

Procurement and Sourcing Services

Effective Date: July 31, 2002

Last Update/Revision: January 30, 2012

Initiating Department: Procurement and Sourcing Services

Responsible Department: Procurement and Sourcing Services

Authorizing Person: VP for Finance and Treasurer

Policy Number: P1405

Policy Name: Vendor Obligations

Purpose: To establish guidelines for vendors doing business with LIU.

Policy: General Requirements - Suppliers are to adhere to the following basic protocols:

- To handle all written and personal communications with LIU through Procurement and Sourcing Services. If
 instructed for technical reasons to do otherwise, Procurement and Sourcing Services must receive copies of all
 correspondence and be kept informed of any oral communications.
- 2. To recognize that all contracts are processed through Procurement and Sourcing Services.
- 3. To conduct negotiations ethically, without attempts to influence through offering personal gifts or entertainment.
- 4. To make available to LIU, all relevant technical, engineering, systems, procedures, services and ideas that might improve LIU's present or future use of supplier's products and services.
- 5. To advise Procurement and Sourcing Services of new products as soon as such information is available.
- 6. To suggest ways and means of conducting joint research and development efforts that might benefit both parties.
- 7. To inform LIU of economic changes or other conditions that might affect purchasing or operating decisions.
- 8. To recognize that access to LIU departments must be authorized by Procurement and Sourcing Services.

Specific Requirements – Suppliers that wish to do business with LIU must submit the following documentation and information:

- 1. A fully completed Vendor Registration Form
- 2. A signed LIU purchase order, with required terms and conditions
- A signed LIU contract if required as part of LIU's purchasing policy and requirements.
- Insurance certificates of the type and in the amounts required, with LIU named as "Additional Insured".

Vendor must agree to conduct all business on-site in accordance with the requirements set forth in:

- Bid Documents
- Campus Specific Protocols
- University Purchase Order <u>Terms and Conditions</u>

This Policy Applies to:

All Departments

Vendors are to complete a Vendor Registration Form, must supply insurance certificates as required and must comply with LIU Purchase Order or Contract terms and conditions as applicable.

Exceptions:

None

Vendor Registration Form
Insurance certificates as requested Official LIU Purchase Order
Standard University Contracts