



University of Connecticut Health Center

POLICY NUMBER 2006-23

June 23, 2006

POLICY: PURCHASING A-9B: VENDOR REGISTRY (UCHC ON-LINE BID SUBMISSION PORTAL)

PURPOSE:

This policy establishes guidelines for a vendor to register on the University of Connecticut Health Center (UCHC) "On-Line Bid Submission Website"

<https://home.uchc.edu/OnlineBid/Public/ViewPublicProjects.aspx>) for notification of new bids or Requests for Proposals (RFP).

SCOPE:

All vendors wishing to receive notification of new bids or RFPs for the UCHC and all UCHC faculty and staff who have contact with vendors.

POLICY STATEMENT:

A vendor is required to sign in to the UCHC

(<http://www.uchc.edu/uchc/Purchasing/page5a.html>) to register for UCHC On-Line Bid Submission portal (See instructions under *Procedures* of this policy).

Definitions

1. New Vendor - A corporation, individual or agency that has had no previous purchasing relationship with the UCHC.
2. Health Insurance Portability and Accountability Act (HIPAA) - A privacy rule that addresses the use and disclosure of individuals' health information.

Responsibilities

1. Director of Purchasing is responsible for ensuring compliance with the policy.
2. New Vendor is responsible to register on-line per instructions.
3. Business Owner.

Procedures

Invitation to use On-line Bid Application

Vendor shall register using the following process:

- Click on the following web address: <http://bids.uchc.edu>
- Scroll to bottom of screen and click button labeled Register To Submit Bids
- Complete Invitation Form.
- Vendor shall receive an email containing the registration link.
- Complete registration process.
- Secure your password.

[Link to Purchasing A-9b](#)

Robert W. Murphy (signed)

10/26/06

Director of Purchasing

Date

Peter Deckers, MD (signed)

10/26/06

Executive Vice President for Health Affairs

Date

NEW POLICY: June 23, 2006