



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:	P1410

Policy Name: Vendor Relations

Purpose: To establish guidelines for conducting University business with vendors providing goods and/or services.

Policy: The University seeks to maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all of our dealings with LIU suppliers and their representatives. Vendors wishing to conduct business with the University must adhere to all LIU policies and procedures. Vendors must obtain permission from Procurement and Sourcing Services before attempting to set up meetings with campus departments. Architects working on University projects must adhere to established University standards and must advise Procurement and Sourcing Services of all product lines and manufacturers that are submitted for consideration.

In this regard, the following protocols apply:

1. Procurement and Sourcing Services will accord prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives
2. University Departments must forward all vendor cold calls via phone or by representative to Procurement and Sourcing Services.
3. Faculty and staff that require goods or services to conduct University business must obtain them from a University approved vendor, regardless of the cost. If the University's approved vendor cannot provide the desired good or service, faculty and staff may request that an alternative vendor be reviewed and, on approval, entered into the PeopleSoft system.
4. Provide equal opportunity for all approved suppliers to make price and specification quotations.
5. Guarantee the confidentiality of all specifications and price quotations made by vendors.
6. Decline to take advantage of seller's errors, and show consideration for unanticipated extenuating difficulties by cooperation whenever possible.
7. Avoid putting seller to unnecessary expense or inconvenience on returned goods.
8. Explain as clearly and fully as possible to suppliers the reason for LIU rejection of their bids/proposals.
9. Remain scrupulously free from incurring any obligations to any supplier.
10. Keep suppliers informed about University needs and methods.
11. If, for any reason, one supplier is permitted to re-quote, all competitors must be given the same opportunity. Re-quoting should be restricted to an absolute minimum.
12. Applicable laws must be scrupulously observed at all times, including M/WBE considerations.
13. Care should be taken to develop as much specificity as possible in Scope of Work documents.
14. Care should be taken to allow time for submission of proposals and scheduling or work.
15. LIU personnel must be cognizant of all LIU policies and procedures and must conduct all business with Suppliers accordingly.

Supplier contracts have been bid, negotiated, structured and leveraged by Procurement and Sourcing Services to identify sources of supply within our approved vendor database that offer the best possible pricing to all University departments. Consolidation of usage drives up volume, which is the incentive for competing vendors to offer the best possible price to the University. All University departments are encouraged to order goods and services from preferred contract suppliers for the University. A list of preferred sources is included in the policy on [University contracts, P1035](#).

This Policy Applies to: All Departmental Personnel

Procedure: All departments must call Procurement and Sourcing Services before arranging meetings and /or presentations with suppliers.

Exceptions: None

Forms: [Vendor Registration Form](#)