



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 1.3 - General Procurement Policies

1. Purchases shall be made on the basis of best value based upon relevant evaluation criteria, of which pricing may not be the heaviest weighted criteria, obtained by public bid whenever practicable or as required by Policy or Law. If the purchase is bid, the award will be made to the lowest responsive and responsible bidder who in the opinion of the Procurement Department offers the best bid based on overall value to the University including but not limited to price, conformance to specifications, and delivery terms.
2. For the purpose of public bidding, bid specifications shall be established by the appropriate department or subject matter expert and reviewed and finalized by the Procurement Department. In certain circumstances due to the complexity of the product or services being purchased a consultant may be appropriate to develop specifications.
3. Used or refurbished equipment may be purchased in accordance with established procurement policies if in good condition and justified in writing to and approved by the Procurement Department. Whenever possible, such equipment will carry a full manufacturer's warranty.
4. Departments are encouraged to suggest the names of prospective vendors to the Procurement Department for their procurement requirements however the final selection of vendors with input from the department shall remain the responsibility of the Procurement Department.
5. Whenever practicable, departments shall make primary use of Campus and University Contracts for all goods and services for which their use is intended.
6. Whenever practicable, departments shall make use of Massachusetts State, Massachusetts Higher Education Consortium (MHEC), and E&I Contracts for purchases under \$50,000. For which there is no Campus or University Contract (*Refer to Section 3 - University, State & Consortium Contracts*). The contracts of other **approved** Group Purchasing Organizations shall be used whenever practicable.
7. The procurement department is the only department/entity on campus that has the authority to commit University funds for the acquisition of goods or services. In accordance with Trustee Policy T92-31 Appendix A:

No other department or individual is authorized to commit University funds for the purchase of tangible materials or services. Purchases, agreements to purchase, or changes to existing purchase agreements made by any department member without the prior approval of the Procurement Department may not be honored by the University and may become the financial responsibility of the individual who incurred the commitment.

Refer to *Section 1.7 - Financial Commitment and Section 1.12 - Emergency Procurement* for more information

8. Personal purchases in the name of the University are not permitted.



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2.3 - General Procurement Policies

9. No delivery of any personal purchase shall be authorized to be made to any University office or building other than University-owned or controlled residential facilities.
10. University letterheads are not to be used for personal correspondence.
11. For the purpose of public bidding, requirements for goods and/or services shall be advertised on a public bid board. Procurements that total \$100,000 or more may also be advertised in appropriate publications such as the Goods and Services Bulletin at the discretion of the procurement department or when required by policy or law.