



ABC's of Procurement

Wes Coleman

University Procurement Services

University Procurement Services

Who We Are

University Procurement Services is a department within University Finance and Administration. We are committed to providing exemplary service to the University and to our suppliers, and to conducting the University's purchasing initiatives in an ethical and sustainable manner. We strive to be recognized as a leader in higher education in the procurement arena and a value-added service department to the University community.

What We Do

We assist departments and units throughout the University with the purchase of goods and services, including travel. We are also responsible for the payments for all purchases throughout the University.

What We Buy at RU

- Advertising
- Animals and Related Supplies
- ASL/CART/ Interpreting/ Translation
- Auto Repair, Maintenance
- Business Services- General
- Capital Construction
- Car Rental, Rail, and Ground Transportation
- Clinical and Research Related Services, Equipment and Supplies
- Communications Messaging and Strategy
- Consulting- Professional Services
- Dental Supplies, Equipment, & Services
- Dining Services and Supplies incl. Vending Machines
- Executive Search
- Facilities- Supplies, Services and Maintenance
- Food/ Catering

- Furniture
- Graphic Design
- IT Hardware Equipment & Maintenance
- IT Software & Maintenance
- Janitorial Services
- Lab Supplies, Equipment, and Services
- Legal Services
- Marketing Writing/Editing
- Medical Supplies and Services
- Moving/Storage/Relocation
- Office Supplies, Equipment & Services
- Photography
- Print Services
- Safety Related: Supplies, Equipment & Services
- Temporary Staffing
- Video/Filming

Sourcing of Goods and Services

Per University policy, units that need to purchase goods and services shall:

- 1) Seek the goods or services from an internal supplier. An internal supplier is a university unit that provides goods or services to another university unit.

- 2) When a good or service is not available from an internal supplier, then units should consider purchasing from a University-Contracted Supplier. A university-contracted supplier is a supplier with whom Rutgers has an active contract which was either competitively bid or negotiated with suppliers that meet the requirements for Waiver of Bid procurement. These agreements may also include State contracts, or group or cooperative purchasing agreements that the university may utilize (i.e. [E&I Cooperative Services](#)).

- 3) If neither internal suppliers nor university-contracted suppliers can provide the goods or services, the unit shall use one of the sourcing methods defined in the Purchasing policy.

Sourcing Methods

Purchases Below \$10,000

For goods and services under \$10,000, Rutgers shall obtain at least one quote from a supplier .

Purchases totaling at least \$10,000 and below \$150,000

For goods and services within the informal bid range (at least \$10,000, but less than \$150,000), bids or proposals must be obtained from multiple prospective suppliers.

Purchases \$150,000 and Greater

For goods and services within the formal bid range (\$150,000 or greater), University Procurement Services, working in consultation with the Unit making the purchase, shall conduct a sealed bid or competitive proposal process.

Waiver of Bid

For goods and services above the low value purchase range (\$10,000 or greater), where neither the Informal Bid nor Formal Bid methods are viable, Rutgers may seek a non-competitive procurement with sufficient justification.

Evaluation and Award

- University Procurement Services works with the Unit to assess each proposal to determine which represents the best value to the university.
- The university looks to award contracts to responsible suppliers possessing the ability to meet the detailed requirements as well as Rutgers terms and conditions.
- Consideration is given to suppliers that meet technical requirements, record of past performance, and financial viability.
- Suppliers will be notified of the bid results by University Procurement Services.

Supplier Set-up / Requirements

- If a unit wants to do business with a supplier, the supplier must have an active record in our supplier portal. If the supplier is not in the system, the unit completes the supplier invitation request that is routed to University Procurement Services for review and approval.
- Once an invitation is approved by University Procurement Services, potential suppliers are required to submit the following documentation in order to formally register in our supplier portal:
 - Name as it appears on the W-9 (or W-8 if foreign)
 - Address
 - Email address
 - Tax ID/SSN number
 - Phone number
 - Signed W-9 (US entity) or W-8 (foreign entity)

Tips

1. Familiarize yourself with our Terms and Conditions, and Procurement Policy
2. Do your homework – get to know us (what we buy, areas of opportunity)
3. Complete and submit a [Supplier Registration Form](#) on the UPS website and send to diversitypurchasing@finance.rutgers.edu.
4. Contact the [units/Campus Liaisons](#)
5. Have a good reputation for service and reliability
6. If you have contacts within the university, ask for referrals
7. Network. Attend campus Activities (i.e. Rutgers Day)
8. Keep your website up-to-date
9. Create a capability statement
10. Obtain diversity certifications
11. Use resources such as [Procurement Technical Assistance Center \(PTAC\)](#) if you need help with RFPs
12. Connect with the New Jersey Small Business Development Center's. We have one on each campus.

Business School Initiatives

The Center for Urban Entrepreneurship & Economic Development

CUEED Initiatives

[\\$20M CONNECTION](#)

Rutgers seeks to identify 10 entrepreneurs of color who are now operating companies with annual revenues exceeding \$3M and delivering quality professional services. Rutgers will work to intentionally accelerate the next level of business growth by (a) facilitating and nurturing relationships with select corporate partners and (b) providing specialized executive education to increase organizational effectiveness to meet the demand created by new contracts.

[NEWARK BUSINESS HUB](#)

Newark Business Hub, a Rutgers Business School CUEED program, is a networked accelerator dedicated to empowering media and arts entrepreneurs that are focused on growing their business faster, better and stronger.

[BLACK AND LATINOS IN TECHNOLOGY](#)

The Black and Latino Tech Initiative (BLT) is a 3-month long “pre-accelerator” for founders of color to develop critical skills, develop relationships and refine business ideas to attract capital investment. The goal of BLT is to assist Black and Latino founders with admission into accelerators or to attract significant capital investment and to develop a pipeline of Black and Latino technology entrepreneurs for our established venture capital partners.

[ENTREPRENEURSHIP PIONEERS INITIATIVE](#)

Designed exclusively for first-generation entrepreneurs, EPI is a highly competitive nine-month program that can serve as a single source to support the growth of your business. The program offers a powerful blend of monthly classes, intensive training, one-on-one counseling, financial guidance, peer coaching and networking — all at a nominal cost.

[URBAN RETAIL ACCELERATION PROGRAM \(URAP\)](#)

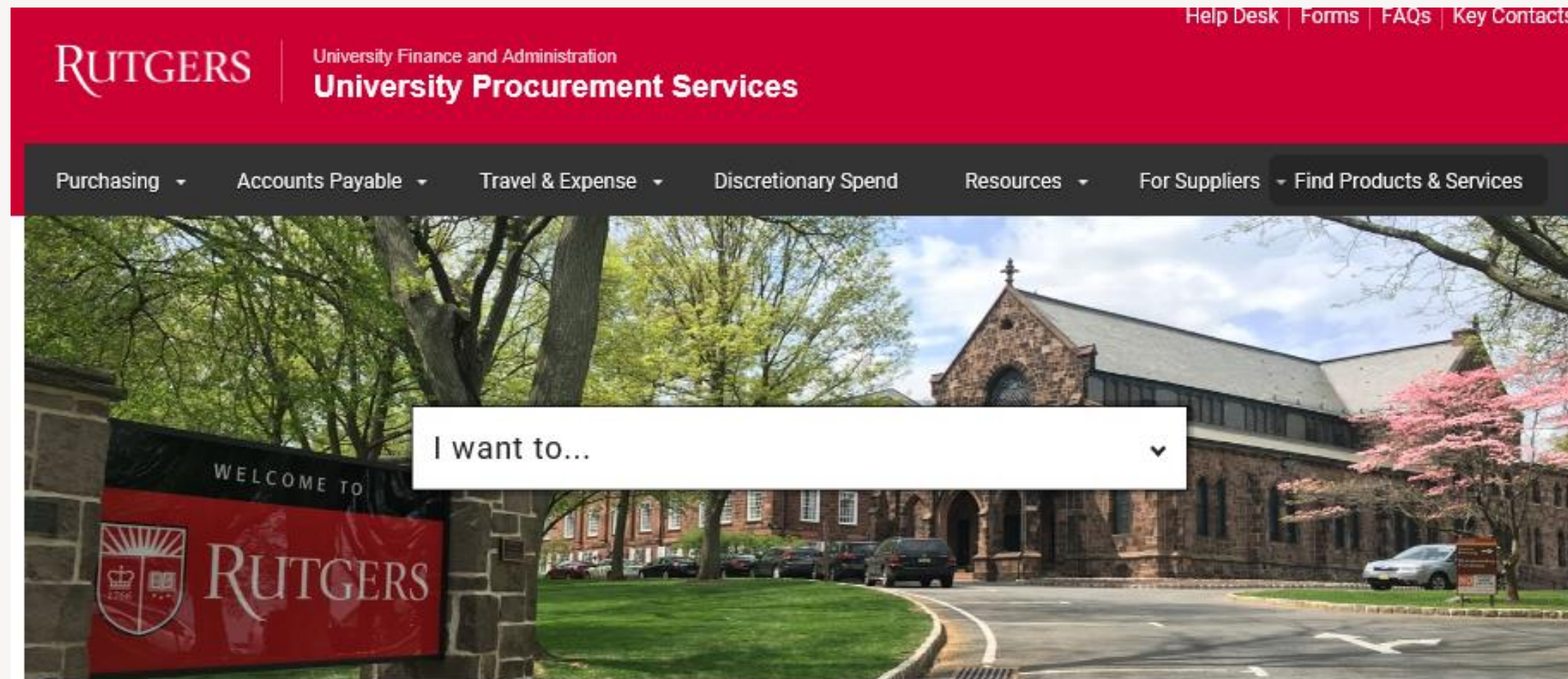
The Urban Retail Acceleration Program (URAP) is an exclusive program designed specifically for Black and Latino entrepreneurs who currently operate a retail or restaurant business in New Jersey and are interested in opening a new retail store or restaurant.

[ETSY CRAFT ENTREPRENEURSHIP WORKSHOP](#)

Do you already make custom jewelry, decorative home items, or other handmade products for sale or gift giving? If so, this course will teach you how to start an online shop for your unique line of handcrafted items. In partnership with Etsy, a leader in e-commerce for creative entrepreneurs The Center for Urban Entrepreneurship & Economic Development (CUEED) is offering classes to help craft makers like you establish an online business to sell your products to a wider market and earn extra income.

<https://www.business.rutgers.edu/cueed>

Resources



- **University Procurement Services Website**
<https://procurementservices.rutgers.edu/>
- **Contact Wes Coleman**
samcolem@finance.rutgers.edu