

INFORMATION FOR VENDORS INTRODUCTION

The University of Maryland Baltimore County ("UMBC") Department of Procurement ("Procurement") is responsible for the procurement of all equipment, services, materials and supplies utilized by the UMBC campus. To provide the best service to the University, Procurement personnel are assigned specific categories of responsibility. A listing of buyers and their commodity responsibilities can be obtained from the Procurement website.

POLICY STATEMENT

Procurement has the responsibility to conduct all negotiations concerning price and condition of sale for all purchases and anticipated purchases for UMBC. Individual departments or employees are not authorized to sign or enter into contracts or place orders without the approval of Procurement.

MINORITY, WOMEN-OWNED AND SMALL BUSINESSES

It is the intent of UMBC to seek and encourage participation by minority, women-owned and small businesses. In order to qualify as a minority vendor (including women-owned businesses), vendors must be certified as such through the [Maryland Department of Transportation](#).

VISITING HOURS

Sales representatives are requested to call at the department between 10:00 a.m. - 12:00 noon and 1:00 pm - 3:00 p.m. Monday through Friday. It is strongly recommended that appointments be made to assure that the buyer will be available for your visit. Exceptions are made when a vendor is calling for the first time.

GETTING STARTED

Sales calls on individual departments are not permitted unless requested by the Department. Vendors must recognize that such visits may be informational **only** and must be coordinated through the Department of Procurement. Departments are not authorized to enter into contracts with vendors without the prior approval and authorization of Procurement.

VENDOR SELECTION

Selection of reputable and reliable vendors is the responsibility of Procurement. Vendors who have not previously done business with UMBC are advised to contact Procurement, where they will be referred to the appropriate buyer. UMBC endeavors to conduct its business in a fair and most equitable manner. Purchases will be made on the basis of quality, service, delivery and price. New vendors are asked to complete a vendor application for our records.

PURCHASE ORDERS

Issuance of an official purchase order or use of the **VISA** purchasing card are the only methods of purchase for goods and services obligating UMBC. There are two ways to make a procurement. The standard purchase order may be used for orders of any dollar amount.

The **VISA** purchasing card may be used for making purchases where the single order does not exceed **\$4,999**. Vendors are cautioned that some cards have lower single transaction limits (less than **\$4,999**) and monthly credit limits vary on a per card basis. It is the responsibility of the vendor to be sure that the card being used is authorized for the transactions being made. ***It is illegal to artificially split orders in order to avoid the procurement process.***

When an emergency or urgency arises, Procurement may place an order by telephone or other means (i.e., fax). However, in those instances, a purchase order number is assigned and a confirming order will follow.

In certain occasions, it is permissible for departments to make small purchases of less than \$500 without using either a purchase order or a **VISA** card. However, such instances are to be considered rare and not the preferred method of doing business with the University.

THE BIDDING PROCESS

In accordance with the University System of Maryland, Procurement Policies and Procedures, UMBC conducts an open, competitive bidding process. Depending on the dollar value of the order, this bidding process may take the form of telephone quotations, written bids, or complex request for proposals.

To be awarded a purchase order for goods and services from UMBC, a vendor must be the lowest responsive and responsible bidder meeting the specifications as required. In many instances, when choosing a vendor, UMBC may consider factors other than price, including the types of goods and services to be supplied, the particular needs of the requesting department, the date of delivery, and the reliability, quality and experience of the vendor.

When a vendor has been selected to receive a Request to Bid/ Proposal, the vendor is responsible for completing the Bid/ Proposal form and returning it to Procurement, following the instructions given in the Bid/ Proposal, by the due date and time specified. Unless otherwise specified in the bid documents, bids are due and opened at 11:00 a.m. on the date due. Bid openings are public. Late or improperly delivered Bids/Proposals will not be considered.

Notice of solicitations can be obtained by contacting Procurement directly. Notices are also posted on the bid board which is located directly outside of Procurement. Additionally, notice of solicitations which are expected to exceed \$25,000.00 are listed in the *Maryland Contract Weekly*. Subscriptions to the [Maryland Contract Weekly](#) may be obtained by contacting them directly at (410) 974-2486.

TAX STATUS

UMBC, as an agency of the State of Maryland, is exempt from all state and federal taxes. Each purchase order issued makes reference to the tax exempt status. If requested, an exemption certificate will be furnished.

DELIVERIES

Unless otherwise noted on the purchase order, all deliveries must be made directly to Warehouse B on the UMBC campus. Shipments are normally received between 8:00 a.m. to 4:00 p.m. Monday through Friday. The telephone number for the warehouse is (410) 455-2317.

UMBC will not accept liability for goods and service ordered and/or shipped to UMBC without an approved purchase order or **VISA** purchasing card transaction.

INVOICES

Invoices must be sent directly to Accounts Payable and include the purchase order number and vendor's FEIN number. Invoices that are not properly identified will not be accepted.

CODE OF ETHICS

The UMBC Department of Procurement is a member of the National Association of Educational Buyers and adheres to the following Code of Ethics:

Give first consideration to the objectives and policies of my institution.

Strive to obtain the maximum value for each dollar of expenditure.

Decline personal gifts or gratuities.

Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.

Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

Demand honesty in sales representation whether offered through the medium of verbal or written statement, an advertisement, or a sample of the product.

Receive consent of originator of proprietary ideas and designs before using them for competitive purposes.

Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or another third party review, insofar as the established policies of my institution permit.

Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

Foster fair, ethical and legal trade practices.

Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.