods or services and all University employees. Exceptions may be approved by the President, the Provost, or the CFO.

### IV. DEFINITIONS

**Certified DBE:** A DBE that has been verified by OMWBE as being a minority-, women-, or socially and economically disadvantaged-owned enterprise.

**Diverse Business Enterprise (“DBE”):** “DBE” or “Diverse Business Enterprise” is a business that identifies as and attests to being majority owned by Black, Indigenous, other POC, LGBTQIA+, veteran, women, or socially and economically disadvantaged persons. Although the University prefers in its contracting that such business enterprises be [certified by the Washington OMWBE](#), DBEs are not required to be certified by the OMWBE unless an anticipated expenditure is required to be competitively bid under the University’s Procurement Policies. In this situation, certification by entities other than OMWBE will be considered on a case-by-case basis.

**OMWBE:** The Washington State Office of Minority and Women’s Business Enterprises. OMWBE is responsible for certifying minority-, women-owned, and socially and economically disadvantaged business enterprises to participate in contracting and procurement.

**Purchase Order:** a contract that communicates an order for goods or services to a supplier. By using a purchase order to place orders, the University can clearly and explicitly communicate not only what is being ordered but also terms and conditions of the sale that are in the best interest of the University.

**Qualified DBE:** A DBE that has the skills, specialization, experience, and/or resources necessary to perform the work or supply the goods called for through an intended purchase.

**Request for Information (RFI):** A formal process used to gather pricing and other purchasing information from potential contractors to ensure the University hires the appropriate contractor or supplier under appropriate terms. RFIs are typically used to help decide on the next step before contract negotiations begin or a purchase order is issued. RFIs can include verbal or written pricing quotes.

**Request for Proposal (RFP):** A formal process through which the University accepts, reviews, and compares bids to perform works or provide goods across multiple potential contractors or suppliers. An RFP is initiated through a needs-based request for specific solutions or good. RFPs may be based on previously issued RFIs and contain, in exacting detail, a list of all relevant parameters of the intended purchase.



**V. POLICY REQUIREMENTS**

**A. Expenditure Authority**

To ensure a consistent approach in reviewing both budget and appropriateness of purchase, the following are the expenditure authorization approval levels:

| ADMINISTRATOR LEVEL       | CUMULATIVE EXPENDITURE AUTHORIZATION LEVEL |
|---------------------------|--|
| ACTIVITY MANAGER          | Under \$5,000                              |
| REPORTING UNIT            | \$5,001-\$20,000                           |
| SCHOOL/COLLEGE/MAJOR AREA | \$20,001-\$50,000                          |
| DIVISION                  | \$50,001-\$100,000                         |
| SENIOR EXECUTIVE          | \$100,001-\$1,000,000                      |
| PRESIDENT                 | Over \$1,000,000                           |

**B. Purchase Orders**

A purchase order is required **before** a purchase or commitment for goods has been made for the following:

1. Orders totaling over \$1,000 (including shipping and handling, delivery, and taxes)
2. Any Technical/IT or furniture purchase (regardless of dollar amount) to allow University to maintain the established standards
3. To obtain a blanket purchase order for the Campus Store
4. When a vendor requires a purchase order regardless of the dollar amount
5. For service agreements or contracts with a predetermined payment; a blanket purchase order can be issued for the annualized amount

Purchasers are encouraged to contact the Procurement Office for any non-routine purchases to help with sourcing/vendor selection. Travel expenses, conference fees, meals/catering, utilities, and employee payroll and related expenses do not require a purchase order.

**C. Conflict of Interest**

Seattle University prohibits any conduct or activity that places a staff or faculty member’s personal, professional, financial, familial, proprietary, or other interests in conflict with the University’s best interests or contractual obligations. In addition, the University prohibits any conduct or activity that compromises a staff or faculty member’s decision-making in pursuit of the University’s mission, strategies, goals, or objectives. For further details, please reference the University’s formal Conflict of Interest Policy.



**D. Competitive Bidding**

To ensure that the University continues to obtain goods and services at the best value, the following methods of competitive bidding are required for all new contracts or non-contracted purchases. It is recommended to engage the Procurement Office for assistance early in the bidding process.

| <b>Threshold</b>            | <b>RFI / RFP Parameters</b>  | <b>Bidding Requirements</b>  |
|-----------------------------|--|--|
| <b>\$0 - \$3,000</b>        | <i>Verbal Quote Required</i>   | <i>If pricing is considered reasonable, there is no need to conduct a competitive RFI/RFP.</i>   |
| <b>\$3,001- \$25,000</b>    | <i>One Written Quote Required</i>  | <i>A written quote/RFI is required. There is no need to conduct a competitive RFI/RFP.</i>   |
| <b>\$25,001 - \$50,000</b>  | <i>Two Written Quotes Required (prefer 1 quote from a qualified DBE)</i>   | <i>Obtain a quote from at least 2 qualified sources for products or services. Include documentation from both sources with the requisition.</i>  |
| <b>\$50,001 - \$150,000</b> | <i>Three Written Quotes Required (prefer 1 quote from a qualified DBE)</i> | <i>Obtain a quote from at least 3 qualified sources for products or services. Include documentation from all sources with the requisition.</i>   |
| <b>Over \$150,000</b>       | <i>Three Written Bids Required (require 1 quote from a certified DBE)</i>  | <i>The University will evaluate RFPs received and award the contract to the responsive bidder whose proposal is most advantageous to the program, with contract terms and conditions, pricing, and other factors considered.</i> |

**E. Sole Source Justification**

If only one source is qualified to provide the goods and services, it is an emergency purchase, or required by a federal awarding agency, the purchase may be made without competition. In such circumstances, the Sole Source Justification form (SSJ-1) must be completed.

**F. Policy on Supplier Diversity**

Seattle University is dedicated to inclusion, equity, and justice, which are central to the University’s mission and the fulfillment of its Jesuit values. Therefore, in conjunction with the University’s Policy on Supplier Diversity, the Procurement Office prefers all competitive bids over \$50,000 include at least one quote from a DBE.

Additionally, all competitive bids greater than \$150,000 shall include a quote from at least one certified DBE.

**G. Grant-Related Procurement**

For grant-related purchases, please contact the Office of Sponsored Projects (OSP) for updated policies. Information regarding OSP can be found [here](#).

**H. Information Technology Procurements**

IT Services will set standards for technology hardware, software, and services, and will review all potential acquisitions and purchases for alignment. Standards will reflect technical specifications, security and risk, compatibility with existing products and systems, ease of support, performance, value, sustainability, and



customer support, among other factors. In limited cases, if a purchase is denied due to a low value proposition or a less expensive alternative, savings may be centralized through a budget reduction for institutional purposes.

**VI. VIOLATIONS**

Commitments for goods or services for which SU is financially responsible must be authorized through university procedures—including the applicable procurement procedures—**prior to commitment**. Individuals making unauthorized commitments or purchases are at risk for personal liability for any incurred expense.

Individuals with authority to sign contracts on behalf of the University should request confirmation that the purchaser/business owner followed the procurement procedures outlined in this Policy and used race-and sex-neutral procurement procedures, and procedures designed to encourage DBE participation. If the business owner is unable to provide the signor sufficient assurances, the signor should determine whether it is in the best interest of the University to re-procure the contract following the appropriate procedures. This should be done in consultation with the Office of University Counsel to account for the potential legal risks that may be associated with re-procurement. If the signor determines that it is in the best interest of the University to re-procure the contract, the purchaser/business owner shall do so following the requirements set forth in this Policy.

**VII. RELATED INFORMATION**

| Item                    | Description   |
|-------------------------|---|
| <b>University Links</b> | <a href="#">Supplier Diversity Program</a><br><a href="#">Statement on Diversity</a><br><a href="#">Policy on Supplier Diversity</a><br><a href="#">Procurement Services</a><br><a href="#">Procurement Policy Statement</a><br><a href="#">Vendor Programs</a><br><a href="#">Contract Review &amp; Approval Policy</a><br><a href="#">Policy on Delegation of Signature Authority</a> |
| <b>Forms</b>            | <a href="#">SU Vendor Data Form</a><br><a href="#">Single Source Justification Form</a>   |
| <b>Related Links</b>    | <a href="#">Washington State Office of Minority &amp; Women’s Business Enterprises</a>  |
| <b>Procedures</b>       | <a href="#">Procurement Policies and Procedures</a>   |