

1.2 Purchasing Objectives and Responsibility

The objectives and responsibility of the University Purchasing Department are as follows:

1. Provide the needed materials, supplies, services, and equipment requested on a timely basis and with a minimum investment, consistent with sound business practice, to support the educational mission of the University.
2. Solicit informal and public bids, as well as requests for proposals, to obtain maximum value from the expenditure of University funds in the procurement of requested materials and services from vendors.
3. Service the University community by constantly striving to find new and better products, sources of supply, and improved ways of meeting the needs of users.
4. Assist University departments when emergency purchases are necessary, and in locating substitutes in cases of material shortages, strikes or other special circumstances.
5. Educate University personnel and departments, through individual and/or group training sessions, in the established procurement practices and procedures of URI.
6. Protect the University against unethical or unfair trade practices, and unrealistic or unauthorized price increases.
7. Maintain liaison and good relations with the various vendors that service the University.
8. Strive to improve procurement systems, practices, and procedures to effect maximum efficiency and economy. Utilize buyer judgment in determining when and if a particular procurement form or procedure is necessary and should be used or followed.
9. Conduct price evaluations and analysis from prospective vendors to determine whether submitted prices are fair and reasonable. All factors will be considered and weighed in this process including price competition and comparisons, catalog or market prices, published price lists, as well as quality and delivery in making a final determination.
10. Maintain a vendor file and commodity/bidders list.