
2306 CONTRACT COMPLIANCE

Effective: Dec. 1986
Revised: December 2015
Last Reviewed: April 2018
Responsible Office: Purchasing Services
Approval: Purchasing Services

PURPOSE

To reduce the cost of goods and services by leveraging the University's buying power.

POLICY

1. [Purchasing Services](#) is authorized to negotiate and issue contracts that provide the University with "least total cost" supplier arrangements for goods and services required from external suppliers.
2. In negotiating those contracts, Purchasing Services will insure that the suppliers:
 - Provide a "least total cost" structure, available to all University departments;
 - Provide high quality products and services, delivery and customer service;
 - Provide customer training and support as required;
 - Provide an acceptable product exchange and return policy;
 - Provide support for University systems and technology;
 - Demonstrate financial stability.
3. Supplier contract pricing and performance are based on the University's overall anticipated volume of purchases during the contract period. In order to assure the University community of "least total cost" of products and services, and to fulfill the University's obligation to consolidate all of its requirements with the authorized supplier(s), all University departments are required to order needed products or services from those suppliers who are authorized suppliers to the University (see [Contract List](#)).
4. All University contract supplier information and pricing is proprietary information and may not be used for any purposes other than official University business.
University contract supplier information:
 - Is not to be provided to other suppliers or anyone outside the University;
 - Is not to be used in any unethical fashion;
 - Is not to be used for personal purchases or private gain;
 - Is not to be used for misrepresentation or illegal trade practices;Misuse of supplier data will be considered improper handling of institutional data.
5. Purchasing Services is responsible for publicizing all University-wide contract agreements and monitoring compliance.