

! " \$  
PROCUREMENT !  
% & 2)\* 2 1 7 ) 1 7 6

- 1. 5 + % 1 - ; % . 7 - 2 . 1 ..... 1
  - 0 ' A > 2 D A 4 < 4 = C \* 4 A E 8 2 4 . B . . . ) . 4 . B . 2 . > . = . B . 8 . 1 . 8 . ; . 8 . C . 8 . 4 . B ..... 1
  - 1 ! = C 4 A 3 4 ? 0 A C < 4 = C . 0 . ; . . . ) . 4 . ; . 0 . C . 8 . > . = . B ..... 1
- 2. 8 5 ' , % 6 - 1 + % 1 ( 5 2 ' 8 5 ) 0 ) 1 7 . . . . 8 . 7 . , 2 . 5 . - . ; . % . 7 - 2 . 1 ..... 2
  - 0 ' A > 2 D A 4 < 4 2 4 C B \* 4 D A E 7 > . A . 8 . 1 . 0 . C . 8 . > . = ..... 2
  - 1 8 Q L Y H U V L W \ | V 6 L J Q . D . W . R . U \ . \$ . X . W . K . R . U . L | D . W . L . R . Q ..... 2
- 3. 8 5 ' , % 6 - 1 + % 1 ( 5 2 ' 8 5 ) 0 . ) . 1 . 7 . . . . ) . 7 . , 2 . ( . 6 ..... 4
  - 0 > < ? 4 C 8 C 8 E 4 ' A > 2 D A 4 < 4 = C ..... 4
  - 1 ' D A 2 7 0 B 8 = 6 . . . . 0 . A . 3 ..... 1

1.  $5 + \% 1 - ; \% 7 - 2 1$

0 'A > 2 D A 4 < 4 = C \* 4 A E 8 2 4 B ) 4 B ? > = B 8 1 8 ; 8 C 8 4 B

3 U R F X U H P H Q W 6 H U Y L F H V D X Q L W Z L W K L Q W K H & R Q W U R O O I

> 5 A 4 ; 0 C 8 > = B 7 8 , ? = B 8 E 4 0 E 8 4 H C B 7 E 4 = 3 > A B 0 = 3 B 4 4 : B C > 4 = B D A 4

, = 8 E 4 A B 8 2 H A 4 < 4 = C A 4 ; 0 C 8 > = B 7 8 ? A B > 6 A B B 7 8 ; 3 0 C > B 4 C 7 8 2 A 3 B = 3

> A 3 4 A B < D B C 6 > C 7 A > D 6 7 C 7 4 'A > 2 D A 4 < 4 = C \* 4 A E 8 2 4 B

'A > 2 D A 4 < 4 = C ? A 4 E B 8 2 B B B D , ? = ? > E A 4 2 B & C D 7 = 4 8 C H

- ; ; 8=5>A<0C8>= 8=2;D38=6 =>C4B A4?>ACB 0=3 2>AA4B BD??;84AB 0=3 A4@D8B8C8>=4AB ?4AC08=8=6 C> =46>C8 0CC02743 C> C74 ?DA270B4 A4@D8B8C8>=
- )4@D8B8C8>=4AB 0A4 0;B> 4=2>DA0643 C> =>C85H 'A>2DA4<4=C \*4AE824B 2 <0C4A80;B B?4285820C8>=B >A >C74A 64=4A0; 8=5>A<0C 0AA0=64 BD??;84A 2>=54A4=24B 0=3 >1C08= ?A>3D2C 8=5 BD??;84A 8=5>A<0C8>= F74= A4@D4BC43

)4@D8B8C8>=4AB 0A4 0;B> 4=2>DA0643 C> =>C85H 'A>2DA4<4=C \*4AE824B 2 <0C4A80;B B?4285820C8>=B >A >C74A 64=4A0; 8=5>A<0C 0AA0=64 BD??;84A 2>=54A4=24B 0=3 >1C08= ?A>3D2C 8=5 BD??;84A 8=5>A<0C8>= F74= A4@D4BC43

2. 85', %6%11+( 52'85) 871,25-; %7-21

0 'A>2DA4<4=C \*4AE824B DC7>A810C8>= 3URFXUHPHQW 6HUULFHV LV D GHSDUWPHQW LQ )LQDQFH \$ &55824 +74 -824 'A4B834=C 5>A 8,=8E4A8C\$H22DA >=;H 1H C74 5>;;>F8=6 8=38E83D0;B G? A4B?>=B818;8CH 5>A 5C7A >2D<8484=CA 0C88>284B 0=3 ?A>243DA4 'A>2DA4<4=C

1 ,=8E4A8C\$H22DA >=;H 1H C74 5>;;>F8=6 8=38E83D0;B G? ,=8E4A8C\$HSURYHG RSHUDWLQJ RU FDSLWDO EXGJHW

33529%/	-0-76	33529%/	)48-5)(	((-7-21%/	)48-5
85', %6)6					
'DA270B4B	A4@D	D364C=064AB	>A \$DBC 14	F8C78=	
		34B86=44B 0B 0D	1D364C	0=3 F8C	
		D364C \$0=064A	5>A 4B?42824E 4A 4E		
		?DA270B4B	8A 0=3 F8C7	:=>F;4	
		'A>2DA4<4=C	>=CA>;;4A	5>A	
			'A>2DA4<4=C		
'DA270B4B	A4@D	-824 'A4B834=C	: \$DBC 14	F8C78=	
		34B86=44B 0B 0D	1D364C		
		5>A B?428582			
		?DA270B4B	2>=C/		
'DA270B4B	A4@D	'A4B834=C	>A C7 \$DBC 14	F8C78=	
		0=3 6A40C4	0B 0DC7>A84341	1D364C	
		B?428582	?DA270		

2175%'76

---

>=CA02CB 40=B >A C748A \$DBC 14 F8C78E  
 ,? C> 0DC7>A8I43 1H 4 1D364C 0=3 F8C  
 B?428582 ?DA270 >5 'A>E>BC 5>A  
 8A42C>A >5 'A> F8C7 :=>F;4364  
 >=CA>;;4A 5>A  
 'A>2DA4<4=C

---

>=CA02CB -824 'A4B834=C : \$DBC 14 F8C78=  
 ,? C> 34B86=44B 0B 0D 1D364C 0=3 ?D/  
 5>A B?428582 UHOHYDQW WR :  
 ?DA270B4B 2>=C/ <0=064<4=C 0=:  
 >=CA>;;4A >=CA>;;4A B7>  
 B>D=3 9D36<4=C  
 C> 2>=BD;C F8C  
 ?A8>A C> 4G42D

---

>=CA02CB 'A4B834=C )4E84F43 0B 382  
 ,? C> <8;;8>= = >0A>3 +ADB0#BE  
 <8;;8>= A4=4F0

---

>=CA02CB G42DC8E4 ><<8 %>=4  
 1>E4 <8;;8>= : >0A3  
 <8;;8>= A4=4F0

---

%> >C78A44B8C>H44B 70E4 C74 0DC7>A8CH C> 4G42DC4 2>=C  
 FA8CC4= 0??A>E0; >5 C74 'A4B834=C -824 'A4B834=C 40= >  
 G0<?;4B >5 0??A>?A80C4 2>=CA02CB 5>A 34;460DCB4 =>5=2;D3  
 ?A0??A>E43 5>A<B >=6>8=6 1DB8=4BB A4;0C8>=B78?B 0=3 B

!C 8B C74 A4B?>=B818;8CH >5 4027 40= -824 'A4B834=C 0=3  
 ?4AB>==4; D=34A 78B >A 74A BD?4AE8B8>=5, =38E442E8 82HA 8=3  
 A460A38=6 0DC7>A8CH C> <0:4 ?DA270B4B

.8C7 A4B?42C C> C74 0DC7>A8CH >5 C74 'A4B834=C 0=3 -824  
 2>=C8=D0C8>= >5 4G8BC8=6 2>=CA02CD0; 0AA0=64<4=CB 5>  
 1>:>:BC>A4 ;81A0AH >A >?4A0C8>=B A4=34A43 1H 0= >DCB83

+74 &55824 >5 C74 -824 'A4B834=C <8>AC 840228BDA;6;00343B A8I  
 <0CC4AB 2>=C08=43 8= 0=H 2>=CA02CB F8C7 4G42DC4=24 ?0AC  
 30C0 B42DA8CH 0=3 CA40EB53A<0C-C34ABH2C9G08=43 8= 2>=CA0  
 ?0AC84B

3. 85',%6%11+( 52'85)071Z(6

0 ><?4C8C8E4 'A>2DA4<4=C  
0%// 2//%5 85',%6)6

>A C74 ?DA270B4 >5 6>>3B 0=3 >A ~~B7AEBZ4B3F3>4B4~~ 066A4620  
2><?4C8C8E4 B>DA28=6 C7A4B7>;3 <D;C8?;4 @D>C4B 0  
B44: C> 4=BDA4 C70C C74 ?A824 8B 2>=B834A43 C> 14 508A  
8B 10B43 >= BD??<10A043 34-38-24 B 0=3 64=4A0; <0A:4C 2>=38C  
34?0AC<4=CB B7>D;3 DC8;814 C748A >F= :=>F;4364 >5 C74 8=  
0;; 0E08;01;4 A4B>DA24B BD27 0B

- 2><<4A280; ?A824B
- ?A4E8>DB;H ?A>?>B43 ?A824B
- 2>=CA02C ?A824B
- 6>E4A=C ?A828=6
- 2>=B>AC8D< ?A828=6
-

0=3 >C74A 0BB>280C43 2>BCB BD27 0B 34;8E4AH =>BCB !C 8  
TXRWHV IURP SRWHQWLDO VXSSOLHUV WKH\ PXVW EH SUHV  
-4A10; 183B 0A4 =>C 0224?C43 D=34A 0=H 28A2D<BC0=24B

;; ?A824 @D>C0C8>=B A4248E43 0A4 C> 14 4E0;D0C43 >= C7  
B?4285843 @D>B4<4=CB >C74A 2><<D=820C43 502C>AB BD27  
2DBC><4A B4AE824 BD??>AC 0=3 D;C8<0C4;H 2>BC !C 8B 8  
34C4A<8=4 508A 0=3 A40B>=01;4 ?A828=6 C7BC<0B4 4E40;D0C8  
4E0;D0C43 DB8=6 C74 B0<4 2A8C4A80 5>A 4027 18334A 83B  
D=A4B?>=B8E4 4 6 <8BB8=6 :4H A4@D4BC43 8=5>A<0C8>= I  
14 A4942C43 0=3 =>C 2>=B834A43 1H C74 A4@D4BC4A

>A C74?A>24BB 0 2>=CA02C 0F0A3 <DBC 14 10B43 >= C74 ?A  
B?4285843 ?A>3D2CB >A B4AE824B +74A4 B7>D;3 =>C 14 0=H  
>554A8=6 5A>< BD??;84AB 8= 0= ) ( !5 04;3D02C5A867C 2@BC  
UHWXUQ SROLFLHV ZDUUDQW\TV <0W7 0F0A303W074 QRZCAV  
BD<<0AH B7>D;3 14 2><?;4C43 C> ?A>E834 0 A42>A3 >5 C74 M  
A4@D8B8C8>= 0B BD??>A C8=D?3>24A 4-C7408670= C74 ;>F4BC  
9DBC85820C8>= 8B A4@D8A43 C> 8=3820C4 C74 B?428582 A0

,) )48)67 \*25 52326%/

.74= 6>>3B 0=3 ?0AC82D;0A;H B4AE824B 0A4 2><?;4G 0=3 3>  
C74 24C8C8E4 B>DA28=6 ?A>24BB 14BC 4<?;>H43 8B C74 )4@

:C4 >A>34:D C. < • •448E43 \*B0:D0C A 05H C> 2<8 C4 >>8> C43 6C>

21\*-()17-%/-7: 2\* -(6 827%7-216 52326%/6

;; 8=5>A<0C8>= BD??;843 1H E4=3>AB 8= C74;83A81=8 B C @8D>CC 0  
2>=5834=24 1H C74 4<?;>H44 B 4E0;D0C8=6 0??A>E8=6 >A 3  
0=3 <0H =>C 14 A4E40;43 C> 0=H >C74A E4=3>A >A ?4AB>=B  
C74 183 +78B ?>;82H 4= B8D=54A <0708> 2>=5 8304546800 A343 0=3 ?  
?>C4=C80; 2>=5;82C != 0338C8>= D?7>;38=6 2>=5834=C80;8  
=> E4=3>A 8B 68E4= 0= D=508A 03E0=C064 8= BD1<8CC8=6 18  
1H 38B2>5 B8D=54 A<0C8>=

.78;4 4=60643 8= C74 18338=6 ?A>24BB 8C 8B 8<?4A0C8E4 C7  
0B F4;; 0B C74 8=5>A<0C8>= A4248E43 5A>< C7>B4 18334AB 8  
2>=5834=C80; \*0546D0A38=C 82>5>5A830G C>8>;8=C2H D834 B ?C774Q 3 3D  
2>=E4AB0C8>=B 14CF44= ?44AB 2>;;406D4B 2>=BD;C0=CB C  
2>=E4AB0C8>=B 1>C7 8= 0=3 >DC >5 C74 F>A:??;024

>2D<4=CB CA0=B<8CC43 4;42CA>=820;;H C7A>D=27D480=8; C4C  
,\*' >A >E4A=867C <08; B4AE824B <DBC 14 B42DA43 0C C74 F  
8=E>;D=C0A8;H >A 70?70I0A3;H >1C08=43 83 3>2D<4=CB ?A  
2>AA4B?>=34=24 <DBC 14 ?A>?4A;H 58;46B <96=C-083-E4AC-43-6  
A4E40;43 8;864=24 8= A4CA84E8=6 58;4B 5A>< 50G 0=3 2>?8  
2>=5834=C80;8CH 0=3 C> ;8<8C 0224BB C> C70C 8=5>A<0C8>

!=5>A<0C8>= A4;0C8=6 C> C74 ?A>942C 148=6208358=8=F2807;>  
>?4A0C8>=0; ;460; 2><<4A280; ?A>?A84C0AH 0=3 0=H 0=3 C  
>A 1H C74 18334A 8= C74 18338=6 3>2D<4=CB 0=3 <DBC =>C  
2>=5834=C80; ;B> 2>=5834=38068C4824BCA1>43D2CB;33A46DA  
2>=CA02CD0; C4A<B 0=3 2>=38C8>=B 338C8>=0;;H 0;; 0=0;H  
3>2D<4=CB ?A4?0A43 1H C74 18334A >A 8CB >55824AB 4<?;>  
BD1<8CC43 1H C74 18334A2><5B8C40CB>;14

-1+/) 2/) 285') 867-\*-'%7-21

B ?0AC >5 C74 A4@D8A4<4=C 5>A <08=C08=8=6 0 <0G8<0;;H  
A4@D8A4<4=C 34?0AC<4=CB <DBC ?A>E834 0<?;4 9DBC85820  
B>DA28=6 7AA24CB0E ?A>24BB 8B =>A<0;;H A4@D8A43 )4@D4  
>22DA 8= B4;42C 28A2D<BC0=24B BD27 0B

- = 4<4A64=2H 4G8BCB F7827 F8;; 20DB4 70A< 0B 0 A4BD;
- 2><?4C8C8E40?BA27>2B8A6-243DA4B
- +7 ?A>3D2C >A B4AE824 20= 14 >1C08=43 >=;H 5A>< >=4
- &;H >=4 B0C8B502C>AH ?A>?>B0; 8B A4248E43 C7A>D67
- B>;4 B>DA24 70B 144= 0DC7>A8I43 1H C74 434A0; F0A

!= C74B4 28A2D<BC0=24B C74 34?0AC<4A0B4E884B G>DBDA2  
9DBC85820C8>= 5>A C74 \*>;4 >A \*8=6;4 \*>DA24 ?A>2DA4<4=C  
"DBC85820C8>= >A<

B 2><?4C8C8E4 B>DA28=6 ?A>E834B 0 10B8B 5>A 34C4A<8=8  
2><?4C8C8E4 B>DA28A6 8648B=>C24BB0AH 5>A 'A>2DA4<4=C \*  
>D>C4 ?A>?>B0; 5>A ?A824 A40B>=01;4=4BB







,%1+) 256()0)1(0)176 72 85',%6) 5()56  
 ;; ?DA270B4B 8=2;D38=6 270=64B C74 C>C0; E0;D4 >5 C74 >A34A ?;  
 270=64 C> 0 '& 8=2A40B4B C74 C>C0; \$>A4>E4A @D>C4 183 A4@D8A  
 0??A>?A80C4<D;A0C8E4 C>C0; >A34A C>C0;B C74A45>A4 8=2A40B4B C> 0 '& <0H A4@D8A4  
 2D<D;0C8E4 A4BD;C >5 <D;C8?;4 270=64B A4B E;C;B 48= 0 B86=

4. 833/-)5 8%/-\*-'%7-216

0 'A454AA43 -4=3>A >=CA02CB 5>A >>3B \*4AE824B  
 +74=8E4A7B8C B C0=38=6 2>=CA02CB F8C7 E4=3>AB C> ?A>E834  
 =46>C80C43 A0C4B +74B4 8=2;D34 1DC 0A4 =>C ;8<8C43 C>  
 • >C4;B +A0E4; 022><<>30C8>=B  
 • )4=C0; 0AB  
 • &55824 \*D??;84B  
 • "0=8C>A80; 'A>3D2CB  
 • DA=8CDA4  
 • ><?DC



- & 55824 C4; 4?7>=4B
- ;0BBA>>< 0=3 2>=54A4=24 A>>< C427=>;>6H 8=2;D38=6

*\*Note that the purchase of computers for students as a part of the course curriculum will be facilitated by OIT, but budgeted and charged to the respective department. These purchases should be budgeted using the Tuition Included Expense account and pre-approved by the Dean and Provost.\**

1 DB8=4BB \$40;B E4=CB

>A 0 1DB8=4BB <40;1,0>714DB 8 4 \$ B BD?ADBA ?>B4 F8C7 0 ;8BC >5 0  
 1DB8=4BB A4;0C=8>E=4B7BB?CA>@ D 8 A 43 1H C7434)C 0A4 0 D ;08C8C>=>B  
 0CC4=<34B)C 022 <740 A 52-48 >40;B D? C> 0=3 8=2;D38=6 ?4>?;  
 <>A4 C70= 3?4C>08,4430A 8?C8>=<D5B C71444E4>=E8343