

# *Sourcing Considerations & Vendor Selection*

*Updated July 2020*

# Sourcing Considerations

The University follows certain rules for procuring goods and services through the selection of appropriate vendors for all small purchases. Small Purchases are individual purchases valued at \$200,000 or less.

In order to make purchases on behalf of the University, it is important to understand the steps to take for proper vendor selection. It is helpful before making a purchase to follow the thought process indicated below when considering vendor selection.



Vendor selection considerations for Small Purchases are discussed in the “Certified Business Quote Requirements for Purchases \$200,000 and Under” Module, so this module will focus on the first four items above.

# Mandatory Source

The University is required by the Commonwealth (§53.1-47 *Code of Virginia*) to purchase all furniture from Virginia Correctional Enterprises “VCE”.



A written release or waiver must be obtained from VCE for all non-VCE sourced furniture purchases PRIOR to making the purchase if (§53.1-48 *Code of Virginia*):

- ▶ The furniture VCE can provide does not meet the reasonable requirements of the department or institution;
- ▶ An identical piece of furniture can be obtained at a verified lesser cost from the private sector, which is evidenced by a verified request for pricing; or
- ▶ The requisition cannot be fulfilled due to an insufficient supply or the furniture required.

VCE shall be afforded up to 48 hours to respond to a furniture release request valued under \$200,000. Contact Procurement Services for assistance if a release or response has not been received within this time frame.

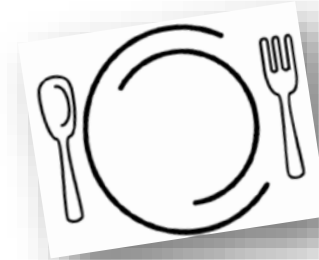
[VCE's release/waiver request process](#) is facilitated through an online form located on their website.

# UMW Exclusive & Preferred Contracts

When beneficial to the University, exclusive or preferred term contracts are established and shall be honored by all personnel with purchasing authority for the University. The following are examples of UMW exclusive or preferred contracts, which are commodity based, and the current vendors providing those commodities:

## Exclusive

- ▶ Food Services/Dining - Sodexo
- ▶ Office Supply Contract - The Supply Room Companies "TSRC"



## Preferred

- ▶ \* Local Hotel Preferred Partner(s)/ Lodging - Country Inn & Suites, Hyatt Place Fredericksburg, Residence Inn Fredericksburg
- ▶ \* Express Shipment/Mail/Copy and Managed Print Services - Swiss Post Solutions, UMW Post Office, UMW Copy Center
- ▶ Athletic Apparel - BSN
- ▶ \* Bookstore and Retail Operations Services - Barnes & Noble College Booksellers, LLC "UMW Bookstore"
  - ▶ Preferred University Partner for primary merchandise categories typically found in University bookstores, either in-store or online.



\* Refer questions to Business Services

# Other Preferred Contract Use

If the purchase cannot be made on an existing UMW contract, other existing contracts should be considered. The use of state contracts issued by the Department of General Services, Division of Purchases and Supply (DPS), and the use of cooperative contracts from other agencies is preferred.

Cooperative contracts issued by other public or private organizations or entities, including other educational institutions, public-private partnerships, public bodies, charitable organizations, health care provider alliances and purchasing organizations, are allowed only when those contracts are procured competitively with comparable processes to UMW (for procurements over \$200,000); and terms and conditions are approved by Procurement Services prior to adoption of the contract.

Examples of agencies or cooperative organizations UMW may use include but are not limited to:

- ▶ “VASCUPP” Virginia Association of State College and University Purchasing Professionals
- ▶ State Contracts (DPS, VITA, DEB)
- ▶ Other cooperative organizations: E&I, Sourcewell, TCPN, VIVA, Omnia Partners



# Small Purchases

Vendor selection requirements are discussed further in depth on the “Certified Business Quote Requirements for Purchases \$200,000 and Under” Module. Click on the image below to be directed to that module.

The image shows the cover of a document or module. The title is centered in a blue, serif font. Below the title, the subtitle is in a smaller, blue, sans-serif font. In the bottom right corner, there is a small, italicized text indicating the update date. The bottom left corner features the University of Mary Washington logo and the text 'Procurement Services'. The background is white with blue geometric shapes on the right side.

## *Certified Business Quote Requirements*

*For Purchases \$200,000 and Under*

*Updated July 2020*

## Exercise 1

All furniture must be purchased from which vendor, unless a release/waiver is granted from that vendor authorizing you to purchase elsewhere?

Go to the next slide to show the answer.

# Exercise 1

Answer:

VCE - Virginia Correctional Enterprises.



## Exercise 2

True or False:

UMW may purchases goods and services from any other available cooperative contract if it allows for cooperative use.

Go to the next slide to show the answer.

## Exercise 2

Answer:

False. The University has the authority to purchase goods and services from other available cooperative contracts, however the contract must allow for cooperative use, must have been procured competitively using comparable methods to the University's, AND must include terms and conditions acceptable by Procurement Services prior to using. Procurement may negotiate the terms and conditions, if allowable, for the University to use that contract.