**University of Baltimore Procurement Policies and Procedures**

**Overview of Procurement and Materials Management Policy**

The procurement of goods and services is accomplished in accordance with the USM and UB Procurement Policies and Procedures. The full text of the USM Procurement Policies and Procedures can be found on the web at

<http://www.usmd.edu/regents/bylaws/SectionVIII/VIII300.html>

UB and USM procurement policies are designed to provide for a procurement process of quality and integrity, broad based competition, fair and equal treatment of the business community, transparency of the process to instill public confidence in all aspects of the process, increased economy in the procurement process, and uniform procurement procedures. It is also UB policy to ensure that all persons involved with the administration of procurement policy are well trained, of high integrity and are committed to administering procurement in a fair and impartial manner in accordance with the requirements and spirit of Maryland law. These values promote the purposes of State procurement law, and strike a balance between needed institution self-management and the Board of Regents’ responsibility to govern the System.

The Procurement Policies and Procedures apply to contracts by the University of Baltimore for the acquisition, rental, purchase or lease of Commodities, Supplies, Services, Information Technology, Maintenance, Capital Improvements, Construction, and Architectural and Engineering services. The Procurement Officer is responsible for the legal, technical and administrative sufficiency of Institution contracts and shall seek legal, technical and other advice within the Institution in fulfilling these responsibilities. Only the Procurement Officer, or other duly authorized representative, may enter into (sign) a Procurement contract on behalf of the Institution.

We strive to be seen as resources and business partners, not adversaries. We are problem solvers, keeping the control aspects of our responsibility in the background. The core competency of the central procurement office is its experience in interacting with the private sector to develop and deliver best value solutions while ensuring fair treatment among suppliers.

The Board of Regents may, from time to time, amend these policies and procedures in order that they remain consistent with current best methods and business practices. These changes shall be submitted to the Administrative, Executive, and Legislative Review committee of the Maryland General Assembly for comment.

**Delegation of Purchasing Authority**

Delegation of purchasing authority up to $5,000 may be authorized by the Director of Procurement and

Materials Management. That authority is typically exercised using the VISA Purchasing Card. To receive

a delegation of purchasing authority, complete the Purchasing Cardholder Application, available from the Department of Procurement and Materials Management. The Department is required to provide the signature of the Dean, Director or Department Head, or his designee who may authorize the obligation of department funds. Purchasing Card cardholders are also required to attend a training session and sign a cardholder agreement form. If you do not have a University VISA Purchasing Card or your requirement is over $5,000, you must submit your request to purchase goods or services to the Procurement Department on a UB Requisition Form via the PeopleSoft system. See the link on Procurement's web site for more information about the PeopleSoft system.

The approved and valid Requisition will be converted to a purchase order by the Procurement Office staff after an appropriate procurement process has been completed. You may not place orders for requirements (including goods or services) over $5,000 without authorization from the Department of Procurement and Materials Management.

**Minority Business Enterprise Program**

The Minority Business Enterprise (MBE) Program was established to ensure that socially and economically disadvantaged businesses are included in the State’s procurement and contracting opportunities. Current MBE regulations direct State agencies (including UB) to make every effort to award an overall minimum goal of 29% of the total dollar value of their procurement contracts directly (prime contractors) or indirectly (subcontractors) to certified MBE firms. UB examines procurements (at their initiation) and set specific minority participation goals on a contract-by-contract basis. UB’s Minority Business Liaisons are Blair Blankinship, Director of Procurement and Toni Wallington, Assistant Director of Procurement.

**Small Business Reserve Program**

Maryland is committed to the growth and success of small businesses. The Small Business Reserve (SBR) Program provides small businesses with the opportunity to participate as prime contractors on UB’s contracts and procurements by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies. Once a solicitation has been designated as “SBR,” an award can only be made to a registered SBR vendor. The goal for the SBR program is to achieve not less than 10% contract participation with certified small businesses.

**Receiving and Inventory Control**

Receiving capability at UB is limited. The campus loading docks may only be used for official UB business

purposes. Personal items may not be received or shipped from UB loading docks. All items with a unit value greater than $5,000, all computers, and all sensitive items must be tagged with a UB property tag and included in the UB inventory of assets. Contact Procurement for more information.

**Ethics**

The staff of the Department of Procurement and Materials Management subscribe to and follow the

National Association of Educational Procurement Code of Ethics

**Authority**

Pursuant to Chapter 15 of the Laws of 1999, Higher Education - University System of Maryland - Coordination, Governance and effective July 1, 1999, "except as provided in Section 11 - 203(E) of the State Finance and Procurement Article....and any contract for Services and Capital Improvements with a value that exceeds $1,000,000 shall require the review and approval of the Board of Public Works.... the University System of Maryland is exempt from Division II of the State Finance and Procurement Article."

The Board of Regents approved the USM Procurement Policies and Procedures on December 3, 1999, and on February 9, 2000, the Board of Public Works approved the policies and procedures for the governance of procurements by the University System of Maryland consistent with the mandate of Chapter 15 of the Laws of 1999 (BPW Action Agenda Item 3GM).

The USM Board of Regents approved revisions to the USM Procurement Policies and Procedures on February 12, 2016. The Maryland Legislature Joint Committee on Administrative, Executive and Legislative Review (AELR) approved the revised USM Procurement Policies and Procedures on June 17, 2016. The full text of the USM Procurement Policies and Procedures is available at <http://www.usmd.edu/regents/bylaws/SectionVIII/VIII300.html>

The Board of Regents delegated to the Chancellor of the University System of Maryland the authority to implement the approved policies and procedures, and to delegate to the presidents of the constituent institutions, to the extent permitted by Board of Regents policy, authority to implement the USM Procurement Policies and Procedures. The Chancellor has delegated to the President of UB authority to implement the USM Procurement Policies and Procedures. The President has delegated that authority to the Director of Procurement and Materials Management to be the procurement officer for the University of Baltimore.

The Director of Procurement and Materials Management has delegated authority to Buyers in the Department of Procurement. That authority enables us to execute contracts and related documents for maintenance, supplies, services, construction, construction-related leases and other procurement related needs for the University of Baltimore.