



# University of Connecticut Health Center

**POLICY NUMBER 2007-09**

**September 27, 2007**

**POLICY: Purchasing B-6: Non-Competitive Purchase Policy**

**PURPOSE:**

This policy establishes a list of Non-Competitive purchases.

**SCOPE:**

All University of Connecticut Health Center faculty and staff.

**POLICY STATEMENT:**

The UCHC Department of Purchasing and Supply Chain Services has established a list of Non-Competitive purchases for which the competitive process has been waived. Only the following categories are acceptable as Non-Competitive purchases:

Dues and Memberships, Subscriptions, Professional Licenses, Hotel & Conference Facilities, Advertising (excluding strategic consulting services), Software license and Maintenance (renewals), Transactions between state and federal government agencies, Reimbursement/Revenue Contracts (patient health insurance providers), Publications/copyrighted materials and Purchases for retail resale.

**Definitions:**

Non-Competitive Purchase - A purchase for which competitive bidding has been waived because of unusual market conditions which either eliminate or severely lessen competition.

**Responsibilities:**

1. **Director of Purchasing** is responsible for ensuring compliance to the policy.
2. **Assistant Director of Purchasing** is responsible for reviewing and processing “Non-Competitive” purchase requests exceeding \$2,000 in compliance with UCHC policies and procedures in consultation with the Director of Purchasing.

3. **Purchasing Services Officer** is responsible for reviewing and processing assigned Non-Competitive Purchase requests in compliance with UHC policies and procedures. Upon completion of required procurement action, the PSO shall prepare a Purchase Order.
4. **Business Owner** is the employee who is requesting the goods or services and responsible for compliance to the Non-Competitive Procurement Policy.

**Procedures:**

Non-Competitive purchases, excluding Hotel and Conference Facilities, **under \$2,000** may be made by the Business Owner. Receipt for the goods or service and the invoice shall be forwarded directly to Accounts Payable for payment.

Non-competitive bidding purchases **\$2,000 and over** must be submitted through the Purchasing Department on a Purchase Requisition prior to the purchase.

Listed below is a breakdown showing those items which require a Purchase Requisition and those which are to be forwarded directly to Accounts Payable.

| <b>Require Purchase Requisition</b>                                  | <b>Accounts Payable</b>   |
|--|---|
| Advertising (Excluding strategic consulting services) >\$2,000       | Advertising <\$2,000 (Excluding strategic consulting services)      |
| Software license & Maintenance Renewals                              | Transactions between state and federal government agencies <\$2,000 |
| Transactions between state and federal government agencies           | Dues, Memberships, Subscriptions<br>Professional licenses           |
| Reimbursement/Revenue Contracts (patient health insurance providers) |   |
| Publications/copyrighted materials                                   |   |
| Purchases for retail resale  |   |
| Hotel & Conference Facilities  |   |

**Robert W. Murphy (signed)**

**9/26/07**

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 Director of Purchasing

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 Date

**Peter Deckers, M.D. (signed)**

**9/27/07**

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 Executive Vice President for Health Affairs

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 Date

NEW POLICY: September 27, 2007