



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Director, Procurement Organization
Responsible Office: Procurement
Organization
Origination Date: Not Available

SUPPLIER SELECTION POLICY

Policy Statement

The Procurement Organization and/or other authorized departments are responsible for the identification, selection, and management of commercial suppliers who conduct business with the University. These same functions are also responsible for identifying alliance opportunities and relationships that will assist in the University’s strategic plan.

Reason for Policy/Purpose

The Procurement Organization is responsible for overseeing the selection and utilization of preferred suppliers and existing contracts, evaluating compliance for Selection of Source requests, and optimizing opportunities for utilization of sustainable products and business contracting with Disadvantaged Business Enterprises.

Who Needs to Know This Policy

Faculty and Staff

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SUPPLIER SELECTION POLICY

Policy/Procedures

Procurement under \$25,000

- For procurements under the University bid threshold the requesting department may select a supplier of its choice. However, all departmental requestors are encouraged to use existing contracts when available. Procurement will have the final determination as to selection of the appropriate supplier and the utilization of existing contracts.

Procurements over \$25,000

- For procurements over the University bid threshold the requesting department may suggest a source of supply. However, only Procurement and/or other authorized departments will solicit bids, perform negotiations, select suppliers, and award contracts. Based on the nature of the goods and/or services required, Procurement will work closely with requesting departments to determine the best value.
- Suppliers will be selected to do business with the University based on multiple criteria (such as price, timeliness of delivery, and quality of goods or services).

Website Address for this Policy

[GW University Policies](#)

Contacts

For more information on this policy, please contact the Procurement Organization at 202-994-2500.

Definitions

Bid Threshold The bid threshold is the dollar amount above which University policy requires competitive bidding for supplier selection. The bid threshold of the University is \$25,000.

Related Information

[1099 Tax Reporting Policy](#)
[Bids, Quotations, and Sole Source Justification Policy](#)

SUPPLIER SELECTION POLICY

Contract Purchase Orders Policy

[Debarred Suppliers Policy](#)

[Disadvantaged Business Enterprises Policy](#)

[Standardization of Goods, Equipment and Services Policy](#)

[Supplier Registration Policy](#)

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

History/Revision Dates

Origination Date:	Not Available
Last Amended Date:	January 27, 2005
Next Review Date:	January 31, 2010