

Name of Policy: Procurement Policy Policy Number: 3364-40-15 Approving Officer: President Responsible Agent: Sr. Director, Supply Chain Management Scope: All University of Toledo Campuses		Effective date: June 21, 2021 Original effective date: December 1, 2010	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

The University has established this policy to guide employees in the procurement of goods, services, construction and capital equipment. This policy adheres to the procurement guidelines of the Ohio Revised Code; the Ohio Administrative Code; Ohio Ethics Law and the Board of Trustee Resolution for Competitive Procurement Authority and Approval (as may be amended); as well as requirements of Federal Acquisition Regulations (FAR) and Office of Management and Budget (OMB) for Uniform Administrative Requirements, Cost Principles and Audit Requirements (Uniform Guidance) 2 CFR Part 200 for grants, contracts and sponsored programs.

(B) Purpose of Policy

The purpose of this policy is to ensure that University employees conduct procurement related activities in a fair and open manner, free from collusion and apparent conflicts of interest. As a state of Ohio public institution, the University is held to a high degree of public accountability and each procurement decision must be made in a reasonable and responsible manner, consistent with the University's mission, applicable laws and ethical practices.

(C) Authorization to Uti-1 (p8)-2 (z)-2 (e)4 (g)13 (F)uneegApl

The Board of Trustees will review and approve all facilities improvement projects greater than \$1 million. Approval constitutes the review of specifics of the purchase or project, to include site selection, design, construction, equipment specifications and any services required for the completion of the purchase or project. There may be instances due to emergent need where the project may be initiated in between Board meetings. The president and the executive vice president for finance and administration are the designated authorities to review and approve after consultation and with approval from the Chair and Vice Chair of the Board of Trustees. A report of such projects will be presented at the next scheduled meeting.

For state funded capital (biennium) - a listing of facility projects will be presented to the Board prior to submission to the state for all projects and related costs utilizing state funding as allocated and approved during the biennium capital planning process.

(J) Real Estate Transactions

All leases of real property by the university with a present lease value greater than \$5 million requires review and approval by the Board of Trustees.

Any sale or purchase of real property in the name of the university or Board of Trustees, or acceptance of the gift of real property, requires review and approval of the Board.

(K) Competitive Bid Waivers

In unique and rare instances, waivers to the competitive bid requirements of the University may be issued. Such requests require completion of designated form; validation by the Purchasing department and approval by the highest ranking official in the Office of Finance and Administration. Refer to [Procurement Manual](#) for specific information.

(L) Authorized Signatory

Suppliers may provide documentation to employees which require University signature. Such signatures bind the University to the terms and conditions stated on the documentation.

Due to the responsibility such signatures have, the University has a formal policy in place which specifically identifies who is authorized to sign documentation on the University's behalf. Refer to [Policy #3364-40-08 Contract Administration and Signatory Authority Policy](#) for specific Information.

Based on this authorized signatory policy, most procurement related documentation are required to be signed by the Sr. Director, Supply Chain Management. Any individual who signs documentation on the University's behalf without having proper signatory authority may be held personally liable to any adverse issues that may arise.

(M) Conflict of Interest & Ethics

The University has a formal conflict of interest policy. Refer to [Policy #3364-25-18 Conflict of Interest](#) for specific information.

This policy adheres to the [Ohio Ethics Law \(ORC Chapter 102 and ORC Sections 2921.42 and 2921.43\)](#). In summary, employees having procurement related responsibilities should at no time accept or receive items, gifts, money, meals, or entertainment (either personally or for the University) from any supplier or potential supplier of the University that are considered substantial or improper. During your participation in procurement related activities, all apparent or potential conflicts of interest; direct or indirect personal or financial interests; service on a board of directors or advisory council tied to any supplier or potential supplier must be fully disclosed to the Sr. Director of Supply Chain prior to commitment of funds to specific supplier.

For federally funded purchases, no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which maSneer.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>June 21, 2021</u> Date</p> <p><i>Review/Revision Completed by: Sr. Director, Supply Chain Management SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>3364-41-01 Internal Payment Request Authorization (Requisition limits for non-capital purchases)</i>• <i>V-4-4 Purchasing Policies (former University of Toledo – Main Campus Policy)</i>• <i>V-4-5 Unauthorized Purchases (former University of Toledo-Main Campus Policy)</i> <p>Initial effective date: December 1, 2010</p> <p>Review/Revision Date: March 29, 2018, September 23, 2012, June 21, 2021</p> <p>Next review date: June 21, 2024</p>
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