

UConn HEALTH

POLICY NUMBER 2015-06

April 14, 2015

POLICY: PROCUREMENT SOURCING AND SUPPLIER SELECTION

PURPOSE:

This policy outlines the Procurement Department's responsibilities with respect to sourcing methods and supplier selection.

SCOPE:

All UConn Health faculty and staff.

POLICY STATEMENT:

In order for UConn Health to remain in compliance with public procurement laws and ensure that the goods and services acquired meet institutional standards for quality and value, the Procurement Department has been charged with responsibility for determining the sourcing method and overseeing supplier selection for all UConn Health purchases. Specifically, the Procurement Department is responsible for:

- developing and implementing strategic sourcing options for each commodity to obtain the best value (price, quality and other factors considered) for the institution's purchases, and to ensure compliance with applicable purchasing-related laws and regulations;
- directing, as appropriate, that goods or services be obtained from an internal UConn Health service department, the University of Connecticut, another State of Connecticut agency, or a supplier that has already been set up in UConn Health's eProcurement system, rather than from another source;
- directing, as appropriate, that purchases be made from preferred suppliers or through existing contracts;
- identifying categories of purchases/payments that qualify as non-competitive purchases because they cannot be competitively bid;
- evaluating all Sole Source and Emergency Purchase requests for approval or rejection (see Policies [2006-32 Non-Competitive Purchase](#) and [2006-31 Emergency Purchase](#));
- requiring that suppliers be selected through a competitive bid process (such as a Request for Quotes, Invitation to Bid, Request for Proposals, or other mechanism), and deciding which type of competitive process to use (RFQ, ITB, RFP, or other);
- determining which bid opportunities should be restricted to State of Connecticut certified Small and Minority Owned Business Enterprises (S/MBEs), in support of the State of Connecticut's set-aside program;
- identifying and addressing unauthorized purchases (see Policy [2006-30 Authorized Purchase](#));

- recommending to the Executive Vice President of Health Affairs that a supplier be suspended and/or disqualified from bidding on future awards, pursuant to Connecticut General Statutes §§ 4a-52a and 10a-151b; and
- creating and maintaining policies and procedures for the institution that promote a legally compliant, efficient and effective supplier selection process.

The Procurement Department shall also refer any known or suspected conflicts of interest in connection with supplier selection to the Office of Audit, Compliance and Ethics and/or UConn Health senior management for review/handling.

Lori Acomb (Signed)	4/30/15
<hr/> Lori Acomb Director of Procurement	<hr/> Date
Jeffrey Geoghegan (Signed)	5/4/15
<hr/> Jeffrey Geoghegan Chief Financial Officer	<hr/> Date
Andrew Agwunobi (Signed)	5/8/15
<hr/> Andrew Agwunobi, M.D., M.B.A. Interim Executive Vice President for Health Affairs	<hr/> Date

New Policy: 4/14/15

Replaces the following policies:
2006-24 - Disqualification from Bidding
2007-09 - Non-Competitive Purchase (*Portions of former Policy 2007-09 are also covered in current Policy 2006-19, Purchasing Approval Authority*)
2007-10 - Bidding