



PURCHASING MANUAL

May 2019

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1. Introduction

The primary purpose of the University's Purchasing Services Department ("Purchasing") is to work with faculty, staff and students in identifying, selecting, and acquiring needed goods and services. Purchasing strives to do this as economically as possible and within accepted standards of quality and service using professional ethics and best business practices, while obtaining the best value for the total cost and minimizing risk to the University.

Policies and procedures have been developed that allow purchases to be made in a timely and organized manner and that provide for essential accountability of institutional expenditures. Purchasing is charged with the responsibility and authority to commit the University to purchases as delegated by the Vice President for Finance and Administration, the President of the University and the Board of Trustees.

The Purchasing staff is prepared to assist the campus community in the following ways:

- To provide cooperative interaction between the Purchasing staff and suppliers, and between the Purchasing staff and members of the faculty, staff and students.
- To assist in the acquisition of goods and services through a Requests for Proposal (RFP) process and in the preparation of specifications for such RFP.
- To provide faculty, staff and students with current product information, alternative materials and costs and value-added service.
- To encourage fair and open competition among suppliers through negotiation, competitive bidding and contract buying.
- To develop and maintain adequate procedures, controls, records and files.
- To provide a Lab Stores operation for the purpose of providing convenient access to research-related items.
- To work in collaboration with Purchasing Directors representing the Lehigh Valley Association of Independent Colleges (LVAIC) in establishing cooperative purchasing programs.
- To support Lehigh's sustainability initiatives by promoting environmentally preferable purchasing practices.
- To ensure that purchase orders ("PO") and contracts contain all necessary terms and conditions to insulate the University against legal liability, maintain standards and ethics and apply purchasing best practices.
- To offer various Purchasing related programs and technology to facilitate the acquisition of goods and services.

2. Mission Statement

We assist our clients in obtaining products and services from appropriate sources at the lowest total cost and best overall value. We will serve as an exemplary steward of the University's resources, striving to minimize risk, and create and maintain cooperative, integrated relationships and sound business practices.

3. Purchasing Services Contact Information

Main Office: 306 S. New Street, Suite 428, Bethlehem, PA 18015
Main Phone: 610-758-3840
Fax: 610-758-4783
Email: inpur@lehigh.edu

Hours of Service: 8:15 a.m. to 4:45 p.m., Monday through Friday

Website: <http://financeadmin.lehigh.edu/purchasing>

Jane Altemose
Director, Purchasing Services & Asst. Director UBS
jca209@lehigh.edu
610-758-4637

Brenda Bachman
Coordinator: One Card/Travel
bkb204@lehigh.edu
610-758-3266

Linda Roberts
Purchasing Coordinator
llr1@lehigh.edu
610-758-3841

Nick Rose
Coordinator: Purchasing Systems
nar515@lehigh.edu
610-758-2987

Sharon Zurick
Logistics Coordinator
shz3@lehigh.edu
610-758-3483

4. Purchasing Policies

The policies listed below shall apply to all University expenditures. To view or print the policies, visit the Finance & Administration website at <http://cf2.cc.lehigh.edu/FAPolicies/>.

- Policy 101: Purchasing Authority
- Policy 102: Purchasing Policy Pertaining to Procurement of Goods & Services
- Policy 103: Sustainable Purchasing Policy
- Policy 104: Ethical Considerations of Purchasing
- Policy 105: Policy Pertaining to the Purchase of Goods or Services with Federal Funding
- Policy 106: Purchase of Used Equipment
- Policy 107: Computer Purchase Policy

5. Purchasing Authority

Please reference Policy 101.

The Director of Purchasing Services is authorized to execute any contract for the expenditure of University funds to a limit of \$50,000; the Executive Director of Business Services is authorized to execute any contract for expenditures to a limit of \$100,000. The Vice President for Finance and Administration, or his/her designee, is authorized to execute contracts for budget expenditures in excess of \$100,000.

6. Sustainable Purchasing

Please reference Policy 103.

Sustainable purchasing is the purchase of environmentally preferable products and services. Environmentally

preferable choices have fewer environmental effects on human health and the environment when compared to alternatives that serve the same purpose, according to the U.S. Environmental Protection Agency.

Purchasing strives to minimize or reduce greenhouse gas emissions and advance environmental stewardship by promoting the conservation and efficient use of resources. Consideration should be given to sustainability objectives when selecting suppliers, products and services. In support of the sustainable purchasing, Unimarket (Lehigh's web-based procurement system) facilitates sustainable purchasing by providing information about environmentally preferred suppliers and products.

Purchasing Services published the Sustainable Purchasing Policy in 2017. The policy establishes common interpretation of what Sustainable Purchasing encompasses with the Lehigh community and to ensure University personnel consider social, economic, and environmental responsibility as factors in purchasing decisions.

7. Suppliers

7.a. Selection of Suppliers

Please reference Policy 102.

Purchasing is responsible for selecting and approving sources of supply based upon their ability to serve the needs of the University in a safe, economical and efficient manner on a continuing basis. Important factors in supplier selection include past performance of suppliers and cooperation with the University.

Purchasing is committed to maintaining multiple sources of supply, including small, local, women-owned, disadvantaged and minority suppliers. Whenever possible, Purchasing will seek and consider more than one source. Purchasing prefers to maintain alternate or multiple sources of supply as a means of ensuring good value, performance, and service, and minimizing costs.

The Lehigh community is encouraged to suggest sources of supply, particularly for unusual or non-standard items. Purchasing will follow a department's recommendation as much as possible. If a department requests a specific supplier with no substitutions, the department must provide adequate "sole source" justification for Purchasing's consideration.

7.b. Equal Opportunity

Suppliers doing business with Lehigh University are expected to be in full compliance with all applicable federal and state laws, rules, regulations and executive orders relating to non-discrimination, equal employment opportunity, and affirmative action. Neither the University nor its suppliers shall discriminate in either the provision of services, or in employment, against any person based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. The University will attempt, when possible, to purchase goods and services from small business concerns, especially those owned and controlled by socially and economically disadvantaged individuals. The University is committed to use available local resources.

7.c. Confidentiality of Prices

Pricing information solicited from suppliers is considered to be confidential and shall not be revealed to any other supplier or person. All University employees are responsible for conducting themselves with high ethical standards regarding pricing and supplier information. The University is not responsible for the security of unsolicited information given to Purchasing by suppliers. However, the University will exercise normal diligence so that such information is not willfully used in a manner harmful to the supplier.

8. The Purchasing Process

Please reference Policy 102.

8.a. Pre-Planning Requirements

Purchasing cannot over-emphasize the need for departments to evaluate well in advance their need for goods and services. The time required for the purchasing process can vary greatly depending on many factors such as whether or not competitive bidding is required, contract negotiations, method of purchase, etc. Additionally, delivery of ordered materials always depends upon the suppliers' stock and/or availability.

Purchases can be made via several methods as defined below. The method used depends on the dollar value of the goods or services being purchased and the method accepted by the supplier.

Purchasing encourages submittal of requisitions well in advance of the required delivery date. University purchasing policy requires that all equipment and supply requirements in excess of ten-thousand dollars (\$10,000) be competitively bid prior to placing an order (Refer to Competitive Bidding section). In most cases, the competitive selection process is accomplished within two (2) to four (4) weeks, depending upon the complexity and requirements. There should be no need to designate purchases as "emergencies" if departmental requirements are properly planned.

8.b. Purchase Requisitions / Purchase Orders

A purchase requisition is used to initiate the procurement of all goods and services that are not procured through a OneCard transaction. Once fully approved, the requisition becomes a purchase order ("PO").

Lehigh utilizes a web-based purchasing system to generate requisitions and POs. Unimarket is a paperless user-based requisitioning system that integrates with Banner and adheres to existing financial review and approval requirements. All current suppliers are accessible in Unimarket and many strategic suppliers have catalogs within the system for easy shopping. Because it is a web-based system, Unimarket can be accessed from anywhere, including smart phones, ensuring timely review and approval of PO processing. Campus users must be approved and trained prior to being given access to Unimarket. If you would like to become a Unimarket user, contact Purchasing for more information.

The requisition is prepared by the requisitioner and is submitted for review and approval via electronic transmission through Unimarket. Once the requisition is approved it becomes a PO. The approval of an authorized Financial Manager on a requisition authorizes Purchasing to contract for the materials or services specified.

The following represents the basic steps in the requisition/PO process:

- a. Requisitioner/Buyer submits a purchase requisition via Unimarket
- b. Requisitions submitted via Unimarket will follow an electronic Financial Manager or Authorized Signer process before routing for necessary departmental approvals (customized by department). All transactions totaling over \$10,000 are automatically routed to Purchasing for review.
- c. Purchasing reviews supporting documentation for policy compliance, recommends favorable alternatives (material or supplier) if appropriate, secures competitive pricing, if required, and reviews terms and conditions.
- d. If all documentation is acceptable, Purchasing issues a PO via Unimarket and the system automatically sends the PO to the supplier with a copy to the Buyer and Requisitioner (if applicable). Encumbrance takes place upon PO creation in Unimarket (encumbrance is the removal of the funds from the available budget balance.)
- e. Requisitioners must check the copy of the PO for accuracy as soon as it is received. If there are any errors, please contact Purchasing so the appropriate corrective action(s) can be taken. Purchasing will NOT be responsible for any incorrect information on the PO, or any costs associated with an incorrect order.

- f. The supplier ships the material or provides the services to the requisitioner and sends an invoice to the Accounts Payable Department.
- g. Receiving (confirmation of receipt of goods) is required for orders \$5,000 and over. When the goods are delivered, confirmation is required by the department against the receiving copy of the PO provided via email from Purchasing after the order has been placed with the supplier. The receiving copy is then completed and sent to the Lab Store (6 Seeley Mudd Bldg). See Section 9b for detailed Receiving process.
- h. Purchasing checks the receiving report and enters the receiving information into Banner.
- i. When an invoice is received by the Accounts Payable Department, the invoice is checked in Banner against the receiving information and, if there is a match in quantity and price, payment is issued to the supplier.

The PO is the primary method by which goods and services are procured. It is a legal document issued by the University to the supplier that authorizes the spending of University funds in exchange for the supplier's goods or services. Once accepted, it has the legal force of a binding contract.

Transactions Not Requiring a PO:

There are several types of expenditures that do not require PO authorization if under \$5,000; however, it is usually in the best interest of the department and offers greater protection for Lehigh if a PO is utilized, even if not required by policy. Payment for goods and services that do not require a PO should be purchased by use of the OneCard.

- Advertising – classified and display
- Books, texts, periodicals, educational materials, videos, etc.
- Clipping services
- Conference/seminar registration fees
- Exhibit fees for artwork
- Film rental (contact Media Services)
- Food
- Freight charges not covered on purchase order
- Demurrage charges
- Memberships and dues (professional)
- Postage (stamps)
- Promotional items (T-shirts, banners, mugs, etc.)
- Relocation reimbursement /expenses (see Moving Reimbursement Policy on the Payroll Office's web page)
- Reprints of publications and technical papers
- Sample analysis
- Subscriptions
- Phone bills
- Travel (use Wells Fargo Commercial OneCard Expense Reporting (CCER) System)

8.c. Other PO Types

There are ways to obtain goods and services from outside suppliers other than via a typical PO. The following methods have been established to provide additional flexibility, particularly in the procurement of supply items from local suppliers or when the material value is relatively low.

- **Blanket Purchase Orders (products, not services)**

Blanket Orders are issued to suppliers for expendable supplies where the unit price of the item(s) or service(s) has been established by agreement or bid. Examples include the vendors approved by the University to supply toner cartridges. Blanket Orders are typically issued for a period of one year. There is no encumbrance in Banner until an invoice is received and the supplier is paid.

- **Lease Orders**

Lease Orders are issued to suppliers for supplier-owned equipment that is under a lease contract for a specific period of time. Typically the Lease Order covers the equipment, maintenance services and consumables. The most common type of Lease Order is for copiers and multi-functional print devices. The fees are encumbered when the Lease Order is created.

- **Service Orders**

Services Orders are issued to suppliers for services where the fees have been established by agreement or competitive selection (RFP) but the scope and quantity may be unknown during the course of a fiscal year or specific project, and thus cannot be an encumbered fixed amount. Service Orders are typically issued for a period of one year. In most cases, a contract or service agreement must be issued by Purchasing in conjunction with the Service Order. There is no encumbrance in Banner until an invoice is received and the supplier is paid.

- **Maintenance Orders**

Maintenance Orders are issues for contracts for maintenance service on University-owned equipment. Contract documents should accompany the Maintenance Order and be attached to the requisition when submitted via Unimarket. The Requisitioner should not sign the supplier's contract documents. Blanket Order or OneCard are not to be used to initiate maintenance contracts. Maintenance Orders are for a fixed amount and are encumbered upon creation. Invoices for annual maintenance agreements will be paid in advance by the Accounts Payable Department when received, as long as the invoice terms agree with the Maintenance Order. No receiving report or payment approval is required.

8.d. OneCard Program

The OneCard Program provides an alternate, cost-effective and efficient method of purchasing and paying for smaller dollar transactions. The OneCard can be used to replace other purchasing processes including Blanket Orders.

The OneCard allows:

- Faster order placement
- Reduction of the number of purchasing forms and processes
- Reduction of the use of personal funds for University business transactions
- Reduction of the number of reimbursements
- Greater fiduciary oversight

Benefits of using the OneCard:

- The Wells Fargo Commercial Card Expense Reporting system (CCER) can be accessed virtually anywhere in the world thus allowing for timely reconciliation of monthly statements
- Transaction receipts can be uploaded through your Smart Phone
- Single and monthly credit limits can be temporarily or permanently increased via the OneCard Maintenance Form
- Notification of declined transactions will be emailed directly to you
- Transactions can easily be allocated between index numbers via the CCER system
- Receipts can be uploaded directly through the statement thus eliminating the need for the coversheet

For additional OneCard information, see the Purchasing website and the OneCard Policies and Procedures for more information <http://financeadmin.lehigh.edu/content/onecard>

8.e. Competitive Bidding

Please reference Policy 102.

The University will generally receive greater discounts, service, and overall value through a competitive or bidding

process. Competitive bidding is required for all purchases \$10,000 or over, except as noted below. The requisitioner is responsible for contacting a minimum of three suppliers to obtain competitive bids for the materials or services needed. Bids must be submitted with the requisition in Unimarket. The requisitioning department should contact Purchasing for assistance if unsure about procedure.

Competitive bidding is **not** required for requests of \$10,000 or greater when one or more of the following circumstances exists:

- a. Bids have recently (within the previous 12 months) been received for the exact same items or service and the bids are still valid.
- b. Item is a University standard (furniture, computers, etc.).
 - a. LTS Standards:
[tps://lts.lehigh.edu/services/explanation/lehigh-university-library-technology-services-standards-0](https://lts.lehigh.edu/services/explanation/lehigh-university-library-technology-services-standards-0)
 - b. Facilities Services/Campus Planning & Projects Standards:
<https://financeadmin.lehigh.edu/facilities/standards>
- c. The item must be purchased from a sole source distributor or manufacturer. Sole source justification is required. Sole source means the good or service cannot be purchased through any other supplier.
- d. There is other justification for not soliciting competitive bids (detailed memo of explanation must be provided).
- e. Item or service is purchased at University auxiliary business operations when purchased with non-University funds, such as Sodexo (Dining Services), Mountain Hawk Design & Print Center or the Lehigh University Bookstore.

Purchasing has the right and responsibility to question and to require sole source justification regarding supplier selection.

Negotiating with suppliers: Everything is negotiable. Whether or not the negotiation is an easy thing is another matter. Negotiating is not an activity that many are comfortable with. But seeking reduced prices or additional good or services as part of the ‘deal’ stretches your budget. Don’t necessarily accept the first offer. Negotiating the right deal with your suppliers doesn’t always mean getting what you want at the cheapest possible price. You may want to negotiate other factors such as delivery times, payment terms, or additional services or products.

Key tips/considerations for negotiating with suppliers:

- a. Make a connection – relationships matter
- b. Know your facts – do some research, be prepared
- c. Know their motivation – are they at a time when they need to make a quote in sales
- d. Have an alternative – know their competition
- e. Be willing to walk away – this is your power
- f. Take your time – you lose all leverage when you are in a rush
- g. Good cop/bad cop – allow others (like Purchasing) to take the ‘blame’ for a hard position on which you cannot budge
- h. Find unique solutions when stuck – it’s not just about price, what else can you seek
- i. Know when to close the deal

8.f. Request for Proposal (RFP) Process

The RFP is a formal process and a best practice used by purchasing professionals to conduct competitive bidding, generally for services (e.g., consulting, website development, design, construction projects, engineering services, etc.). The RFP process ensures that information is conveyed to suppliers in an equitable manner. All suppliers receive the same documentation with the same information during an established time period. The RFP provides information about the University’s expectations regarding how to respond to the RFP, the specifications of the project, and general conditions with which suppliers are expected to comply. These conditions will become part of the

contractual document with the supplier selected to provide the services.

Purchasing utilizes a standard RFP template, which has been reviewed by the Office of General Counsel and is updated regularly. This template contains information and requirements that will serve the best interest of the University in terms of risk management, safety, quality of information received on which to base the selection decision, and ultimately allow the University to select a supplier who provides the best value to Lehigh at the lowest total cost and at minimized risk.

Early engagement with Purchasing is critical to a successful RFP process. Purchasing should be contacted as soon as a need is identified, and Purchasing will work with the initiating department to explain the process, develop the RFP document, and administer the process, from initial contact with suppliers through evaluation of supplier proposals, selection of the supplier, negotiation of a final contract and correspondence with the bidders who are not selected. Depending on the complexity of the RFP, departments should allow two to six weeks to complete the RFP.

8.g. Lehigh University Contracts Administration (LUCA)

As a contract is a legally binding document, it is imperative that all contracts (regardless of document name: contracts, agreements, memoranda of understanding, proposals, terms and conditions, etc.) are reviewed by the appropriate University offices to ensure that the University's interests are adequately addressed and protected.

Purchasing, the Office of General Counsel, the Office of Research & Sponsored Programs and Library & Technology Services developed LUCA as an on-line process for submission of all contracts that require University signatures. Access LUCA from the Purchasing website or on the *Inside Lehigh* page under "Contract Review" in the popular site drop down list. University faculty and staff are directed by LUCA to answer a few basic questions about a contract (including selecting from a pre-populated list of contract types) and upload the contract directly to the site. Based upon the responses provided, the contract will automatically be routed to the appropriate office for review. In addition, the submitter will receive an automatic response acknowledging receipt of the contract, confirmation of the requested review response date and notification of the office assigned to review the contract. Behind the scenes, each of our offices will be able to access the contract from a single database and review those portions of the contract requiring our input.

9. Receiving and Invoice Payment

9.a. Receiving – General

We have a responsibility to our suppliers to pay promptly for any goods or services received. Since Lehigh does not have a central receiving department, most deliveries are made directly to the requisitioning department.

It is important that individuals accepting incoming shipments be certain that the materials have been ordered by their department (preferably before it is unloaded from the truck) and before signing the delivery slip.

If only a PO number is indicated, call Purchasing for proper identification. If a package has been addressed to the wrong department, the driver will often deliver to the correct department if the shipment has not been removed from the truck or if it is a small carton. Receiving is not required with any small dollar orders (< \$5,000).

9.b. Receiving Procedures

It is recommended that the following procedures be followed when goods are delivered to your department:

- a. Properly identify the goods and retrieve the departmental copy and receiving copy of the PO.
- b. Check whether the package being delivered agrees with the delivery ticket and the bill of lading.
- c. Inspect the package and contents for any obvious damage. Note any damage on the delivery ticket and ask

the driver to verify it with his signature prior to your signing for the delivery. Any carton damage should be noted. Make a copy of the document for your files.

- d. The merchandise recipient is responsible for promptly unpacking and carefully inspecting shipments. This should be done as soon as possible after delivery, but in no more than 10 days. Keep all containers, packing material, wrappers, etc. until the inspection is complete and you are satisfied the merchandise has been received as ordered.
- e. After goods have been received and inspected, the requester should send a copy of the PO with an authorized signature releasing full or partial payment (or send an email with the PO attached) to Sharon Zurick (shz3@lehigh.edu) in Purchasing at 6 Seeley Mudd. Any discrepancies, shortages, or damages should be noted on the receiving report. If receiving authorization is not sent by the requester in a timely manner, Purchasing will send the requester a “missing receiving” notification.

The recipient should make the initial contact with the supplier to resolve any problems or discrepancies pertaining to the delivery. If the department cannot reach a resolution with a supplier, Purchasing will attempt to resolve the situation in order to protect the University’s interest and to complete the transaction.

9.c. Multiple Receipts on a Single Order

Periodically, more than one delivery is required to complete an order. The receiving copy of the PO is used to confirm partial order delivery and then submitted again once the remaining items are received.

9.d. Claims for Damages or Shortages

In cases of damage or shortage to a shipment, it is important that the recipient retain all shipping documentation and packaging materials. If the damage or shortage is not evident at the time of delivery, the carrier must be notified within 15 days of delivery. The carrier will then arrange for an inspection. Accordingly, it is extremely important that all containers, packaging material, wrappers, etc. be retained for the carrier’s inspection. Failure to keep this material may void the chance of processing a claim for reimbursement with the carrier or supplier. Once the claim inspection report has been received from the carrier or supplier, Purchasing can assist in determining the responsibility for processing the final claim report, depending upon the shipping provisions defined in the contract or PO.

9.e. Return of Merchandise

Merchandise to be returned to suppliers or manufacturers for adjustment or credit should be coordinated by the merchandise recipient, with assistance from Purchasing, when needed. When a supplier has shipped items specified on the PO, they have legally complied with their part of the contract and are under no obligation to accept for credit any items delivered as specified. The supplier’s acceptance of a return is not automatic and the supplier may assess a restocking charge. This charge, along with any freight charges, will be the responsibility of the requisitioning department.

9.f. Payment of Invoices

All invoices are paid by Accounts Payable (A/P). Invoices received at other departments should be reviewed and forwarded to A/P. Invoices for items on a PO will not be paid until the receiving report has been completed and sent to Purchasing.

For cases in which the pricing on a PO represents an exact current price (bid, telephone quotation, etc.) the invoice must agree with the PO or payment will not be made until the discrepancy is resolved. If the pricing on the PO has been estimated, the invoice will be paid if the total cost per line item (not including freight) does not differ from the PO by more than \$50. If the difference exceeds \$50, then A/P requires departmental approval prior to payment.

Regarding freight costs, the two most common scenarios are “freight included,” in which freight charges are stated on the quote, and the department knows the freight cost when preparing the requisition, and the PO already includes

the specific freight cost. Sometimes the freight is quoted as “prepaid and add.” If this is the case, the department knows there will be a freight charge added to the PO, but the cost is not yet known; they will be charged the actual amount once it has been determined, and it will be included later on the supplier’s invoice. In this scenario, the department does not know the specific amount of the freight at the time of requisition, but knows it will be charged for freight at some point later in the process.

The department’s authorization to pay freight charged is based upon the department’s submission of the quote and requisition to Purchasing as part of the requisition process, and the department’s signature validating the requisition, whether it be for a “freight included” scenario or a “pre-paid & add” scenario. It is the department’s option to finalize the charges ahead of time with the supplier in the quote process, and pay it up-front as “included,” or wait for the charge(s) to be billed at a later time, upon final invoice. Either way, the department is agreeing to pay the freight when they submit a signed requisition with the freight terms as part of the requisition.

9.g. Sales Tax

Lehigh University is exempt from Pennsylvania sales and use tax for most (but not all) purchases related to the education and research mission of the University. It is the supplier’s obligation to collect PA sales tax. However, the University has the obligation to preclude the unauthorized use of its sales tax exemption. The Commonwealth of Pennsylvania can assess the University for sales and use tax in where an exemption certificate was used for nonexempt purchases.

When engaging suppliers and requesting quotes for goods or services, it is important to require that all quotes/invoices/bid estimates be structured in such a way as to clearly document the services and items being supplied and tax (if any due) to be paid by Lehigh and collected by suppliers.

Lehigh’s Tax Analyst (Debi Burkholder, Controller’s Office, x86894) can assist in determining if a purchase is taxable or not. The Tax Analyst is responsible for the interpretation of sales tax legislation as it applies to University purchase and will consult with the Office of General Counsel for guidance, when appropriate.

In all cases, use of the University sales and use tax exemption for personal purchases is prohibited. The University sales tax exemption does not include charges subject to hotel occupancy tax, purchases unrelated to the University’s mission, and certain building maintenance and construction related costs.

10. Shipping/Handling/Freight

It is strongly suggested that the requesting department review all shipping terms on supplier quotes and if not on the quote, discuss this with the supplier. There are various shipping methods, but Purchasing strongly recommends “FOB Destination.” This stands for “Freight on Board” Destination and means that the liability for safe shipping and delivery is the responsibility of the supplier and if there is any damage during shipment, or loss of shipment, the claim process with the carrier is the responsibility of the supplier and not the University. Most quotes will be FOB Origin, which transfers the liability to Lehigh as soon as the item leaves the supplier’s property. Many suppliers will change the FOB designation if requested, or if the requester agrees to pay shipping in advance and uses Lehigh’s preferred carrier (ABF Freight).

10.a. Expediting and Tracing

In order to expedite or locate an order, the requisitioner should request delivery information from the supplier, and resolve any dispute or discrepancy. If a good faith effort to resolve issues with a supplier is not successful, then, upon request, Purchasing will phone the supplier and/or assist the department to expedite or trace orders. Communication with the supplier concerning discrepancies, delivery, descriptions, cancellations, or modifications should initially be made by the requisitioning department, and then by Purchasing.

10.b. International Shipping

The University uses a customs broker to clear your import shipments through U.S. customs. The broker will need a number of documents. Customs clearance is a unique process with special requirements. It is the department's responsibility to engage a professional customs broker for customs brokerage.

Documents required for customs entry:

- 1) Power of attorney
- 2) Copy of the ocean or air bill of lading (shipping documents)
- 3) Copy of the commercial invoice
- 4) Copy of the packing list

All of the above documents should come from your foreign supplier. The commercial invoice should contain a clear and complete description of the merchandise being shipped, country where the goods are made, the value of the merchandise in U.S. dollars, terms of sale, and the manufacturer's name and address.

A customs broker will charge you a fee to process the goods through the U.S. Customs system. These fees vary by broker. In addition, you will be charged "duty," which is determined by the commercial value of the goods and what classification they are assigned in the Harmonized Tariff Schedule of the United States (a sort of "tax schedule"). The "duty" is set by the U.S. government. A customs broker will pay the duties on our behalf to the U.S. government as part of the "customs clearance" process.

A customs broker can also arrange the inland trucking from the ocean port or airport to the final delivery location in Bethlehem, and then present a consolidated invoice which includes the broker fee, the duty paid, and transportation charges. OHL is Lehigh's customs broker (Brian Riley @ 215-238-8600 or briley@ohl.com).

10.c. Overnight Shipping

Lehigh has established discounts with FedEx. Visit the Purchasing website at <http://financeadmin.lehigh.edu/content/faculty-and-staff> for information and instructions on how to print mailing labels. The website also has links for tracking shipments.

11. Research Grants and Contracts

Please reference Policy 105.

Requisitions for purchases of \$2,000 or more against research indexes (accounts range between 529000-592999 or 610500 – 611499) must be approved by the Office of Research and Sponsored Programs (ORSP) and will be automatically routed via Unimarket to ORSP for approval prior to routing to Purchasing for review and approval.

It is important that the University complies with rules and regulations in the Office of Management & Budget (OMB) *Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards* – 2 CFR 200 regarding competitive bidding requirement and bidding thresholds when purchasing equipment or supplies against research grants or contracts. In order to minimize any potential delay to a Principal Investigator (PI), the competitive bidding process may be initiated prior to receiving formal notification of the grant or contract from the sponsoring agency. The PI should secure a written statement from ORSP indicating that approval is expected on a pending application. If an item is to be purchased from a sole source supplier, the PI must provide sole source justification. Please note that a quote provided as part of a proposal is used to satisfy the "reasonableness" test related to the funding request. Selection of that proposal for funding does NOT equate to the federal agency's sole source approval of the specific makes and models of quoted equipment - competitive bidding must still be performed.

Under the requirements of the OMB Regulations 2 CFR 200.317(d), the University must avoid acquisition of unnecessary and duplicative items. Existing equipment must be screened to determine availability for use prior to purchasing new equipment. The PI is responsible for ensuring that the equipment screening process is followed. If the equipment is not available on campus, he/she must sign the ESC.

12. General Information (various topics, alphabetically)

12.a. Cancellation of Orders

A PO is a binding contract between the University and the supplier. Therefore, it cannot be modified or canceled unilaterally. Any request to modify or cancel a PO or contract should be directed to Purchasing in writing. Purchasing will act in cooperation with the department and in the best interest of the University to advise all parties accordingly. Generally, a supplier will agree to a request for cancellation if the items have not been shipped. The department may be held responsible for any material shipped by a supplier or costs of fabricated items incurred prior to cancellation.

12.b. Change Orders

If it becomes necessary to make any change to the original PO, a change order or written correspondence (memo or email) outlining the change(s) required should be sent to Purchasing. Purchasing will notify the supplier in writing.

12.c. Check with Order / Advance Payments

At times, it is necessary to make a partial or full advance payment for goods or services. In such cases, the Requisitioner must indicate via requisition in Unimarket that a check must be issued. Pre-payment will be made at the discretion of and arranged with Purchasing and Accounts Payable. An invoice from the supplier will be necessary.

12.d. Conflict of Interest

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the University faculty and staff and of Purchasing to take all appropriate steps to assure that the University does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (e.g. financial or personal interest in a supplier) interferes or appears to interfere with or influence a purchaser's ability to be completely impartial and loyal to the University's interests. The University's Policy on Conflict of Interest can be viewed at <http://www.lehigh.edu/~policy/university/coi.htm>.

12.e. Demo Equipment

The recipient of demo equipment should ensure that any documentation or contract provided by the supplier is reviewed by Purchasing prior to accepting the demo equipment. This is critical, as there is often language in demo contracts that obligates the recipient to purchase the items after a certain period of time. Lehigh is in no way obligated to purchase such equipment if the supplier signs Lehigh's demo equipment agreement template. However, if Lehigh signs the supplier's agreement template, it may be obligated to do so. Risk Management may also need to be contacted by the recipient of the demo product if the value of the equipment is significant for possible insurance issues.

12.f. Personal Purchases

The University will not purchase, with its own funds, any supplies or equipment for the personal use of the University employees nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and University suppliers. Suppliers, however, may, at their own discretion, extend University discounts and/or contract rates to University employees on personal purchases. This information can be found on the Purchasing website under the "For Faculty and Staff" section.

12.g. Standardization

Commonly used items (e.g. copiers, computers, and laser printers) are standardized as much as possible in order to gain maximum quantity discounts, minimize demands for support by technicians, lessen the variety of items carried in stock and various departments, and to reduce the number of small orders at retail prices and expensive processing costs. Standards are determined by Purchasing in conjunction with major users in the University community.

13. Special Procurement Items & Services

13.a. Air Conditioners

All requests for air conditioning equipment (window units and otherwise) should be directed to Facilities Services at x3970. Purchasing will not order air conditioners without approval from Facilities Services.

13.b. Cable TV Service

All new installation requests should be submitted through the Purchasing website at <http://financeadmin.lehigh.edu/content/faculty-and-staff> – Additional Links – Service Electric Cable Installation Form. Service Electric will respond to the request.

13.c. Computers

The University has contractual arrangements for computers with Apple, Dell, HP, and Lenovo. Inquiries regarding the technical configuration of microcomputer systems should be directed to the appropriate desktop consultant in LTS assigned to your departmental area. Requisitioners should have their requests for purchase from external suppliers reviewed and pre-approved by the consultant prior to initiation of a requisition via Unimarket. Quotations can be obtained by accessing the particular company's internet website. Computers must be purchased via Unimarket.

13.d. Furniture, Fixtures and Interior Design

Requests to add or replace single pieces of furniture to match existing styles are at the discretion of the department and can be made via the Unimarket system. Larger projects, such as office renovations, or for furniture for public spaces should be directed to Campus Planning & Projects (x3978) to ensure that we use space properly, maintain quality standards, and adhere to regulations concerning material flammability, accessibility for the disabled and any other obligations or requirements.

13.e. General Contracting

All contracting for construction or renovations must be coordinated with Facilities Services at x3970 or Campus Planning & Projects at x3978.

13.f. Office Supplies & Bottled Water

Office supplies and bottled water are available through WB Mason, the University's contracted supplier, by ordering via WB Mason's Unimarket catalog. WB Mason will deliver orders directly to departments on a daily basis at no additional charge.

13.g. Printing

The University's Mountain Hawk Design & Print Center is located on the Mountaintop Campus. Services include graphic design, printing, mailing, and promotional items, supporting University departments, affiliated centers and organizations, student group, alumni and the LVAIC schools.

The Mountain Hawk Design & Print Center should be consulted regarding its capability to produce the required

goods, or at a minimum, be included as one of the competitive bidders. As Lehigh's on-campus preferred supplier, is to produce the highest quality products in a timely fashion and at a competitive price, while making the process as easy and streamlined as possible. **Lehigh policy allows a Requisitioner to "bypass" the requirement of obtaining three bids for printing jobs over \$10,000 by using the Mountain Hawk Design & Print Center.**

Any work product that requires printing, whether created internally or by an external designer, is the intellectual property of Lehigh University. Purchasing of printed materials, even if coordinated by an external printer/supplier, remains subject to the same criteria as work contracted by a Lehigh employee (i.e., three written quotes are required for jobs over the \$10,000 threshold limit). **The designer should present three printing quotes to the Lehigh employee for Lehigh's selection of the printer PRIOR to a designer placing the work.** External designers should be advised of this requirement at the time the design process begins.

13.h. Radioisotopes

1. Only Authorized Users may purchase radioactive materials.
2. Inform the Radiation Safety Officer (RSO) at Environmental Health and Safety (EH&S) at x4251 with the quantity, isotope(s), supplier, PO number and approximate time and day the delivery is expected. When a **highly radioactive or special handling** material is to be ordered, the prospective purchaser must first contact the RSO so that special procedures may be devised dependent on the specific handling requirements of that material.
3. When placing the order, inform the supplier to put **your name** on the packing slip so that when the RSO receives it (for inventory purposes and wipe-testing), he/she will know whom to call to have the sample picked up.
4. Indicate to the supplier that sample must be delivered to:
(Your name)
Lehigh University
Environmental Health and Safety
211 Warren Square - Bldg 23A
Bethlehem, PA 18055

Note: Only low-level radioactive materials are to be delivered to this address. See 2 above for handling of highly radioactive material.

5. Upon receipt of the shipment, the RSO or his/her trained designee will then wipe-test and/or survey the outside surface and inventory the quantity and type of radioisotope.
6. EH&S will notify the Authorized User that the isotope may be picked-up.
7. The Authorized User or his/her designate shall inventory the radioisotope in the data logbook kept in his/her research lab.

13.i. Relocation

The University does not contract directly with moving companies for employee relocation. As a best practice to minimize risk and liability to the University, a new staff or faculty member contracts directly with the moving company, and the University reimburses the employee for his/her expenses as agreed upon with the hiring department. Contact Purchasing for a list of moving suppliers with University, E&I or LVAIC contracts. See the "Moving and Reimbursement Policy" on the Controller's web site for additional information regarding the moving and reimbursement process.

13.j. Specialty Gases

Purchasing has arranged fixed, annual pricing agreements with local supplier of specialty gases for laboratory use. Requests should be directed to the LabStore at x3483.

13.k. Travel Services

Travel services are available through Travel Time, the University's contract supplier. Travel arrangements should be made online through the Concur site (Log into Lehigh's Portal. Click on Concur under Employee) or by calling a travel agent at 717-855-2133 or 717-855-2122. Prior to making arrangements either online or through an agent, faculty and staff must have a travel profile set up with their OneCard information entered in their profile. To establish a Travel Time profile, Contact Brenda Bachman at x83266 or bkb04@lehigh.edu

Benefits of using Travel Time, Lehigh's preferred travel provider:

- Travel Time keeps you abreast of changing situations. If your flight needs to be rescheduled due to weather or a worldly incident, Travel time is able to help you rebook on a new flight
- Travel Time's website pulls all the rates from all major airlines. Travel Time has a low airfare guarantee and access to 34,000 hotel discounts and discounts with all the major rental car vendors. Save Lehigh money by using Travel Time as a one-stop shop – book your airfare, hotel and car.
- If a reservation needs to be canceled, Travel Time holds that credit for a year for you to use. When booking flights, the system asks if you wish to use that credit.
- 24/7 Agent assisted services. If you need help with your air, car, or hotel reservation after normal business hours, Travel Time has an afterhours service that is able to help.
- Travel Time has all Lehigh's company specific discounted rates loaded into their system. Be sure to utilize these deep discounts by booking through Concur Travel or with a Travel Time agent
- All your frequent traveler rewards numbers are stored in Travel Time's booking system and are automatically applied to every booking.

13.l. University Stationery

University letterhead, envelopes and business cards have been standardized. Requirements for these items should be directed to the Mountain Hawk Design & Print Center. Visit their website under the Inside Lehigh page, Popular Sites drop down menu or via the UBS website.

13.m. Vehicle Rentals

Transportation Services has established contracts and rates for rental vehicles available for business and personal use. Contact the office directly at x4410 or visit their website for pricing and availability.

14. APPENDICES

- A. **Purchasing Policies**
- B. **Purchase Order (Sample)**



LEHIGH

UNIVERSITY®

Policy Number: 101
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18
Applicability: All Purchases and Contracts

PURCHASING AUTHORITY

Purpose:

To define the authority for committing the University to the procurement of goods and services.

Policy:

Purchasing Services is responsible for purchasing goods and services on behalf of the University. All end users must adhere to all University purchasing policies and procedures. All purchases chargeable to Lehigh University must be authorized by an official University purchasing method. To ensure that University objectives are met and that specific needs of end users are recognized and served, responsibility and authority for purchases of various goods and services may be delegated to financial managers within each department.

Since a contract is a legally binding document, it is imperative that all contracts (regardless of document name: contracts, agreements, memoranda of understanding, proposals, terms and conditions, etc.) are reviewed by the appropriate University offices to ensure that the University's interests are adequately addressed and protected prior to contract execution.

Any other commitments, or purchases made outside of the rules and procedures of authorized purchasing methodologies, are considered unauthorized purchases and the individual may be held financially liable to the supplier or the University.

The Director of Purchasing Services is authorized to execute any contract for the expenditure of University funds to the limit of \$50,000; the Executive Director of Business Services is authorized to execute any contract for these expenditures to a limit of \$100,000. Contracts for budget expenditures in excess of \$100,000 must be executed by the Vice President for Finance and Administration.

Contracts for special services may require additional approvals. The General Counsel's Office must approve in advance any engagement of outside legal counsel to advise or represent the University. The Internal Auditor must approve in advance any engagement of outside accountants or auditors. All other contracts for special services may, at the discretion of Purchasing Services, be submitted to the Vice President for Finance and Administration for review and/or execution.

Keywords: Purchasing, Contracts, Signature Authority



LEHIGH

UNIVERSITY®

Policy Number: 102 (consolidation of policy 102, 103, 107)
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18
Applicability: All Purchases and Contracts

PURCHASING POLICY PERTAINING TO THE PROCUREMENT OF GOODS & SERVICES

Purpose:

To provide parameters related to appropriate supplier engagement, expectations regarding pricing and equal opportunity, and define approved methods of procuring goods and services for the University.

Policy:

SELECTION OF SUPPLIERS

Purchasing Services is responsible for selecting and approving sources of supply. Purchasing Services selects potential suppliers based upon their ability to serve the needs of the University in a safe, economical and efficient manner on a continuing basis. Important factors in supplier selection include past performance of suppliers and cooperation with the University.

Purchasing Services is committed to maintaining multiple sources of supply, including small, local, women-owned, disadvantaged and minority suppliers. Whenever possible, Purchasing will seek and consider more than one source. Purchasing prefers to maintain alternate or multiple sources of supply as a means of ensuring good value, performance, and service, and minimizing costs.

Requisitioners are encouraged to suggest sources of supply, particularly for unusual or non-standard items. Purchasing will follow a department's recommendation as much as possible. If a department requests a specific supplier with no substitutions, the department must provide adequate "sole source" justification on the requisition form for Purchasing's consideration.

EQUAL OPPORTUNITY

Suppliers doing business with Lehigh University are expected to be in full compliance with all applicable federal and state laws, rules, regulations and executive orders relating to non-discrimination, equal employment opportunity, and affirmative action. Neither the University nor its suppliers shall discriminate in either the provision of services, or in employment, against any person based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. The University will attempt, when possible, to purchase goods and services from small business concerns, especially those owned and controlled by socially and economically disadvantaged individuals. The University is committed to use available local resources.

CONFIDENTIALITY OF PRICES

Pricing information solicited from suppliers is considered to be confidential and shall not be revealed to any other supplier or person. All University employees are responsible for conducting themselves with high ethical standards

regarding pricing and supplier information.

The University is not responsible for the security of unsolicited information given to Purchasing by suppliers. However, the University will exercise normal diligence so that such information is not willfully used in a manner harmful to the supplier.

COMPETITIVE BIDDING

The University will generally receive greater discounts, service, and overall value through competitive bidding. Competitive bidding is required for all purchases \$10,000 or over, except as noted below. The Requisitioner is responsible for contacting a minimum of three suppliers to obtain competitive bids for the materials or services needed. Bids must be submitted to Purchasing with the requisition. The requisitioning department should contact Purchasing for assistance if unsure about procedure.

Competitive bidding is not required for requests of \$10,000 or greater when one or more of the follow circumstances exists:

- f. Bids have recently (within the previous 12 months) been received for the exact same items or service and the bids are still valid.
- g. Item is a University standard (furniture, computers, etc.).
LTS Standards:
<https://lts.lehigh.edu/services/explanation/lehigh-university-library-technology-services-standards-0>
Facilities Services/Campus Planning & Projects Standards:
<https://financeadmin.lehigh.edu/facilities/standards>
- h. The item must be purchased from a sole source distributor or manufacturer, meaning it cannot be purchased from another supplier. Sole source justification is required.
- i. There is other justification for not soliciting competitive bids (memo of explanation must be provided).
- j. Item or service is purchased at University auxiliary business operation such as Dining Services, Mountain Hawk Design & Printer Center, or the Lehigh University Bookstore.

Purchasing has the right and responsibility to question and to require sole source justification regarding supplier selection.

PURCHASES UNDER \$10,000

Competitive bidding:	Not required
Procedural methods:	OneCard (up to card limits) Blanket Purchase Orders/Blanket Order Release Form

PURCHASES \$10,000 OR OVER

Competitive Bidding:	Required
Procedural method:	Purchase Order

CAPITAL EQUIPMENT \$5,000 OR OVER

The Controller's Office defines capital equipment as any individual item over \$5,000 that is capitalized, regardless of source of funding, with a useful life of more than one year. A purchase order must be used for procuring capital equipment.

PROFESSIONAL SERVICES \$5,000 OR OVER

Professional services \$5,000 or over (such as consulting services, construction, etc.) require the issuance of a Purchase Order and, if necessary, an appropriate contract created by Purchasing Services. Part of the contract process includes determining if the consultant should be classified as an independent contractor or an employee. Purchasing will involve the Controller's Office if the classification is not clearly that of independent contractor.

ONECARD

The OneCard Program provides an alternate, cost-effective and efficient method of purchasing and paying for smaller dollar transactions. The card can be used to replace other purchasing processes including Blanket Orders and petty cash.

Benefits of OneCard include:

- Faster order placement
- Reduces the number of purchasing forms and processes
- Reduces the use of personal funds for University business transactions
- Reduces the number of reimbursements

For additional OneCard information, see the Purchasing website and the OneCard Policies and Procedures for more information (<http://www.lehigh.edu/~inubs/purchasing/WFBOneCard.shtml>).

MAINTENANCE ORDERS

Contracts for maintenance service on University-owned equipment must be covered by a Maintenance Order. Contract documents should accompany the Maintenance Order and be attached to the requisition when submitted via Unimarket. The Requisitioner should not sign the supplier's contract documents. Blanket Order or OneCard are not to be used to initiate maintenance contracts.

Maintenance Orders are for a fixed amount and are encumbered upon creation. Invoices for annual maintenance agreements will be paid in advance by the Accounts Payable Department when received, as long as the invoice terms agree with the Maintenance Order. No receiving report or payment approval is required.

RESEARCH GRANTS AND CONTRACTS (Please see Policy 105)

Requisitions for purchases of \$5,000 or more against research accounts (accounts range between 529000-592999 or 610500 – 611499) must be approved by the Office of Research and Sponsored Programs (ORSP). Requisitions submitted to Unimarket with these accounts will automatically route to ORSP for approval prior to routing to Purchasing Services. The PI is responsible for ensuring that the equipment screening process is followed. If the equipment is not available on campus, he/she must sign the ESC.

It is important that the University complies with rules and regulations in the Office of Management & Budget (OMB) *Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards* – 2 CFR 200 regarding competitive bidding requirement and bidding thresholds when purchasing equipment or supplies against research grants or contracts. In order to minimize any potential delay to a Principal Investigator (PI), the competitive bidding process may be initiated prior to receiving formal notification of the grant or contract from the sponsoring agency. The PI should secure a written statement from ORSP indicating that approval is expected on a pending application. If an item is to be purchased from a sole source supplier, the PI must provide sole source justification. Please note that NSF approval of an application is NOT approval of the equipment. The quote is used to satisfy the "reasonableness" test related to the funding request. It is not a sole source approval of the specific makes and models of quoted equipment and competitive bidding must still be performed.

Under the requirements of the federal Office of Management and Budget (OMB) Circular A-110 and A-133 audit requirements, the University is required to screen existing equipment to determine availability for use prior to purchasing new equipment. The PI is responsible for ensuring that the equipment screening process is followed. If the equipment is not available on campus, he/she must sign the ESC.

PURCHASE ORDER ACCURACY

It is the Requisitioner's responsibility to ensure the accuracy of the data on requisitions submitted to Unimarket. If there are any errors, the Requisitioner must contact Purchasing Services as soon as possible so the appropriate corrective action(s) can be taken. Purchasing will not be responsible for any incorrect information on the requisition or corresponding purchase order.

There are several types of expenditures that do not require purchase order authorization. Payment for these goods and services should be authorized by submitting a Payment Approval Form to the Accounts Payable Department or by use of the OneCard program. Consult the Purchasing Manual for a list of these goods and services.

Keywords: Suppliers, Vendors, Contractors, OneCard



Policy Number: 103
Effective Date: 9/1/17
Revisions: 9/1/17
Applicability: All Faculty and Staff

SUSTAINABLE PURCHASING POLICY

PURPOSE

This policy is written to establish a common interpretation of what Sustainable Procurement encompasses within Lehigh University and to ensure University personnel consider social and environmental responsibility as factors in their purchasing decisions. Sustainability is defined as, “*Meeting the needs of the present without compromising the ability of future generations to meet their own needs.*” (Brundtland Report, 1987)

This widely accepted definition pertains to decisions having impact on the future economy, environment or society. These impacts have greater/further/wider reaching effects compared to past or traditional “green” approaches to purchasing such as considerations for fair labor practices, ethical business practices, utilization of local businesses, etc. Execution of this policy will assist the University in understanding and responding to the strategic, reputational and operational implications inherent in its procurement decisions.

Economy:

Collaborative procurement increases sustainability and efficiency through leverage and shared costs; consequently increasing value while reducing risk.

Environment:

Lehigh University is committed to minimizing or reducing effects from greenhouse gases (GHGs) through the purchase of products and services that will save energy in their operation, transportation, and/or production, advancing the University’s overarching sustainability goals.

Social & Ethical:

Because sustainable procurement incorporates awareness of socio-economic factors, it recognizes for example, the social and ethical impact of local procurement and holds the potential to support economic regeneration. Sustainable procurement also embraces and fosters an environment built upon ethical codes of conduct and principled procurement practice.

Environmental Aspects
 Technology
 Energy & Water
 Recycling
 Chemicals
 Virgin Materials
 Transportation & Packaging

Social & Ethical Aspects
 Employment
 Diversity
 Labor Conditions
 Community
 Employee Health & Safety
 Non-discrimination

KEY PRICIPLES

By implementing a policy of sustainable purchasing, the University recognizes the following principles:

- Purchasing activities have a fundamental role in minimizing environmental impact and managing risks.
- Investment decisions delivered through the purchasing process must establish resilient infrastructure and supply chains to both mitigate and adapt to climate change.
- Economic, environmental and social objectives in purchasing activities cannot be viewed in isolation.

KEY OBJECTIVES

Demonstrate the University commitment to sustainability through:

- Procurement goods and services that deliver long-term value for money for both the University and public sector as a whole.
- Selection of goods manufactured, delivered, used and disposed of in an environmentally and socially responsible manner.
- Supporting local and regional businesses to contribute towards a stronger and more vibrant local economy.
- Model sustainable environmental and social purchasing to our community of consumers and vendors.

POLICY

Consistent with the University's goals, all University personnel shall conduct purchasing in accordance with the following principles:

- A. Utilize procurement of goods and services as a means to act on the University's values of social responsibility and environmental sustainability.
- B. Support the University policy of striving for zero waste by reducing overall consumption and shifting to products with reduced product lifecycle impact.
- C. Support the University commitment to eliminate and offset our greenhouse gas emissions.
- D. Consider total cost of ownership rather than low purchase price as the only factor when evaluating the financial competitiveness of purchasing decisions.
- E. Require sustainability standards and certifications whenever possible, with preference for those which are developed by third-parties and independently verified throughout a products total chain of custody.
- F. Continuously improve sustainable purchasing practices.

RESPONSIBILITIES OF PROCUREMENT SERVICES

Lehigh is committed to actions designed to conserve and protect the environment, and will continue to implement those actions whenever possible and economically feasible. In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, transported, stored, packed, used and disposed.

It is the responsibility of Procurement Services, in conjunction with all University departments, to promote the development and use of environmentally and socially acceptable products and services through the following activities:

- A. Purchasing Services shall define environmental certifications that are acceptable to the University and purchase products and services that meet these certifications (e.g. Energy Star, EPEAT, etc.) and integrate environmental factors into the University's buying decisions where certifications have not been defined.
- B. Developing tools to determine appropriate metrics and provide ongoing reporting; assist in identifying and financially justifying green products and services, make it easier to measure achievement of goals, and integrate sustainable purchasing into everyday decisions.
- C. Purchasing Services will carry out an environmental assessment to identify target product and service areas (major suppliers) and identify areas of opportunity for each.
- D. Consulting with all user departments to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.
- E. Purchasing from suppliers that provide environmentally preferable products and services or suppliers that are environmentally sensitive in their daily operations.
- F. Seeking new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.
- G. Reviewing contracts, bids and specifications for goods and services to ensure that, whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste / or recyclable content, without significantly affecting the intended use of the product or service.
- H. Using cost/benefit analysis to arrive at the correct sourcing decision; one that remains economically practical, reflects effective purchasing practices and satisfies the requirements of the user department.
- I. Making suppliers aware of the Lehigh's Sustainable Purchasing Policy and monitor critical suppliers on an ongoing basis with regard to their environmental policies and practices.
- J. Utilizing the Sustainable Purchasing checklist below for use in University purchasing.
- K. Ongoing evaluation of the efforts the department has made to help protect and preserve the environment and what the future goals are for the up-coming year.
- L. Liaise with other sustainability groups across campus to facilitate their sustainability goals.
- M. Defining procedures regarding exemptions from or non-compliance with the Sustainable Purchasing Policy
- N. Supporting local and diverse businesses (minority, woman, or veteran-owned, etc.)
- O. Make every effort to secure contracts with suppliers that are environmentally and socially conscientious whenever practicable. Examination of supplier's labor/working conditions and environmental practices when negotiating long term supply contracts: Is the company producing the product in compliance with all environmental laws and regulations? What is the supplier's record in handling environmental and safety issues? Can the supplier verify all environmental claims? Does the supplier have a company environmental policy statement? What programs are in place/planned for promoting resource efficiency? Are printed materials available documenting these programs? Has the supplier conducted an environmental or waste audit? Is the supplier equipped to bid and bill electronically? Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Green Seal?

When determining whether a product is environmentally preferable, the following standards should be considered:

- Available locally
- Bio Based
- Biodegradable
- Carcinogen-free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable, reusable or refillable
- Energy and water efficient
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content
- Made from renewable products
- Persistent, Bio accumulative Toxic (PBT) free
- Post-consumer content
- Recycled content/recyclable
- Reduced greenhouse gas emissions
- Reduced packaging
- Refurbished/refurbish able Highly energy efficient in production and use
- Manufactured by suppliers with good environmental and social sustainability track records
- Cause minimal or no environmental damage during normal use or maintenance
- Replacing disposables with reusable or recyclable options
- Taking into account life cycle costs and benefits
- Shipped with minimal packaging, preferably made of recycled products

Examples of Environmentally Preferable Products include:

- LEDs
- Made of recycled materials, maximizing post-consumer content
- Durable, as opposed to single use or disposable items
- Non-toxic or biodegradable
- 30 - 100% recycled paper
- Computers w/EPEAT silver or better certification
- Energy Star rated appliance
- Office Supplies marked with environmental sign on catalog
- Non-toxic or minimally toxic, preferably biodegradable
- Compostable
- Waste-reduced products
- Water-saving products

When determining whether a supplier is socially sustainable, the following standards should be considered:

Fair wages for employees	Acceptable working time
Adherence to child labor laws	Occupational safety and health policies
Equal opportunity and non-discrimination	Inspection of suppliers' facilities
Protection of indigenous population rights	Human rights compliance
General compliance with other International Labor Standards	

RESPONSIBILITIES OF DEPARTMENTS

- A. Departments should use the information in this policy as a guideline for environmentally and socially preferable products and services being purchased for their department/mission.
- B. Prior to purchasing a product or service, consider the following:
- ✓ Is the product really needed?
 - ✓ Is the product size/magnitude necessary?
 - ✓ Are all the features of the product necessary? Can any features be eliminated, is there a suitable alternative that is less harmful to the environment and safe to use?
 - ✓ Is the product designed to be durable/long lasting?
 - ✓ Are recycled materials used to make the product?
 - ✓ Was the product produced locally? How far did it travel from where it was manufactured and where it is being used?
 - ✓ Does the product contain any banned or restricted substances?
 - ✓ Does the product contain any exotic/endangered materials? If wood is used in the product, what is the source and how is it harvested? Is the product manufactured from tropical rainforest wood?
 - ✓ Is the product reusable, compostable, or recyclable following use?
 - ✓ Does the product require special disposal considerations?
 - ✓ Is the product energy efficient?
 - ✓ Is the product designed for easy maintenance and repair?
 - ✓ Are replacement parts made from recycled materials and are they themselves reusable or recyclable?
 - ✓ Are the products designed to reduce consumption and minimize waste?
 - ✓ Is the product packaging minimal, made from recycled materials, and recyclable or reusable?
- C. Inform employees of their responsibilities under this policy; provide them with information about recycled products and environmental procurement opportunities. Check the Purchasing or university Sustainability Web Pages for more information and updates on program efforts.
- D. Submit new ideas or suggestions to Purchasing Services.

EXEMPTIONS

Nothing in this policy shall be construed as requiring a department to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) RESOURCES

- A. EPA's Comprehensive Procurement Guidelines (<http://www.epa.gov/cpg/>)
- B. EPA's EPP Web Site (www.epa.gov/oppt/epp)
- C. EPPNet (www.nerc.org/eppnet.html)
- D. Green Seal (www.greenseal.org)
- E. EnergyStar (www.energystar.gov)
- F. Lehigh University Sustainable Procurement Checklist

LEHIGH GREEN PRODUCT CERTIFICATIONS & DEFINITIONS

Chlorofluorocarbons (CFCs) - CFCs are chemical substances that can deplete the earth's protective ozone layer in the upper atmosphere. In 1978, CFCs were banned for use as propellants in nearly all consumer aerosol products. They are gradually being phased out in all products and manufacturing processes.

Composting - The act of breaking down organic materials, such as food waste and yard trimmings, in the proper ratio in piles, vessels, or rows. The product, which is called compost or humus, can be used to provide minerals and nutrients for plants. Using compost can reduce the need for chemical fertilizers in landscaping and improve soil, water and air quality.

Energy Star - U.S. DOE and EPA's program to save money and protect the environment through energy efficient products and practices.

EPEAT - Electronic Product Environmental Assessment Tool was developed with an EPA grant and is managed by the Green Electronics Council (GEC). EPEAT uses 23 required and 28 optional criteria to evaluate desktops and laptops, thin clients, workstations, and computer monitors. EPEAT Bronze meets the 23 criteria; EPEAT Silver meets the 23 criteria and at least 50% of the optional criteria; and EPEAT Gold meets the 23 criteria and at least 75% of the optional criteria. The criteria by which products are rated are: the reduction of environmentally-sensitive materials, materials selection, design for end-of-life, product longevity, energy conservation, end-of-life management, corporate performance, and packaging.

Forest Stewardship Council (FSC) - The term "independently certified forest products" refers to those products originating in a forest that an independent third party has certified as well-managed and sustainable. Forest certification validates on-the-ground operations employing the best management practices at a specific forest to ensure the long-term health of the total forest ecosystem. A forestry operation that meets FSC standards protects forest ecosystems, water quality, wildlife habitats and local communities. To ensure the integrity of the certification, the wood and fiber from certified forests are tracked through the commercial chain from logging sites to retailers and to the end user.

U.S. Green Building Council (USGBC) - 501(c)(3) composed of leaders from every sector of the building industry working to promote buildings and communities that are environmentally responsible, profitable and healthy places to live and work. USGBC developed the LEED building rating system. The USGBC Logo is governed by strict legal guidelines.

Green Guard - Green Guard has three product certifications: 1) Green Guard Indoor Air Quality product certification for low emitting interior building materials, furnishings, and finish systems, 2) Green Guard Children & Schools, which a similar certification, but with more stringent emissions requirements according to CA 01350, and 3) Green Guard Building Construction to prevent mold in the design, construction, and ongoing operations.

Green Seal - Works with manufacturers, industry sectors, purchasing groups, and governments at all levels to "green" the production and purchasing chain. The non-profit utilizes a life-cycle approach, which means it evaluates a product or service beginning with material extraction, continuing with manufacturing and use, and ending with recycling and disposal.

LEED (Leadership in Energy and Environmental Design) - A third-party certification program and the nationally accepted benchmark for the design, construction and operation of high performance green buildings developed by USGBC.

Organic - The National Organic Program (NOP) develops, implements, and administers national production, handling, and labeling standards for organic agricultural products. The NOP also accredits the certifying agents (foreign and domestic) who inspect organic production and handling operations to certify that they meet U.S. Department of Agriculture (USDA) standards.

Practical - Concerned with voluntary decisions related to Lehigh's physical and financial capacity to use the product or service.

Recyclable - Relates to products made with materials that can be recycled, or the product can be broken down so individual parts can be recycled. Buyer beware that products with co-injected plastics, which are materials made of two types of plastic or a plastic and a fiber, make recycling difficult.

Recycled content - Materials recycled from previous end-users for use in new products. Recycled content can be pre-consumer or post-consumer recycled content.

Reusable - Products that can be used more than once for repeated use or for alternative purposes.

Sustainable Forestry Initiative (SFI) - The Sustainable Forestry Initiative® (SFI®) label is a sign you are buying wood and paper products from well-managed forests, backed by a rigorous, third-party certification audit. Based on several reviews, FSC-certification is more rigorous and effective than SFI certification.

Terms Commonly Used in the Industry:

Carpet & Rug Institutional Green Label - Program to test carpet, cushions and adhesives to help

specifiers identify products with very low emissions of volatile organic compounds (VOCs).

Cradle2Cradle - Third-party company that certifies products based on five criteria: environmentally safe and healthy materials; design for material reutilization, such as recycling or composting; the use of renewable energy and energy efficiency; efficient use of water and maximum water quality associated with production; and instituting strategies for social responsibility.

Environmental Choice/EcoLogo™ Program - EcoLogo™ was originally founded by the Government of Canada in 1988. It is classified as a Type I eco-label, as defined by the International Organization for Standardization (ISO). This means that the Program compares products and services with others in the same category, develops rigorous and scientifically relevant criteria that reflect the entire lifecycle of the product, and awards the EcoLogo™ to those that are verified by an independent third party as complying with the criteria.

ISO 14001 - Management tool enabling an organization of any size or type to: identify and control the environmental impact of its activities, products or services; improve its environmental performance continually; and to implement a systematic approach to setting environmental objectives and targets, achieve the goals, and demonstrate that they have been achieved.

Life Cycle Assessment (LCA) - EPA-endorsed technique to assess a product, process, or service's relevant energy and material inputs and environmental releases and the potential environmental impacts associated with the identified inputs and releases.

SMART© Sustainable Textile Standard 2.0 - Provides a market-based definition for Sustainable Textile, establish performance requirements for public health and environment, and address the triple bottom line, economic-environmental-social, throughout the supply chain.

Scientific Certification Systems - Provides third-party environmental, sustainability, and food quality certification, auditing, testing, and standards development. SCS has developed internationally recognized standards and certification programs.

SUSTAINABLE PURCHASING CHECKLIST

When purchasing, ask a supplier these questions. But first, determine if the product or service is truly necessary. Purchasing will need to be balanced with issues of product performance, cost, and availability.

(1) Waste reduction: Is the product durable? Can it be easily and economically serviced and maintained? Is the product designed to reduce consumption and minimize waste? Is the product reusable? Is the product technically and economically recyclable in the immediate area? Do facilities and internal collection systems exist to recycle the product? Can the product be returned to the supplier at the end of its useful life? Is the product compostable and are systems in place to compost the product on or off-site? Will the product biodegrade over time into harmless elements?

(2) Packaging: Is the product necessary? Can it be eliminated? Is minimal packaging used? Is the product packaged in bulk? Is the packaging reusable or recyclable? Are recycled materials used to

produce the packaging and at what percent post-consumer waste? Can the packaging be returned to the supplier? Is the packaging compostable?

(3) Material source: Are recycled materials used in the product? If so, what percentage? What percentage of post-consumer materials is used? If wood is used in the product, what is its source and how is it harvested? Is the product manufactured from tropical rainforest wood?

(4) Energy efficiency: Is the product energy efficient compared to competitive products? Can the product be recharged? Can the product run on renewable fuels? Does the product require less energy to manufacture than competing products?

(5) Supplier environmental record: Is the company producing the product in compliance with all environmental laws and regulations? What is the company's record in handling environmental and safety issues? Can the company verify all environmental claims? Does the manufacturer/supplier have a company environmental policy statement? What programs are in place/planned for promoting resource efficiency? Are printed materials available documenting these programs? Has the company conducted an environmental or waste audit? Is the product supplier equipped to bid and bill electronically? Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Green Seal? Does the supplier have a history of engaging in fair and ethical labor and business practices?

Are you confused about what makes a product green?

The Federal Trade Commission (FTC) and U. S. Environmental Protection Agency (EPA) have several recommendations. If a product is labeled recycled, check how, and what percent is recycled. Products with claims, such as "environmentally friendly," "environmentally safe," "environmentally preferable," or "eco-safe," are not helpful without more information or a recognizable seal. Biodegradable products break down in nature; however, if they end up in today's landfills, they will most likely take decades to degrade. Many cleaning products labeled "biodegradable" always degraded in water before with no harm to the environment. Unlike the food industry, manufacturers of cleaning products are not required to identify ingredients. In sum, be sure to check labels and certifications when purchasing green products and services.



LEHIGH

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Policy Number: 104
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18
Applicability: All Faculty and Staff
Related Policies: 102, Purchasing Policy Pertaining to the Procurement of Goods & Services

ETHICAL CONSIDERATIONS OF PURCHASING

Purpose:

To set a standard for ethical conduct when sourcing, specifying, and purchasing goods and services.

Policy:

CONFLICT OF INTEREST

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the University faculty and staff and of Purchasing to take all appropriate steps to assure that the University does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (e.g., financial or personal interest in a supplier) interferes or appears to interfere with or influence a purchaser's ability to be completely impartial and loyal to the University's interests. The University's Policy on Conflict of Interest can be viewed at <http://www.lehigh.edu/~policy/university/coi.htm> and is also printed in the Purchasing Manual.

GIFTS AND GRATUITIES

In accordance with the University Policy on Conflict of Interest, University personnel may not accept any gifts, gratuities, or entertainment from suppliers doing business or wishing to do business with the University, of more than a nominal value.

PERSONAL PURCHASES

The University will not purchase, with its own funds, any supplies, or equipment for the personal use of the University staff nor will arrangements be made by Purchasing to create any buyer-seller arrangements between staff members and University suppliers. Suppliers, however, may, at their own discretion, extend University discounts and/or contract rates to University staff on personal purchases. This information can be found on the Purchasing website under the "For Faculty and Staff" section.

Keywords: Conflict of Interest, Code of Ethics, Gifts



LEHIGH
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Policy Number: 105
Effective Date: July 1, 2018
Applicability: All Purchases made with Federal Funding
Related Policies: Policy 102, Purchasing Policy Pertaining to the Procurement of Goods & Services
Revisions:

Policy Pertaining to the Purchase of Goods or Services with Federal Funding

Purpose:

The purpose of this policy is to ensure compliance with the general rules and regulations governing purchasing and to comply with the Office of Management and Budget (*OMB*) *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200*.

Policy:

General Procurement Requirements

All procurement transactions must be in compliance with existing University Purchasing Policies (see the Purchasing Manual on the Purchasing Services website). In addition to the University policies, there are additional restrictions that must be adhered to specifically governing purchasing made utilizing sponsored grant funding. All purchases made with federal funding are subject to audit by federal awarding agencies.

The University will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also OMB Uniform Guidance on §200.213 Suspension and debarment.

The University will maintain records sufficient to detail the history of procurement. These records will include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

In order to ensure compliance, Office of Management and Budget (*OMB*) *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200* specifically addresses requirements related to Competition and Approved Methods of Procurement.

Competition:

1. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - (a) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - (b) Requiring unnecessary experience and excessive bonding;
 - (c) Noncompetitive pricing practices between firms or between affiliated companies;
 - (d) Noncompetitive contracts to consultants that are on retainer contracts;
 - (e) Organizational conflicts of interest;
 - (f) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement (Note: submitting a make/model for equipment within a proposal, and subsequent approval of proposal does NOT give authorization to proceed with the purchase of that specific make/model); and
 - (g) Any arbitrary action in the procurement process.
2. The University will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state and local preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
3. These procedures for solicitation will ensure that all solicitations include:
 - (a) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - (b) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
4. The University will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the University will not preclude potential bidders from qualifying during the solicitation period.

Approved Procurement Methods:

The University must use one of the following methods of procurement whenever purchasing goods or services with federal funding.

1. **Micro Purchasing Method:** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000 (OMB Uniform Guidance §200.67 Micro-purchase). To the extent practicable, the University will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
2. **Small Purchase Method:** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the defined Simplified Acquisition Threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. **Sealed Bids Method (formal advertising):** Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
 - (a) In order for sealed bidding to be feasible, the following conditions should be present:
 - (i) A complete, adequate, and realistic specification or purchase description is available;
 - (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - (b) If sealed bids are used, the following requirements apply:
 - (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
 - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (iii) All bids will be opened at the time and place prescribed in the invitation for bids;
 - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (v) Any or all bids may be rejected if there is a sound documented reason.
4. **Competitive Proposal Method:** Competitive selection is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (ii) Proposals must be solicited from an adequate number of qualified sources;
- (iii) The University will have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (iv) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (v) The University will use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Non-competitive Proposal Method: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (a) The item is available only from a single source;
- (b) The emergency-based need for the requirement will not permit a delay resulting from competitive solicitation;
- (c) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the University; or
- (d) After solicitation of a number of sources, competition is determined inadequate.



Policy Number: 106
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18
Applicability: All Used Equipment Purchases
Related: Surplus Property Program & Policies

PURCHASE OF USED EQUIPMENT

Purpose:

To allow for the purchase of used equipment.

Policy:

The University allows for purchases of used equipment if it is determined to be in the best interest of the University. Purchasing Services, in conjunction with the department making the purchase and other peer departments as necessary (i.e. Risk Management, ORSP) will determine, on a case-by-case basis, whether the purchase of used equipment is the best “overall” value for the University, taking into consideration variables that affect the total cost of the equipment and the risk/liability exposure to the University.

The purchase of used equipment presents some unique variables that should be considered before purchasing (e.g. equipment that was used with hazardous chemicals by the previous owner; size constraints and insurance risks). The requesting department should first identify the minimum acceptable equipment specifications required, and then identify any specific used equipment that is acceptable. All potential used equipment should be in excellent condition. The requesting department should use its best efforts to determine whether the purchase of the “used” equipment would be in the best interest of the University. If the requesting department determines the purchase is in the University's best interest, then it shall prepare a separate document providing justification for the used equipment.

Any purchases of used equipment must follow all other applicable purchasing policies, and must not present any conflicts of interest in the procurement of the items(s). If the purchase of used equipment is being made from a related party (i.e., the requesting individual or anyone related to the requesting individual) the requestor must first obtain supervisor approval.

If your purchase of used equipment is to replace obsolete equipment currently owned by Lehigh University, please refer to Lehigh’s Surplus Property Program and Policies regarding appropriate sale, donation, recycling or disposal of surplus property.

Keywords: Used Equipment, Surplus Property



Policy Number: 107
Effective Date: June 1, 2018
Revisions:
Applicability: All Computer Purchases

COMPUTER PURCHASE POLICY

Purpose:

The purpose of this policy is to outline the process by which University personnel acquire a computer. The goal of the policy is to ensure each employee has a suitable computer to perform their assigned responsibilities while also providing prudent stewardship of University Resources.

Definition of “Computer”:

For the purposes of this policy, a Computer is:

Any electronic device which is described by the vendor or manufacturer as a: computer, desktop, laptop, notebook, Windows tablet, kiosk, or server. This shall not include telephonic devices or televisions.

Policy:

This policy applies to all full and part-time University employees and the purchase of all computers regardless of the source of University funds or dollar value.

1. Specifications. All computer purchases must be made with the University’s preferred supplier(s) and conform to University specified standard models, or as approved by the appropriate LTS Computing Consultant (see the LTS website for the step by step process regarding LTS consulting). The LTS consultant will assess employees’ computing needs in consultation with the employee/department and will provide basic standard computing resources or will address any justifiable exceptions or specialized needs that should be approved prior to purchase.
2. Procurement. Computer purchases must be made through the Unimarket marketplace whenever possible, and adhere to purchasing and technology policies and standards, e.g., information security, responsible use, competitive bidding, etc. Computer purchases made outside of Unimarket or not adhering to these policies and standards risk not being processed, paid, reimbursed or supported by LTS. Computers may not be purchased using personal funds or University OneCards.
3. Exception Approval. All exceptions that do not have documented LTS pre-purchase consulting approval require the approval of the Dean/Vice President of the employee’s primary department/college/stem.
4. Ownership. All computers purchased or reimbursed with University funds remain the property of the University until disposed of through the University’s Surplus Property Program. (Please refer to the Surplus Property Program policies and procedures regarding the disposal of computer equipment.)
5. Software. All software placed on University-owned systems must be legally licensed. LTS support levels differ for

various software programs. See the LTS webpage “Consultant Support Specialties & Software Support Levels” for details. If non-supported software causes a conflict with software or network resources used to conduct University business, e.g., Banner, then LTS is authorized to remove it from the computer.

Fee Structure:

The dollar amount of fees specified in this document are current as of May 1, 2018. Fees are subject to change over time. Advance notice will be provided to faculty/staff of any fee changes.

LTS Imaging Fee (currently \$25):

Any computer that has the ability to have Microsoft Windows preinstalled from the factory, and lacks an approved “No LTS imaging” statement on the purchasing documentation shall be assessed the imaging fee.

Exceptions: Apple computers/devices, Android tablets, any item described as “server”, or telephonic devices are not subject to the LTS imaging fee.

Computer Disposal Fee (currently \$25):

Any computer shall be assessed the disposal fee and is subject to pre-purchase consultation. (Any device that is assessed the LTS imaging fee shall always be subject to the Computer Disposal Fee.)

Exceptions: Telephonic devices or televisions are not subject to the Computer Disposal Fee. Smartphones, printers and monitors/displays are not subject to the disposal fee, but nonetheless still require LTS pre-purchase consultation.

Appendix B: Purchase Order Sample



Lehigh University

Dell Marketing L.P.

Purchase Order PU020430

Supplier:

Dell Marketing L.P.
 Dell Marketing L.P.
 One Dell Way
 Round Rock, Texas 78682-7000
 United States
cxml_orders@unimarket.com
 888-414-0780

Ship To:

Attn: Amy McCrae
 Graduate Student Life [2726]
 217 West Packer Avenue
 Lehigh University
 Bethlehem, Pennsylvania 18015
 United States

Bill To:

Attn:
 Accounts Payable [AP]
 306 S New St
 Suite 451
 Lehigh University
 Bethlehem, Pennsylvania 18015
 United States

Buyer Contact	Created Date	Payment	Account Number	Shipping	Currency
Amy McCrae alm2@lehigh.edu 610-758-4722	4/24/2018 9:48 AM	On Account - Default		Manual Order Delivery	USD

Line	Item (Code)	Description	Delivery Date	Units	QTY	Price	Total
1	210-ANME	Dell 24 Monitor - P2418HZ;Dell 24 Monitor - P2418HZ Dell Manufacturer Part ID: 210-ANME		Each	4	\$215.00	\$860.00
2	210-AKOM	OptiPlex 7050 MFF;OptiPlex 7050M XCTO Dell Manufacturer Part ID: 210-AKOM		Each	2	\$985.00	\$1,970.00

Subtotal	\$2,830.00
Shipping	\$0.00
Tax	\$0.00
TOTAL	\$2,830.00

This Purchase Order was issued under the following Terms and Conditions

<https://financeadmin.lehigh.edu/content/purchase-order-terms-and-conditions-0>

INVOICES for standard POs (equipment, goods, etc.) may be e-mailed to: inepro@lehigh.edu.

FACILITIES INVOICES ONLY may be e-mailed to: lnrse@lehigh.edu.

In order to ensure your invoices are paid in a timely manner, please include the following information: Purchase Order Service Order or Blanket Order number; Lehigh's work order number; your invoice number; the date and location the services were performed; a brief description of the services.

Invoices must be submitted with separate line items for labor costs, non-taxable materials, taxable materials & sales tax paid by Lehigh. Invoices will not be paid without this information provided.

Other Terms:

Payment terms are Net 30. Shipping terms are FOB Destination. Lehigh University is a tax exempt education institution. Please contact Purchasing for a copy of the certification if needed.

Lehigh's standard purchase order terms and conditions shall govern the goods or services purchased under this Purchase Order unless there is a specific agreement approved and signed by a Lehigh authorized signer attached to this purchase order.