

Responsibilities of Procurement Services

Northern Kentucky University is an agency of the Commonwealth of Kentucky, and subject to the Kentucky Model Procurement Code, KRS 45A. Procurement Services is vested with the responsibility for the procurement of all goods and services in accordance with the above referenced procurement law, and for making the final determination of source of supply for Northern Kentucky University.

University departments may request informal pricing or product specifications from a supplier, but Procurement Services is to serve as the exclusive channel through which all formal bids and quotations are handled.

Please see Procurement Services' contact information below and let us know how we can assist you.

Mailing address:

Northern Kentucky University
Procurement Services
617 Lucas Administrative Center
Highland Heights, KY 41099
Telephone: (859) 572-5265
Fax: (859) 572-6995
email: purchasing@nku.edu

Vendors should note that NKU has the authority to buy from Price Contracts bid by the University, Commonwealth of Kentucky Master Agreements, Federal GSA contracts, contracts issued by member institutions of the Kentucky Educational Purchasing Cooperative (KEPC), and in some cases contracts issued by the Educational & Institutional Cooperative Service (E & I) or other approved group purchasing organizations (GPOs).

CODE OF ETHICS National Association of Educational Procurement

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. 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.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

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Procurement Services

procurement.nku.edu



Welcome to Northern Kentucky University Procurement Services

This brochure has been prepared to help you in your contacts with Northern Kentucky University Procurement Services. We believe with this information, you will better understand our organization and our policies and procedures. This should be mutually beneficial.

We encourage you to help us by:

- Calling ahead for appointments.
- Making each visit a profitable one. We have established conference areas where you can present your proposals or attend bid openings.
- Helping us keep up to date on the markets, trends, and new developments in your industry.
- Understanding that we have many contracts in place, some of which are for multiple years, and we are not always in a position to conduct immediate business with your company.
- NOT accepting an order unless given a verbal or written University purchase order from Procurement Services.

"Purchases not authorized and/or approved by the Director of Procurement shall not constitute official obligations of the University." NKU Administrative Regulation AR-II-3.0-9(A)

Thank You!

Here are some guidelines for a good business relationship:

1. We sincerely believe good vendor relations are an essential part of doing business. Much of the success of Procurement Services depends on the help we receive from YOU.
2. We ask the help of all vendors to sustain our policy that the procurement staff will accept no gifts, services or favors at any time. The best favor you can do is to see that the University gets the best price, quality and service.
3. Our Invitations for Bid (IFB's) and Requests for Quotes (RFQ's) are publicly opened and may be reviewed in Procurement Services. Tabulations and notification of award will be routinely posted to our website. Copies of information from the bid files may be obtained through an open records request in accordance with the KY law (KRS 61.872).
4. University departments have a delegated authority for the use of a procurement card for purchases up to \$1,000. Purchases above that dollar limitation may require an official purchase order.
5. Please ship items to the designated "Ship To" address on the purchase order.
6. Do not make any changes to orders without receipt of a change order from Procurement Services.
7. Please contact the appropriate buyer with problems on specific orders; we will make contact with the ordering department.
8. Invoices shall be sent to the Accounts Payable Department, 611 Lucas Administration Center, or electronically to **einvoices@nku.edu**. Please note, as an agency of the Commonwealth of Kentucky, Northern Kentucky University does have tax exempt status. Please contact us if you need a copy of our tax exemption form.
9. To be added to our bidder's list, please register on our digital planroom, **nkuplanroom.com**. Be sure to include all

- applicable CSI codes for your company so that you may be automatically notified of any solicitations that may be of interest to your company.
10. To be added to our vendor database, please complete the vendor application form on our website and return it to Procurement Services with a copy of your W-9. We will also be happy to set your company up to receive payments via ACH at the time of vendor creation if you would prefer that method of payment.

PLEASE NOTE: Being placed on our vendor list does not assure that you will automatically be sent copies of our solicitations. Therefore, we suggest you go to our web site periodically for the advertisement of our solicitations.

Our site is updated daily with notices of our Invitations to Bid, Requests for Quotations, Requests for Proposals, and all addenda. If you obtain a copy of one of our solicitations, we request that you notify us so that you may be directly contacted to receive all related addenda and other information that may be published after the original solicitation. Please call our Bid Specialist at (859) 572-5266 with questions or concerns regarding any of our solicitations.

FOREIGN CORPORATIONS, those businesses incorporated outside of Kentucky, must be registered with the Secretary of State in order to do business with an agency of the Commonwealth of Kentucky. Please visit the Secretary of State's website, **sos.ky.gov/business**, for more information regarding registration.

NOTICE TO CONTRACTORS: Contractors are responsible for obtaining any required licenses from Campbell County or the City of Highland Heights for work performed under contract with Northern Kentucky University. You are advised to check with these governmental entities to determine if you are subject to taxation as well.