



University of Pittsburgh Department Purchasing Authority Policy Committee Charter

I. Preamble

This body is called the Department Purchasing Authority Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

This Committee is created for the purpose of reviewing and proposing revisions to University Policy FN 07, Department Purchasing Authority and Responsibilities, as well as documents that will support its implementation. This Committee will conduct a comprehensive review of University Policy FN 07, with a specific consideration of requirements that will increase opportunities to diversify the businesses that contract with the University for the purchase of goods and services.

III. Background

The current Policy was last updated in 2017 and a review is needed to evaluate, and update as necessary, the current purchasing limits and processes used by departments. Also, revising this Policy now provides an opportunity to build on the Federal guidelines and definitions and to ensure that the University's policies enable equal opportunities for all bidders and underrepresented groups. Currently, the University is guided by the Federal government's definitions and procedures that were enacted to address barriers diverse, minority, or women-owned businesses encounter when attempting to bid on or receive contracts. This Committee will examine the impact delegating purchasing authority and responsibilities can have on expanding diversity purchasing.

IV. Scope and Authority

The Committee will recommend a revised Department Purchasing Authority and Responsibilities Policy, and supporting documents, which will replace the current University Policy found at FN 07. In doing so, the Committee's deliberations must address the following topics:

- **Underrepresented Groups.** Identify any groups who are underrepresented among the University’s suppliers; in doing so the committee must identify groups it considered but did not add to this category and discuss any potential consequences for these decisions.
- **Decentralized Structure.** Assess whether and how the revised Policy, or any supporting documents, can empower or guide units in exercising their purchasing power, including encouraging greater diversity in their purchasing.
- **Barriers.** Consistent with the terms of this charter, consult with outside groups and organizations, to identify purchasing policy or process barriers to underrepresented groups, and consider whether and how a revised Policy can allow the University to remove or mitigate those barriers to participation (e.g., Partner with Prime suppliers, provide improved payment terms, actively promote the diverse supplier on campus, etc.).
- **Regional Campuses.** Consider the ability of regional campuses to implement purchasing requirements.
- **Financial Impact.** Identify and examine any additional increase in costs or potential cost savings associated with any proposed Policy changes.
- **Compliance.** Address specific compliance requirements for purchases under federal, state or local regulations.
- **Clarity.** Identify and address any confusing, misleading, or inaccurate text found in the current version of University Policy FN 07.
- **Process Changes.** Include changes to the purchasing and authorization processes to implement new Policy directives.
- **Alignment.** Consider the University’s mission and ongoing equity, diversity, and inclusion efforts to determine how proposed revisions to this Policy align with those efforts, including the work of the Office of Equity, Diversity, and Inclusion (OEDI) and the University’s Supplier Diversity & Sustainability Coordinator.

V. Responsibilities

As provided above, the Committee is created to propose a revised Department Purchasing Authority and Responsibilities Policy with a focus on improving supplier diversity considerations at the department level. To perform this function, the Committee has the responsibility to:

- Review the current University Policy FN 07, Department Purchasing Authority and Responsibilities and any supporting materials, including related unit-level policies and procedures;
- Research, benchmark, and discuss best practices at other universities for increasing spending with diverse suppliers;
- Incorporate or address applicable federal, state, and local requirements in the proposed policy and procedure;
- Consistent with the terms of this Charter, consult with specific stakeholders in the University community that support or represent historically underrepresented groups,

including the OEDI Supplier Diversity Committee, African American Alumni Council, Pitt Rainbow Alliance, and Provost's Advisory Committee for Woman's Concerns, when drafting the proposed Policy.

- Review other institutional policies and procedures that relate to the Departmental Purchasing Authority Policy and recommend to the Policy Office whether any of those policies should be revised;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft Procedure for the effective and efficient implementation of the proposed Policy;
- If necessary, develop supplemental guidance or other supporting documentation for unit purchasers to reference when implementing the policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Jennifer Barnes, Supplier Diversity and Sustainability Manager**. The Committee will include the following members:

1. **Dr. Ralph Bangs**, Instructor, Osher Lifelong Learning Institute
2. **Allyn Bove**, Assistant Professor, Department of Physical Therapy and Co-Chair of the Equity, Inclusion, and Anti-Discrimination Advocacy Committee
3. **Daniel Marcinko**, Facilities Management
4. **Dr. Audrey Murrell**, Professor of Business Administration, Psychology, Public and International Affairs.
5. **Dr. Clyde Wilson Pickett**, Vice Chancellor for Equity, Diversity, and Inclusion
6. **Bob Stein**, Institute of Entrepreneurial Excellence
7. **Ryan Varley**, Associate Athletic Director of Business Services
8. **Lina Dostilio**, Office of Engagement and Community Affairs
9. **Amy Buxbaum**, Vice President for Finance and Administration, Johnstown Campus

Michael Pierce, Associate Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Tom Youngs, Director of Purchasing Services, will support the committee on behalf of the Chief Financial Officers Office

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed revised policy or new policy will be submitted to the SVC/CFO by Spring 2024. The SVC/CFO may ask for interim status reports.

After the SVC/CFO's review is complete, the draft policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- Staff Council;
- Council of Deans;
- University Senate's Equity, Inclusion, and Anti-discrimination Advocacy Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Department Purchasing Authority, unless otherwise directed by the Chancellor.