

Clemson University Research Foundation  
Policies Manual  
5.000 Procurement Policy  
Effective Date: December 4, 2009  
Revise Date: November 12, 2014  
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Revise Date: August 15, 2013

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**Purpose:**

The purpose of this Procurement Policy is to establish minimum standards related to the procurement of supplies, equipment, construction, and services to promote fiscal responsibility by ensuring competitive pricing.

**Scope:**

This policy applies to the procurement of all supplies, equipment, construction, and services by the Clemson University Research Foundation (CURF).

**Policy:**

The Executive Director, under the direction of the CURF Board of Directors, has the authority to commit CURF funds for the procurement of supplies, equipment, construction, and services on behalf of CURF. Purchases must be reasonable and necessary expenditures made in the normal course of official University or Foundation business. (For general guidance, please refer to the Clemson University Grid of Allowable/Unallowable Funds, attached hereto.)

The responsibility for the procurement of supplies and services not directly related to the general operation of CURF is vested with the individual(s) designated as the Fund Administrator on the Account Authorization. An approval by a Fund Administrator or Approver is a formal acknowledgement that the procurement meets the intended purpose of the project/account and conforms to all applicable policies and procedures of Clemson University and CURF.

No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Procurements not in compliance with this policy may become a personal responsibility of the initiator of the procurement at the Executive Director's discretion.

Foundation procurements guidelines are as follows:

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.

- Purchases \$2,500 or less – may be made without competition if the prices are considered to be fair and reasonable

- Purchases from \$2,500.01 to \$10,000 – when possible, a minimum of three (3) price references should be obtained. These price references can be oral or written quotes including internet pricing, email pricing from vendors, vendor catalog pricing or verbal phone quotes. The vendors/references and prices must be noted on the purchase requisition.
- Purchases from \$10,000.01 to \$50,000 – require written solicitation via written quotes, bids, or proposals.<sup>1</sup> Requires approval of Executive Director. Upon approval and award, documentation will become part of the purchase requisition. For procurements in excess of \$10,000.01 awarded to a vendor whose quote was not the lowest, documentation explaining why the higher price was selected must be attached to the file copy of the purchase requisition.
- Purchases in excess \$50,000 – these purchases require the approval of the CURF Executive Committee in addition to the general guidelines for purchases from \$10,000.01 to \$50,000.

**Executive Committee and/or Executive Director approval is not required for any procurement charged to a sponsored activity involving a research grant, sponsored contract, or cooperative agreement if the procurement is required in the agreement.**

Federal and State Contracts and Grants:

CURF will comply with Federal or State procurement guidelines if applicable.

Sole Source:

In some instances, there will be only one vendor able to meet the requirements or provide the services desired. When this situation occurs, the Fund Administrator will attach an explanation of the circumstances justifying a sole source award to the documentation provided to the Executive Director for approval. If approved, the documentation will become part of the purchase requisition.

Exemptions:

The following services and/or procurements shall be exempt from the provisions of this policy:

1. Procurements funded by CURF utilizing University Companion Accounts, which must follow Clemson University policies and procedures
2. Such other services as the Board of Directors shall from time to time determine should be an exemption. The Executive Committee, upon recommendation of the Executive Director, may approve specific items, services, or projects and such action shall be ratified at the next scheduled Board meeting.
3. Professional Consulting Services, including but not limited to legal services and specialized technology transfer services, subject to Executive Director approval.

<sup>1</sup> The process of utilizing written solicitations to secure competitive bids, quotes or proposals is to ensure CURF obtains the desired goods and services at competitive rates. At a minimum, written solicitations will include a description of the physical, functional, or performance characteristics of the good or service being procured. The acceptance of a quote or bid should include consideration of price, quality and delivery schedule.