



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 1.1 - Responsibilities of the Procurement Department

1. The Procurement Department is the on-campus department that is charged with the responsibility to:
 - a) In an efficient and effective manner obtain public bids to maximize value from the expenditure of University funds for the purchase of materials and services.
 - b) Oversee and manage systems that facilitate the purchase of materials and services for all functions of the University.
 - c) Perform spend analytics and process analysis to identify areas of opportunity to drive costs down throughout the supply chain process, providing benefit to the community.
 - d) Provide value added services to the University by constantly striving to find new and better products, sources of supply items, service providers and better ways of meeting the needs of the University community.
 - e) Serve as the primary liaison with the vendors that service the University.
 - f) Develop University procurement standards based upon best business practice, value analysis, economies of scale, total acquisition costs, and budget limitations.
 - g) Assist University departments in locating substitute materials in cases of emergencies, material shortages, strikes, or other external circumstances.
 - h) Protect the University against unfair or unethical trade practices and unrealistic or exorbitant price increases.
 - i) Negotiate contracts that mitigate risk to the university and comply with applicable laws.
 - j) Expedite, if requested and warranted, the delivery of goods and services.
 - k) Assist in the transfer, trade, or sale of surplus property.