

**Agendum
Oakland University
Board of Trustees Formal Session
February 2, 2024**

AMENDED BOARD OF TRUSTEES COMPETITIVE BIDDING PURCHASING POLICY

A Recommendation

1. **Division and Department:** Treasurer to the Board of Trustees, Finance and Administration.
2. **Introduction:** The Board of Trustees (Board) has a Competitive Bidding Purchasing Policy (Policy) that currently requires at least three competitive quotations for all orders which exceed \$10,000.

The Board has previously authorized the Purchasing Department to administer this policy. This Policy was last updated in 2001, nearly 23 years ago, and at that time Oakland University (University) did not have a formal administrative policy for purchasing in place. The Board requested that the University develop a purchasing policy to guide departments in procuring goods and services and to include safeguards to ensure that pricing is competitive. The University implemented a formal administrative procurement policy in July 2009. This University administrative policy includes the safeguards requested by the Board and is updated regularly to keep up with the changes in procurement standards.

With the University's now mature procurement policy in place, the administration is requesting that the Board update its Policy to remove the competitive quotations threshold and to provide guiding principles to be adhered to in the University's administrative procurement policy. These principles include the following:

Purchases shall be made pursuant to the University's Procurement Policy and shall be consistent with industry best business practices, in accordance with ethical standards, and with all applicable local, state, and federal laws. The University's Purchasing Policy, shall include criteria for when purchases and contracts for goods, supplies, and contractual services require competitive bids, written quotations, or written proposals; the approvals to be obtained for purchases and contracts for goods, supplies, and contractual services, and the procedures to be followed.

The Procurement Policy will follow the applicable requirements of the Board's Contracting and Employment Appointment Authority Policy.

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Contracting shall be done to ensure effective competition among vendors through the utilization of a competitive bidding process for purchases as required by the Procurement Policy.

Contracting shall be done in compliance with the University's Policy on Non-Discrimination and the requirements of State and federal law.

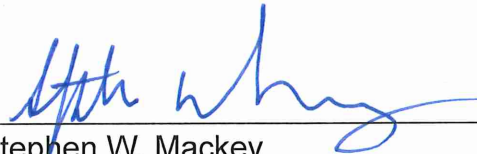
The University's Procurement Policy will be reviewed and updated periodically as required by the Administrative Policies and Procedures governance process.

This update will also allow the University to focus procurement resources where best needed to support the mission of the University.

3. **Previous Board Action:** The Policy was approved by the Board on June 8, 1982, amended on; May 6, 1993, and October 3, 2001.
4. **Budget Implications:** None. Existing University financial approvals and monitoring policies, procedures, and controls will continue.
5. **Educational Implications:** None.
6. **Personnel Implications:** None. Existing personnel policies, procedures, and controls will continue.
7. **University Reviews/Approvals:** This recommendation was formulated by the Director of Purchasing, Associate Vice President and Controller, the Vice President for Finance and Administration, and the President.
8. **Recommendation:**
RESOLVED, that the Board of Trustees approves the attached amended Competitive Procurement Policy.
9. **Attachments:**
 - A. Amended Competitive Procurement Policy (redline version showing proposed changes).
 - B. Amended Competitive Procurement Policy (clean version).

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Submitted to the President
on 1/29/2024, 2024 by



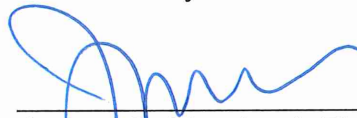
Stephen W. Mackey
Vice President for Finance and Administration
and Treasurer to the Board of Trustees

Recommended on 1/29, 2024
to the Board of Trustees for Approval by



Ora Hirsch Pescovitz, M.D.
President

Reviewed by



Joshua D. Merchant, Ph.D.
Chief of Staff and
Secretary to the Board of Trustees

**COMPETITIVE ~~BIDDING PURCHASING~~
PROCUREMENT POLICY**

**Approved by the Board of Trustees on June 8,
1982 with Revisions of May 6, 1993
Amended October 3, 2001
Amended February 2, 2024**

~~RESOLVED, that the Board of Trustees change its purchasing policy effective October 1, 2001 from a requirement of at least three competitive quotations for all orders which exceed \$2,500 to a requirement of at least three competitive quotations for all orders which exceed \$10,000.~~

RESOLVED, that the Board of Trustees change its purchasing policy effective February 2, 2024, from a requirement of at least three competitive quotations for all orders which exceed \$10,000 to the following:

Purchases shall be made pursuant to the University's Procurement Policy and shall be consistent with industry best business practices, in accordance with ethical standards, and with all applicable local, state and federal laws. The University's Purchasing Policy, shall include criteria for when purchases and contracts for goods, supplies, and contractual services require competitive bids, written quotations, or written proposals; the approvals to be obtained for purchases and contracts for goods, supplies, and contractual services, and the procedures to be followed.

The Procurement Policy will follow the applicable requirements of the Boards Contracting and Employment Appointment Authority Policy.

Contracting shall be done to ensure effective competition among vendors through the utilization of a competitive bidding process for purchases as required by the Procurement Policy.

Contracting shall be done in compliance with the University's Policy on Non-Discrimination and the requirements of State and federal law.

The University's Procurement Policy will be reviewed and updated periodically as required by the Administrative Policies and Procedures governance process.

COMPETITIVE PROCUREMENT POLICY

**Approved by the Board of Trustees on June 8,
1982 with Revisions of May 6, 1993
Amended October 3, 2001
Amended February 2, 2024**

RESOLVED, that the Board of Trustees change its purchasing policy effective February 2, 2024, from a requirement of at least three competitive quotations for all orders which exceed \$10,000 to the following:

Purchases shall be made pursuant to the University's Procurement Policy and shall be consistent with industry best business practices, in accordance with ethical standards, and with all applicable local, state and federal laws. The University's Purchasing Policy, shall include criteria for when purchases and contracts for goods, supplies, and contractual services require competitive bids, written quotations, or written proposals; the approvals to be obtained for purchases and contracts for goods, supplies, and contractual services, and the procedures to be followed.

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