

ACCEPTABLE VENDOR LIST

Policy Number: 301GS

Effective Date: 6/1/16

Revised Date: 6/23/17; 11/09/2020

Scope

This Policy on Acceptable Vendor List applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

Purpose

The purpose of this policy is to describe the responsibilities for identifying and evaluating acceptable vendors authorized to provide materials and services to the SGC.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own

Policy

Definitions

- Acceptable Vendor List - A list approved by the Purchasing Department that contains the names and contact information of the suppliers, consultants, and subcontractors with whom the SGC can do business
- Acceptable Vendor - A vendor that has been evaluated and selected on the basis of ability to meet requirements in the contract and/or purchase order and any specific quality requirements

Adding a Vendor

The Purchasing Department and the Procurement Officer are responsible for adding new vendors to the acceptable vendor list for requisitions processed through the Oracle Purchase Order System. The proposed vendor is contacted to set up the account and to obtain the remittance address and the federal tax identification or Social Security number.

Exceptions to this procedure may be made for items not critical to technical quality of work, such as publications, subscriptions, office furniture, etc. If the request for the new vendor is for items/services on a government-sponsored grant, Purchasing will verify that the source is not on the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs."

The Procurement Officer will be the contact for addressing any questions or concerns raised during the internal review of prospective vendors.

Vendor Performance and Review

The Procurement Officer and the Purchasing Department is responsible for determining vendor suitability. Criteria for suitability includes but is not limited to:

1. Product Quality
2. Timeliness
3. Product Need
4. Ethics
5. Vendor's Financial Status

The Procurement Officer is required to maintain records and documentation on vendor performance and is responsible for developing and implementing review processes that assess the performance of vendors doing business with the SGC. Purchasing or any other department may request the Procurement Officer to conduct a vendor review. The Procurement Officer, in consultation with Purchasing, may impose a deadline by which the vendor must improve its performance in an identified area.

Recommendations for rejecting or discontinuing business with a vendor will be sent to the Senior Director of Research Operations for final determination. Vendors that are decertified from the Acceptable Vendor List will be notified by mail. Decertified vendors must wait six months to reapply to Purchasing.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.