

## PROCUREMENT PROCESS

### PURPOSE

To establish a competitive procurement process for the purchase of all goods and services in accordance with all applicable statutes, regulations, policies and procedures of the Commonwealth and the University. It is the policy of the University to have the acquisition of all goods and services be performed by its Procurement Department.

### GUIDING PRINCIPLES

A procurement is considered in the best interest (providing best value) for the Commonwealth and the University when it balances the following guiding principles:

1. Supports the achievement of required performance outcomes by enabling the Procurement Department to focus on designing a process that obtains the desired results in the most efficient and effective manner.
2. Generates the best quality and economic value considering not only lowest cost but all relevant factors (e.g. replacement, repair, operations, disposal costs) when determining how to procure.
3. Is timely – achieving best value is defeated if the process is cumbersome and inefficient.
4. Minimizes the burden on administrative resources.
5. Facilitates incidental purchases up to \$5,000 annually from vendors, with a strong preference to use Massachusetts Higher Education Consortium (MHEC) and state contracts.
6. Allows flexibility in developing alternative procurement and business relationships – leveraged buying; multi-year service contracts; shared contracting with other colleges.
7. Encourages competition among contractors and suppliers and results in enhanced choices for goods and services.
8. Encourages the participation of quality contractors by use of qualified small, minority and women owned businesses and use of environmentally friendly products and services.
9. Supports the Commonwealth and Operational Services Division (OSD) Procurement through open communications with OSD on the University's requirements to yield long term benefits for the Commonwealth.

### PROCEDURES

A link to the Procurement Department procedures is available on the University's website through *myWestfield*. The procedures provide detailed guidelines for the following process requirements: requisition, contract for service, bid, blanket order and sole source, sole

# Westfield State University

Policy concerning:

**Section** Administrative

**Number** 0320

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acceptable source/brand. Failure to comply with policies and procedures will lead to loss of purchasing authorization and may result in disciplinary action.

## **REVIEW**

This policy will be reviewed annually by the Vice President for Administration and Finance.