

Procurement Policy
Rider University
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I. INTRODUCTION

The Rider University Procurement Policy (“Policy”) defines the basic procedures and department practices that govern all procurement actions conducted by any employee or Department within Rider University.

These practices and procedures are intended to provide guidance to all employees who participate in the actions and decisions relating to the procurement of goods and services and to provide all other employees with an understanding of the Procurement Process.

II. SCOPE

The purpose of this Policy is to provide process clarity and establish guidance under which university-wide procurement processes and activities are developed and maintained.

The mission of the Procurement Department is to guide and assist in the purchase of goods and services that meet the University’s needs, in a timely, efficient, and cost effective manner, while at the same time monitor and manage Rider’s risk.

In order for Rider to successfully achieve its mission and financial objectives, we should continually strive for improved quality, service, and total cost of ownership in every aspect of operations. Purchased goods and services are the largest area of cost.

This process supports and contributes to cost effective purchasing and accounting transaction management and helps promote consistency in procurement activities across all Departments. The process provides the foundation for effective procurement procedures. The process and resulting procedures enable all Rider employees to understand the requirements under which they are expected to operate.

This Policy documents several main functions. It provides basic guidelines for accomplishing the procurement function within all of Rider University, and:

- Defines the roles and responsibilities of the university employee and Budget Owner/Department.
- Clarifies and defines the working relationships between Procurement, Legal, Disbursement, Budget, and the various University Departments.
- Defines and communicates procurement practices and employees’ responsibilities in vendor relationships.
- Promotes cost-efficient relationships with vendors that are beneficial to Rider.

III. APPLICATION

These practices and procedures apply to all transactions by Rider University.

The splitting of purchasing transactions to avoid any threshold noted in this policy is strictly prohibited.

There are no specific exclusions to this application unless noted herein. However, if deemed necessary by University leadership, exclusion requests shall be made and subsequently reviewed with the potential for policy override.

IV. RESPONSIBILITY

It is the intent of these practices and procedures to state that the commitment of Rider to the acquisition of materials, equipment, supplies, and services requiring a financial obligation (as defined elsewhere in this document) are aligned with the authority levels outlined herein. Departments and the department designated coordinator may initiate or requisition such purchases. Commitments of non-significant combined dollar value may be entered into by the Department consistent with approval designated elsewhere in this document.

The University Department Head has ultimate responsibility for the procurement of significant goods and services within their respective area. Procurement is part of the approval process and will ensure the established Policies and Processes are followed. In addition, Procurement either provides the service for purchasing and processing, or gives functional direction to the Department. For purchases that are critical or key to the University operations, involve a potential long-term relationship, or which pose a significant cost to the University, defined as \$75,000 (annual aggregate) or more, Procurement will oversee and be a part of the bid process and selection.

All employees engaged in purchasing activities shall maintain and enhance the University's image by their personal conduct and methods of doing business. At no time shall any Rider employee share specific pricing information, either the University's current costs or other vendors' bids, with current or potential vendors.

To maximize Rider's ability to adequately manage costs, all purchases of goods and services costing more than \$1,000 are executed only with an approved purchase order (PO) issued by the Budget office, and/or with an approved and fully executed contract in place. Amounts less than \$1,000 do not require a purchase order.

Procurement has the responsibility to coordinate with the requisitioning departments on the quality and kind of materials and services required, in order to serve the best interests of the University.

Procurement's role includes, but is not limited to: educating the Rider community of procurement Best Practices, providing product and supplier information, negotiating price, competitive bidding, negotiating major contracts, consolidating University purchases where relevant, for better contract terms or pricing, reviewing / approving / Purchase Orders.

V. VENDOR SELECTION AND PROCUREMENT PROCESS

All Purchasing must be made in accordance within Rider University's established practices and policies set forth in the Employee Handbook: https://www.rider.edu/sites/default/files/docs/hr-employee_handbook_nov2015.pdf. And Conflict of Interest Policy.

Rider's Code of Conduct is the definitive source regarding the acceptance of personal gifts and the avoidance of conflicts of interest. All relationships with vendors shall be conducted in an ethical, legal, and at arm's length basis. Decisions related to vendors shall be based on commercial merit and not on considerations personal to any Rider Employee or any external party. Please refer to Rider's Employee Code of Conduct for further information.

If an Employee has a personal or family relationship with any Vendor being considered for business with Rider, that Employee must disclose that relationship, in advance and in writing, to the appropriate management representative involved in the selection process and the Director of Procurement, and recuse him or herself from that specific selection process.

PROCUREMENT PROCESS

Vendor Bid Requirements

Competitive Bids

All purchases over \$15,000 but less than \$75,000 must be competitively bid by at least three vendors. The requesting department is responsible for obtaining these bids. The bids must be solicited and submitted in writing; email or other written documentation, and all bidders provided the same information regarding the purchase being bid. This documentation must be kept on file, within the department, for at least three (3) years. The vendor selection and purchase may be reviewed and audited by the Director of Procurement.

Purchases \$75,000 and over, whether in a single purchase or in aggregate from a single vendor, are considered a "Major Purchase". As such, a formal RFP Process will be required and may be conducted by the Procurement Department.

Exceptions to the Bid threshold apply:

- Emergency – The President or Vice President for Finance may declare an Emergency and authorize direct procurement
- Current contract on file that was competitively bid out within the past 36 months
- Preferred vendor list
- Centralized Purchasing – as defined elsewhere in this policy
- Special category such as dues and membership fees available from only one source

Any current contract that is over 3 years old, and is a Major Purchase, must be competitively bid. Any exceptions must be approved by the Division head and Vice President for Finance or Director of Procurement.

The procurement of goods / services critical or key to the University operations or those involving a potential long-term relationship (3+ years) are also subject to a formal RFP as defined above.

Procedure

Bids and proposals are solicited and received via the RFP procedure outlined below. The responsible Department / Director of Procurement shall obtain at least three bids for new requirements. Any deviation from this procedure must be approved by the VP Finance and/or Director of Procurement.

- The responsible Business Owner informs Procurement that a procurement action requires bids. Based on the value of the agreement or nature of the goods/ service, the RFP will be conducted by the Department Owner or Director of Procurement, determined by the Director of Procurement.
- The responsible Department gathers the basic requirements of the action to include, but not limited to, the date the service / product required, a brief summary of the services, expected costs and the names and addresses of at least three proposed vendors. Based on the requirements and dollar value of the proposed action, the Director of Procurement department may recommend that additional vendors be solicited.
- The Director of Procurement or the Department Owner may assemble a cross-functional team if necessary, schedule a working session or sessions to discuss the specific bid requirements and assist with the insertion and structure of all requirements into the most recent version of either the manual or electronic RFP template and ensures that all responsible parties have an opportunity to review and revise accordingly.
- The Department is responsible for updating their senior most executive on the status of all proposed action.
- Budget must be submitted and fund approval must be obtained in order to proceed with an RFP.
- Procurement along with the Department finalizes the RFP and prepares the document for distribution. The RFP is released to vendors.
- The Director of Procurement or Department Owner monitors all bids from vendors to ensure the bids were received prior to the bid close date/time and that all vendor queries are answered. The date/time deadline may only be modified with the approval of the Director of Procurement and Department Head.

- When all bids are received, or the date/time deadline has passed, the Director of Procurement or Business Owner shall perform a preliminary review of the bids received to ensure they conform to the submittal requirements listed in the RFP.
- The bids and their results are received, assembled and distributed to the Department or any other relevant individual for preliminary review.

Fair and Confidential Business Practices

All bids, regardless of the amount, must be held in strictest confidence. Information received from one vendor may not be shared with another vendor. All communication provided to one vendor must be shared with each vendor bidding.

Vendor Bid RFP Analysis

Process

The following process is followed for all RFP actions executed by any Rider Business Owner or Employee.

- a. The bid analysis process is used to obtain goods and services at the lowest possible life cycle cost considering quality, service, price, inventory carrying costs, etc.
- b. Quality is a significant factor in the choice for a vendor or consultant.
- c. The ability to enter into long term mutually beneficial relationships with vendors is a significant factor in each bid analysis.

Procedure

Bids are solicited and received via the RFP procedure as outlined above.

- a. The Director of Procurement / Department owner review the bids to ensure that all requested information has been provided to allow consistent analysis of the bids. If information is missing, the responsible Rider Personnel contacts the bidder to request additional information. If time does not allow the solicitation of additional information, or if the response is otherwise considered non-responsive, the responsible Department and Director of Procurement may declare the bid non-responsive and reject it. The Director of Procurement will provide an RFP Bid Analysis Sheet or Scorecard that is customized for the specific bid response. The sheet is used for response tracking and bid analysis review.
- b. The Department Owner and Director of Procurement and cross-functional team (if selected) work together in the selection process. Minimum members of this group are the Department Owner and Director of Procurement. Optional members may include OIT, Facilities, finance, executive management or staff from other functional areas integrating with or using the proposed services or product or having subject matter expertise deemed necessary to properly evaluate the vendor responses.
- c. Vendor presentations and/or interviews may be required and/or vendor site visits may be conducted if these actions would lead to a better vendor selection decision.
- d. The Selection Team meets to determine the apparent successful bidder.
- e. The Department Owner or Director of Procurement notifies the apparent successful bidder via telephone of the selection.
- f. The Department Owner or Director of Procurement sends an e-mail notification of non-selection to each non-successful bidder.

Vendor Selection Process

- a. All Vendor selection processes are conducted in an ethical and legal manner.
- b. The evaluation team shall provide the same information and instructions to each competing Vendor for a proposed procurement action.
- c. Confidential information disclosed by a Vendor during the selection process is to be treated as confidential by every Rider employee granted access to that information.

- d. The Vendor offering the best long-term advantage to Rider is selected. With limited exceptions, the business will be awarded to the vendor who provides the lowest bid while meeting all specifications of the bid. In those instances where the lowest bid vendor is not selected, documentation must be provided and authorized by the Cabinet Level or individual responsible for the department and the Director of Procurement. If selection issues cannot be resolved, then the President of the University will determine the selected vendor.
- e. Rider enters into business agreements only with those Vendors who share Rider’s commitment to the highest ethical business standards.
- f. All contracts then must adhere to the PO Process, defined elsewhere in this policy.

Sole Source

It is possible that a Departmental Requester is unable to solicit competitive bids or when a new vendor change is not warranted. This occurs under exceptional and limited circumstances. In such cases, the requester must submit a sole source justification for such actions. This request must be submitted, in writing to the Director of Procurement. The submission must state the reasons why a bid should not be required and the associated annual and contract lifetime amounts, along with any other pertinent information.

Approval must be granted by the Procurement Department in order to proceed without competitive selection.

VI. FINANCIAL APPROVAL LEVELS

All purchases, bid awards, and contracts must be financially approved as follows:

Dollar Value	Designee
\$25,000 - \$249,999	Division Head or Cabinet lead
	In addition to the above
\$250,000 or greater	President of the University

The proper approval depends on the area initiating the requisition and the dollar amount to be expended. All purchase requisitions require approval of the office of Finance through the Controller / Budget office to ensure monies are in the budget.

VII. CONTRACT

Approval and Contract Signatory Authority

All contracts entered into on behalf of Rider University will be reviewed and approved by the legal counsel and the Procurement Department. To initiate this review, all documentation should be submitted to contracts@Rider.edu. Enough time shall be allowed to ensure proper review and negotiation.

The authority for signing contracts on behalf of the University resides with the Vice President for Finance or designee. In limited circumstances, the President of the University, or designee, may be required to execute a contract.

No individual employee is authorized to sign contracts or other University obligations unless designated, in writing, by the University President.

All long term, major agreements (as defined elsewhere in this Policy) and all purchases that may introduce risk or commit the University to a significant financial obligation will require a contract.

All documents without an authorized University signature will be considered invalid and not binding upon the University.

All contracts must remain on file in a central location in the General Counsel's office or other designated location.

VIII. METHODS TO PURCHASE GOODS / SERVICES

1. Purchase Order (PO)

Until a Purchase Order (PO) has been approved and a PO number assigned, an order or commitment cannot be placed with a vendor nor should the purchase be authorized or the work begin. Such transactions put the University at risk and violate this policy. As such, invoices received before a Purchase Order has been approved, may be significantly delayed or not paid at all. Exceptions to this must be approved by the Associate Vice President for Finance, Budget Director, or Director of Procurement.

The purchase of goods and services shall be processed through the Purchase Order, except in cases where an alternative method has been approved, as outlined below. All purchases of goods and services \$1,000 and over require a Purchase Order (PO). Any exceptions must be approved by the Budget Director. A completed Purchase Order is a legally binding contract and should be treated accordingly.

A purchase request is initiated by completing the Purchase Order (PO) form. The form can be ordered directly from Collegiate Press using the following link: <http://www.collegiatepress.com/rider/>. Select Faculty/staff and click on the Order Stationary option. The Purchase Order form is located under the Ready to Order tab. A login is required. If a login is needed, select the Request an Account option.

This form is one page, four copies: White / Pink / Yellow / Gold. A completed hard-copy of this form shall be submitted to the Budget Office for all purchase requests. The Purchase Form must contain the following:

- Clearly fill in the name and address of the vendor on the top left side of the form. Typing is preferred. However, if the purchase order is hand written, please press down so that the fourth copy can be read.
- Indicate on the right side of the form the department and the person to whom the item should be shipped and billed.
- Email of vendor contact is required.
- In the description box: a full description of the goods or services required, the item description, quantity, unit price, total price, contract reference if applicable.
- Any supporting documentation received, such as the actual vendor quote, is required to be attached to the request.
- Indicate at the lower portion of the form which budget account (or accounts) is to be charged and have the appropriate Budgetary Authority signature. Also check off whether you wish to have the purchase order mailed to the vendor or returned back to the department. If no box is checked, we will assume you want it to go back to your department. Any other instructions can be indicated here.
 - Note: Freight charges, if applicable, should appear on the standard requisition form as a separate item.
 - Tax: Rider is a tax exempt organization. As such, all Purchase Requests must have the appropriate documentation and notation. A list of tax exempt states can be found in the VP for Finance office.
 - Grants and restricted amounts require additional approval from the Grants Manager

A Purchase Order (PO) is issued by the Budget Office, once a PO number has been generated. This PO number is the authorization to purchase the good or service. When the PO is generated, the authorization and corresponding PO number, copies are sent as follows:

-White / Yellow - to the Requester (Requester will send the White copy to the vendor and retain the yellow copy for its files.))

- Pink / Gold – to Disbursements.

Disbursement will NOT pay an invoice equal to or greater than \$1,000 without a PO on file. Payment to a vendor may be significantly delayed or not paid at all, if the invoice is received prior to a PO being issued.

Standing / Blanket Purchase Orders

In such instances where Rider has frequent and recurring charges to the same vendor, a Standing PO may be issued. This PO contains the agreed upon purchase, pricing, timeframe, and may be used to draw down on the funds in the PO over a specified time period. This eliminates the need to generate a separate Purchase Order for each smaller instance.

Change Order

Occasionally, the value of an Invoice exceeds the amount approved on the Purchase Order. Other items that may require change are Department and Account Code. In such cases, the Requester will be notified and must submit a Change Request to the Budget Director. This request is accomplished via email, which states the PO number that needs to be modified, the modification amount and a reason as to why the amount exceed the original quote. The Procurement Department will be notified, and may intervene to try to reduce or eliminate additional charges to the department in any such Change Request.

PO Cancellation / Closure

PO Cancellations and closures should be submitted via email to the Budget Director. The request shall include the PO number that is to be cancelled.

All Purchase Orders that have not been fully liquidated, closed or cancelled at the end of a fiscal year will roll into the following fiscal year.

If purchasing is complete the PO should be closed and any value that remains unspent. This will return the funds to the budget.

PO Approval

The proper approval depends on the department initiating the requisition and the dollar amount associated with the requisition. All purchase requisitions require approval as outlined in Section VIII below: FINANCIAL APPROVAL LEVELS.

The Requester is responsible to ensure that there are sufficient funds for the purchase. All Requisitions will be reviewed by the Budget Office to ensure budget and sufficient funds are available before a purchase is approved.

In many cases, some vendors may also require accompanying terms, conditions, agreements or forms a contract is required in addition to a Purchase Order. In all cases these documents must be reviewed by the General Counsel and signed by the Vice President for Finance or designee.

NOTE: The purchase of goods and services are not to be made using a personal credit card. In some extreme circumstance, the use of a personal credit card may be necessary, but must be approved, in advance in writing, by the Director of Procurement or Director of Disbursement.

2. Check Requests

Check requests are used when an invoice is not available, regardless of the amount of the purchase. Supporting documentation must be attached to the check request providing detail and justification for the purchase. If the purchase exceeds \$1,000, a purchase order is required. Examples include;

1. Reimbursements to employees and students for business expenses
2. Refunds

A Check Request Form can be found:

http://www.rider.edu/sites/default/files/docs/bud_payroll_checkrequest.pdf

Submit a physically signed copy to Disbursements with the appropriate Budgetary Authority's signature.

IX. CENTRAL PURCHASES

Certain categories must be purchased through a Central Purchase system. This ensures the University can achieve the best terms and pricing for departments. Such commodities include:

1. Office Supplies

- a. Consumables, such as ink and toner, paper, pens, clips, and other office supplies
- b. These items will be ordered through WB Mason portal

2. Buildings and Grounds Purchases

All building related purchases require prior approval from the University's Facilities Department prior to any work being contracted. This includes but is not limited to:

- a. Office Furniture: Order through the WB Mason portal
- b. Construction Contracts: all construction related purchases should be managed through the Facilities Department

3. **Travel:** Travel Arrangement shall be made through the University's Travel Agent: World Travel. Please refer to the Rider University Travel and Business Related Expense Policy:
<http://www.rider.edu/sites/default/files/docs/TRAVELBUS.pdf>

4. Computer equipment (PC, laptop, printers, etc.)

The Office of Information Technologies (OIT) has adopted standards to ensure cost control, improved operational efficiency and the ability to maintain tracking and control of all equipment to facilitate high quality technology support for departments and data security for the University. All IT purchases will be conducted through a Centralized Procurement Process. As such, all computers and printers are purchased, or redistributed through OIT. Each device must be registered on the OIT Capital Equipment Inventory. To request a new or redistributed device contact the OIT Help Desk at x3000. This Centralized Procurement Process for technology includes but it not limited to:

- Computers, including desktops, laptops, and Tablet PC's.
- Computer accessories and periphery items such as monitors, keyboards, mice, docking stations, etc.
- Software regardless of whether it is being used on a server, in the cloud, on a Mac or PC
- Network attached devices and servers
- Multifunction devices, printers, copiers, scanners and fax machines.
- Mobile devices including tablets, cellphones, etc.
- Land-line phones

Hardware Standards

Items will be purchased in accordance with this Policy and based on the Rider University Hardware Standards “Standards”. OIT performs regular reviews of the IT market and selects the vendor and model of mobile device, desktop and laptop and printer(s) that offers the Rider Community the best features and economic value. The Standards are published annually and set the standard configurations for new equipment purchases; the minimum support configurations for existing computers and printers. This includes replacement computers, which will be managed according to age of the computer. As such, OIT will maintain, track and upgrade all equipment on a normal schedule, based on an annual schedule.

Each year technology advances. Older systems that cannot support advances in security and function must not hinder Rider’s ability to advance technology or increase security risks. The “Standards” list details the minimum acceptable configuration for Full Support and, Partial Support. Existing equipment that does not meet the minimum configuration standards for Partial Support are not allowed to access the Rider network or interchange files with other systems. This restriction is necessary as a security and privacy precaution.

Acquisition of new hardware must be made through OIT and selected from the “Rider University Hardware Standards” list. Standard hardware is funded through the OIT budget.

Computer Migration

Desktop computers and network printers no longer needed by the department may be redistributed throughout the University. Any such redistribution must be performed according to the following guidelines:

- A given division may decide to reassign an existing computer or printer within that division.
- Contact OIT Help Desk at x3000 or via the web at <http://www.rider.edu/helpdesk> to schedule the installation. If there are more than two machines involved, department should contact Facilities Management prior to the installation to complete the physical move of machines.
- OIT will install and update the inventory the machines and network printers.

If a division chooses not to move a computer or printer that becomes available, the equipment should be returned to the equipment to Office of Information Technologies (OIT) for migration.

Machines returned to OIT for migration will be placed in the migration pool. Computers and printers in the migration pool will be distributed monthly to faculty and staff who request machines. Faculty and staff requesting the machine from the pool must submit a written request to the Help Desk at <http://www.rider.edu/helpdesk>

Machines will be distributed on the first in/out basis. Machines distributed from the pool are to be used exclusively in University offices **only**.

Computer or Printer Refresh

OIT maintains an inventory of IT equipment and schedules a refresh of computer equipment every four years. Software is refreshed on a more frequent basis to improve security. Software refreshes may occur daily and are completed automatically/electronically or ‘pushed’ from the Rider network. Rider may scan systems to validate the software security is at a safe level. Software upgrades must be successfully installed or a system may be blocked from joining the Rider network to protect University

and employee data. Address issues with software upgrades to the OIT Help Desk x3000 or <http://www.rider.edu/helpdesk>.

Disposing of used IT equipment

IT equipment that is no longer needed must be redistributed or disposed of by contacting the OIT Help Desk at x3000 or <http://www.rider.edu/helpdesk>. OIT will collect the equipment, redistribute it if possible or recycle the equipment with an environmentally responsible reclamation company.

Exceptions

Exceptions will be considered where there is an approved academic or business need. Exceptions are expected to be limited in number since, for cost and service reasons, the University's goal is to maintain a homogenous technology platform to the greatest extent possible. Simplifying and standardizing technology creates an important opportunity to enhance service levels.

Exceptions to this policy that result in a higher spend or deviate from the standard, require approval from the Division Head after consideration and input from the Office of Information Technologies and the Director of Procurement. Purchases of all technology equipment will still be made through the Office of Information Technologies. Incremental costs associated with the exception(s) will be paid and reported to the Cabinet on a quarterly basis.

Any questions or specific concerns regarding the purchase of any IT related requirements can be addressed to:

Office of Information Technologies

609-219-3000 or x3000

Email: helpdesk@rider.edu

This policy governs the University's procurement of all goods and services. It is designed to promote competition amongst vendors that will, in turn ensure Rider received the highest quality goods / services at the best price, in an efficient way. In addition, this policy ensures solid business practices and that business is conducted in a fiscally responsible and ethical manner.

Any questions shall be directed to the Director of Procurement.