



PROCUREMENT SERVICES POLICIES AND PROCEDURES

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1. INTRODUCTION

New Jersey City University's ("NJCU") Procurement Services Department is charged with the responsibility of ordering all supplies, equipment and services necessary for the operation of NJC. The

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5. NEW JERSEY EXECUTIVE ORDER #134

Executive Order #134 imposes restrictions on State departments, agencies and authorities to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access or the appearance thereof. State departments, agencies and authorities are prohibited from entering into a contract that exceeds \$17,500 with an individual or entity that has made a political contribution to a candidate committee and/or election fund of any candidate or holder of the public office of Governor, or to any State or County political party committee. Executive Order #134 certification and disclosure forms are required to be submitted by a vendor as part of the procedure for publicly advertised bids.

For further information on Business Registration Certificate visit the website:

<https://www.state.nj.us/treasury/purchase/forms.shtml>

6. BUSINESS REGISTRATION CERTIFICATE

All New Jersey and out of State business organizations that conduct business with NJCU are required to be registered with the State and provide proof of that registration before entering into a contract with NJCU. The purpose of contractor registration is to ensure that all businesses and their subsidiaries receiving government contracts pay appropriate sales and use, and other taxes. While sales and use taxes are not paid on government contracts, the requirement to register to obtain government contracts obligates them to comply with the law on non-government contracts. Businesses, particularly out-of-state businesses, competing with New Jersey based businesses often do not pay the required taxes. Thus, unregistered businesses take unfair advantage of New Jersey businesses and deprive the State of its rightfully due taxes. Business Registration Certificates are required to be submitted by a vendor as part of the procedure for publicly advertised bids. Failure to submit such valid business registration certificate with a bid will render the bid materially non-responsive. The Purchasing Department will update NJCU community periodically as changes in the New Jersey law are enacted.

For further information on Business Registration Certificate visit the website:

<http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

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8. E-PROCUREMENT

NJCU's Purchasing and Accounts Payable Departments have implemented the PeopleSoft E-Procurement module. Departmental requesters will use the online requisition functionality in the People E-Procurement module to initiate a request for purchase. The identification of where the expense should be charged will be done on the requisition and will carry forward automatically through the Purchase Order (PO) then to

12.6 ENTERTAINMENT, MEALS AND REFRESHMENTS – SEE EXHIBIT

19.2.2 The basis of all bidding is the development of specifications and plans, as it becomes the standard by which bidders determine their prices and response. The Purchasing Department issues bid specifications and plans which permit fair and equitable bids/proposals from qualified suppliers.

19.2.3 When any request for a bid is prepared, there are certain drafting prohibitions such as:

- a. No specifications may require a standard, restriction, condition or limitation not directly related to the purpose, function, or activity for which the purchase, contract or agreement is made;
- b. No specifications may require the use of any "brand name" unless the phrase "or approved equal" is inserted in the specifications. This shall allow vendors to bid on substitute or equivalent goods and services which may be just as good as originally specified and may cost less.

EXHIBIT B

CONTRACTOR/SUPPLIER Agreement

This AGREEMENT, made as of DATE: between New Jersey City University, 2039 Kennedy Boulevard, Jersey City, NJ 07305-1597 (Herein after "UNIVERSITY") and NAME:
ADDRESS:

(Herein after "CONTRACTOR/SUPPLIER")

IN CONSIDERATION OF the mutual promises hereinafter contained, the UNIVERSITY and CONTRACTOR/SUPPLIER agree as follows:

1. **PURPOSE:** The CONTRACTOR/SUPPLIER will provide services at the UNIVERSITY, for the
2. **TERM:**
3. **CONSIDERATION:** The total consideration to be made by the UNIVERSITY is CONTRACT VALUE: which shall be paid 30 days after the event/completion of services and receipt of invoice. This fee includes all costs and expenses of the CONTRACTOR/SUPPLIER, including mileage, travel time and expenses, meals, lodging accommodations, or equipment rental.
4. **CONTRACTOR/SUPPLIER's** must include a completed W-9 form and Supplier Information Form to receive payment under this contract.
5. **NJ BUSINESS REGISTRATION CERTIFICATE:** The UNIVERSITY requires that all payments over \$5,000.00 are contingent upon the CONTRACTOR/SUPPLIER's completion of the vendor registration with the Division of Revenue Department of the Treasury in the State of New Jersey. To register call the Division of Revenue hotline at (609) 292-1730 or register on their website at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>
6. **PUBLIC LAW 2005, CHAPTER 51**(formerly known as Executive Order 134) **AND EXECUTIVE ORDER 117:** Business entities or individuals cannot be issued contracts, purchase orders, or payments of \$17,500 or more annually, if that business entity or individual has made political contributions of \$300 or more to a gubernatorial candidate's campaign, a legislative leadership committee, municipal political party committee, or a candidate committee, election fund of any candidate or holder of the office of Lieutenant Governor. This applies to individual orders or cumulative orders that reach the \$17,500 threshold.
https://www.state.nj.us/treasury/omb/bankingservices/rfp_rev_ach_collection_serv/rfp_exhib_f.pdf
7. **CERTIFICATE OF EMPLOYEE INFORMATION REPORT:** The UNIVERSITY requires that all payments over \$5,000.00 are contingent upon the CONTRACTOR/SUPPLIER obtaining a Certificate of Employee Information from the Division of Equal Employment Opportunity/Affirmative Action

9. INDEMNIFICATION: The CONTRACTOR/SUPPLIER shall indemnify, defend and hold harmless UNIVERSITY from and against any liability, claim, loss, suit, or legal fees and expenses, including but not limited to, any claims in the nature of libel, slander, unauthorized use of copyright material or non-compliance with applicable laws, arising out of actions of the CONTRACTOR/SUPPLIER.

10. NO WAIVER: The failure of either party to exercise any right provided under this Agreement shall not be deemed a waiver of any further right hereunder.

11. CONFLICT OF INTEREST: At no time during the term of this Agreement shall the CONTRACTOR/SUPPLIER or any officer, director, general or limited partner or employee of the CONTRACTOR/SUPPLIER (1) hold an equity or other economic interest in; (2) have a contractual or other business relationship with; or (3) be an officer, director, general or limited partner or employee of any business entity, including but not limited to, corporations, partnerships, limited liability companies and joint ventures, having a business relationship with New Jersey City University.

12. MODIFICATION: No changes in the scope of the service to be performed hereunder shall be valid unless said changes are incorporated as a written amendment to this Agreement.

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EXHIBIT C

Gourmet Dining Food Service Process

Due to contractual obligations, all on-campus catering orders must be processed through Gourmet Dining. The following process has been implemented to facilitate on-campus catering orders:

1. Departments will enter an order online through eCater.
2. Procurement Services will approve the eCater orders upon receipt of the fully approved Food Service Catering Approval form.
3. Once the order is fully approved Gourmet Dining will process the catering order.

On a monthly basis:

1. Gourmet Dining submits an itemized spreadsheet along with the appropriate invoices and

Exhibit D

Barnes & Noble Bookstore Process

Due to contractual obligations, all orders for books and promotional items must be sourced through the Barnes & Noble campus bookstore. The following process has been implemented to facilitate campus bookstore orders:

1. Departments contact the bookstore at extension 3503, in person or via email at: bksjerseycity@bncollege.com
2. Once the quote provided has been finalized, the Department coordinates the order with Barnes & Noble campus store.
3. The Bookstore creates an invoice and requires departments to complete the Campus Bookstore Order Approval Form with the department name and appropriate signature.
4. Barnes and Noble will then attach

EXHIBIT F

Entertainment Justification Form

Vendor: _____

Transaction Amount: _____

Transaction Date: _____

Description of the charge, entertainment, activity, event or function:

Purpose/justification of the charge, entertainment, activity, event, or function:

Make-up of the group (staff and/or students) participating in the entertainment, activity, event, or function (if applicable):

For information: (n)5.7 (F)1.657n:)]TJS2.6 na(2.6 S)166 (-)2 6c

Names and titles of any State employees included in the group (if applicable):
