



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 3.4 - University & Campus Contracts

1. **Campus Contracts:** The Procurement Department regularly completes competitive procurements and enters into campus contracts for specific goods and services for use by University Departments. Establishing and maintaining campus wide contracts benefits the campus and individual departments by:
 - Streamlining the procurement process for departments
 - benefiting from volume discounts
 - Significantly reducing lead times for individual purchases
 - Standardizing products and services across the campus

Campus wide contracts are often required by policy as in their absence the total dollar amount of purchases made to a particular vendor for the same good or service would exceed the bid threshold even if each individual purchase did not.
3. **University System Contracts:** The President's Office regularly completes competitive procurements and enters into system wide contracts with the same rationale as described for campus contracts. Additionally, the volume discounts that are available when leveraging the purchasing power of the five-campus UMass System are significantly higher than that of each campus on its own.
2. **Utilization of Campus & University Contracts:** Campus and University contracts must be utilized to obtain all goods and services provided through them unless otherwise approved by Procurement.
4. **Campus & University System Contracts Information:** Campus & University System contracts frequently used by the Dartmouth Campus including instructions and guidelines for their use can be found on the Procurement webpage at:
http://www.umassd.edu/admin_finance/departments/administrativeservices/purchasing/
5. **Requisition and Purchase Order:** A requisition and a Purchase Order need to be issued prior to the delivery of any products or commencement of any services.