

*OFFICE OF PROCUREMENT*



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UNIVERSITY *of* MARYLAND  
EASTERN SHORE

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**D**OING BUSINESS  
WITH THE UNIVERSITY OF MARYLAND  
EASTERN SHORE

**The Office of Procurement** is the central unit which has been designated the sole responsibility for the procurement of all goods and services for the University. Procurement is responsible for conducting all negotiations concerning price and condition of sale for all purchases. Departments are not authorized to sign any contracts, enter into any agreements or make any financial commitments with regard to the purchasing of goods and services which are binding to the University.

### **New Vendors and Selection**

Procurement welcomes vendors who are interested in becoming suppliers to offer their products and services to the University. Procurement conducts University business in a fair and equitable manner and the selection of reputable and reliable vendors is the responsibility of the Office of Procurement.

### **Getting Started and Visiting Hours**

Procurement realizes building relationships with suppliers is crucial to successful buying outcomes. Vendors are encouraged to visit the campus to familiarize themselves with procurement processes, the various departments and their buying needs. However, to ensure that departments and Procurement will have time to greet and meet, it is strongly recommended that an appointment be scheduled prior to visiting the campus. Sales representatives may contact Procurement between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday to schedule an appointment to meet with a department or Procurement.

### **Purchase Orders and the VISA Purchasing Card**

The University has three (3) purchasing methods to request goods and services: a VISA Purchasing Card, an official purchase order and a check request (only used when a purchase order is not accepted). One of these methods will guarantee payment for services rendered.

The VISA Purchasing Card may be used for making purchases when the single purchase does not exceed \$5,000. It is the responsibility of the cardholder to ensure that the card being used is authorized for the transactions being made. **Splitting/Stringing an order/request to stay under the \$5,000 single purchase limit is prohibited.**

A standard purchase order will be issued to vendors who do not accept the VISA Purchasing Card and for all orders exceeding \$5,000.

### **Minority and Small Businesses**

UMES makes every effort to seek and encourage participation from minority and small businesses. The Office of Minority Business Enterprise (OMBE) serves as the official certification agency. Complete details may be found at [www.mdot.maryland.gov](http://www.mdot.maryland.gov). The Small Business Reserve Program is administered by the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) through the Department of General Services (DGS). Self-Certification is an on-line process thru eMaryland Marketplace Advantage, (EMMA) [www.emma.maryland.gov](http://www.emma.maryland.gov)

### **The Bidding Process**

In accordance with the University System of Maryland, Procurement Policies and Procedures, UMES conducts an open and competitive bidding process. Depending on the nature of the procurement and dollar value, the solicitation process may take the form of written quotations, request for bids or request for proposals.

As a result of the bidding process, an award may be made to the lowest responsive and/or responsible bidder meeting the requested specifications. UMES may also consider other factors other than price, including the types and quality of goods and services to be supplied, the particular needs of the requesting department, the date of delivery, and the reliability and experience of the vendor.

In relations to a Bid/Proposal request, the vendor is responsible for completing the Bid/Request for Proposal forms and returning them to the Office of Procurement by the requested due date and time. Unless otherwise specified in the bid documents,

bids/request for proposals are due and opened at 2:00 p.m. on the date specified. Bid openings are public (excludes request for proposals). Late or improperly delivered bids/proposals will not be considered.

Notice of solicitations are posted on Procurement's electronic bid board on the UMES Procurement website. Information may also be obtained by contacting the office at 410-651-7940. Additionally, notice of solicitations may also be advertised on eMaryland Marketplace Advantage (EMMA) portal. Please visit the websites below for more information:

<http://www.emma.maryland.gov>  
<http://www.umes.edu/procurement>

### **Tax Status**

UMES is exempt from all State and Federal taxes. The tax-exempt number is referenced on the University's purchase order and VISA Purchasing Card. Upon request, an exemption certificate will be provided.

### **Deliveries**

Unless otherwise noted on the purchase order, all deliveries must be made directly to Central Receiving which operates daily Monday through Friday, 8:00 a.m. to 4:00 p.m., contact number – 410-651-6657.

In regards to VISA Purchasing Card orders, vendors should indicate on the outside of the package that it is a "VISA Purchasing Card" order so Central Receiving will know that it is a legitimate order.

UMES will not accept liability for goods and services ordered and/or shipped to UMES without a legitimate purchase order or VISA Purchasing Card indication.

### **Invoices**

Invoices must be sent directly to Accounts Payables - [unesap@umese.edu](mailto:unesap@umese.edu) and include the purchase order number. Failure to do so may result in a delay of payment. The University's payment terms are Net 30. Visa Purchasing Card receipts and invoices should be sent directly to the cardholder.

### **For More Information – Please Contact:**

University of Maryland Eastern Shore  
Office of Procurement

30617 College Backbone Road  
Student Development Center  
Princess Anne, MD 21853  
TELEPHONE: (410) 651-7940  
FAX: (410) 651-7913

# National Association of Educational Procurement

## CODE OF ETHICS

- Give first consideration to the objectives and policies of my institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts and gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical, and legal trade practices.
- Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

