

UNIVERSITY OF PITTSBURGH POLICY 05-02-15

CATEGORY: FINANCIAL AFFAIRS
SECTION: Purchasing
SUBJECT: Required Use of Contracted Suppliers
EFFECTIVE DATE: August 4, 2004
PAGE(S): 1

I. SCOPE

This policy establishes the responsibilities for all persons with purchasing authority (purchasers) regarding the use of University contracted suppliers.

II. POLICY

The Purchasing Department is authorized to negotiate and implement University-wide contracts that will provide the University with the overall best value for purchased goods and services based on competitive pricing, quality, excellent service, favorable delivery terms, and efficient ordering and payment processes.

All University units are required to use University contracted suppliers, when available, to purchase goods and services. A listing of these suppliers is provided at <https://www.ppt.pitt.edu/suppliers/university-wide-contracted-suppliers>.

When contracted suppliers are not available for a particular commodity or service, University purchasers must follow the University's competitive bidding requirements (see Policy 05-02-16), or directed or sole-source purchase justification requirements (see Policy 05-02-17).

When the contracted supplier and product are available on the Internet Procurement System, all University units are required to utilize the Internet Procurement System to execute the purchase transaction.

III. REQUIREMENTS FOR RESEARCH GRANTS AND CONTRACTS

University purchasing policies and procedures cover the purchasing requirements under OMB Circular A-110 for grants and cooperative agreements. For research contracts, however, there may be additional contractual requirements related to purchasing. Research Administrators and Principle Investigators are responsible for identifying and complying with any additional purchasing provisions, such as the Federal Acquisition Regulations (FARs), that may be included in the terms of their research contracts. The Purchasing Department is available to provide assistance in complying with any additional research contract purchasing provisions.

IV. REFERENCES

[Policy FN 06, Conflict of Interest and Procurement Relationships](#) (formerly 05-02-02)

[Policy FN 04, Code of Ethics](#) (formerly 05-02-03)

[Policy AO 06, Authority for Management and Procurement](#) (formerly 05-02-14)

[Policy FN 05, Competitive Bidding](#) (formerly 05-02-16)

[Policy FN 08, Directed or Sole Source Purchase Justification](#) (formerly 05-02-17)

[Directed or Sole Source Justification Form](#)