

VENDOR'S GUIDE

**University of Tennessee
Small and Minority-Owned
Business Program**



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Introduction

The University of Tennessee welcomes you as a potential supplier of goods and services. We appreciate your interest in the University's educational and research programs, and the time you take to call on us and keep us informed of the products and services you offer. Although UT purchases a wide range of goods and services from private businesses of all kinds and sizes, the information contained in this pamphlet is prepared primarily for the convenience and guidance of small and minority entrepreneurs.

UT's Small and Minority-Owned Business (SMB) Program was established in recognition of the many difficulties commonly experienced by small and minority-owned businesses, in competing with their larger counterparts. This pamphlet's goal is to familiarize you with our policies and purchasing objectives, and to provide you with information on our organization, buyer assignments, affirmative action policies, interview procedures and parking arrangements. We hope this information will benefit you by helping to increase your sales to UT. For further information, please contact:

Morris Wilson, Assistant Director
Purchasing
5723 Middlebrook Pike
Knoxville, TN 37921-5946
(865) 974-3102

Policy Statement

The University of Tennessee consistent with state and federal law, seeks to optimize opportunities for business contracting with small and minority-owned businesses. UT has an inherent interest in the expansion of the competitive market in which the institution purchases goods and services. The purchase of goods and services that further the goals of cost-effective value oriented buying, in an expanded competitive market, is the key objective of the UT Small and Minority-Owned Business Program.

The UT Small and Minority-Owned Business Program, in the areas of purchasing, construction, design and other professional services, seeks to ensure the placement of a fair proportion of business contracts with such enterprises.

Federal regulations specifically require institutions receiving grant and contract funds to have a small business program which will enable small business enterprises to be considered fairly as subcontractors and suppliers.

UT is fully committed to the idea of encouraging the development of small and minority-owned businesses by increasing its contract awards to that sector. To strengthen and expand our supplier base while still providing equal opportunities for all vendors, UT believes that it is essential to develop successful long-term relationships with small and minority-owned businesses.

Working with vendors that are already capable of meeting UT's standards of performance, and assisting potential vendors to develop their capabilities whenever possible so they can become viable suppliers, are key components of our program. UT will make every effort to carry through on its commitment to a positive business affirmative action program. In return, we ask that you provide your best service to the institution.

Definitions

Small Business Concern

An independently owned and operated concern, certified, or certifiable, as a small business by the Federal Small Business Administration (SBA). Standard Industrial Classification (SIC) codes may be found in the Federal Acquisition Regulations, Section 19.102 or in the Federal Procurement Regulations, Section 1-1.701.

Small Disadvantaged or Minority Business Concern

A small business concern which is at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals, or in the case of fifty-one percent (51%) of the stock of which owned by such individuals; and whose management and daily business operations are controlled by one or more of such individuals.

Business owners who certify that they are members of named groups (Black Americans, Asian-Pacific Americans) are considered socially and economically disadvantaged.

Woman-Owned Business

A business concern that is at least fifty-one percent (51%) owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in day-to-day management.

Ethnic Group Key

Black Americans: persons having origins in any of the black racial groups of Africa.

Hispanic Americans: persons of Mexican, Puerto Rican, Cuban, Central or South American descent.

Native Americans: persons having origin in any of the original peoples of North American; i.e., American Indians, Eskimos, Aleuts and Native Hawaiians.

Asian Pacific/Asian Indian Americans: persons whose origins are in Japan, China, Korea, Okinawa, Thailand, Taiwan, Cambodia, Laos, Vietnam, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, the Northern Marianas, India, Pakistan or Bangladesh.

Certification

Participants in the Small and Minority-owned Businesses Program are required to be certified by the UT Purchasing Division as eligible under the program.

Purchasing Objectives

The University's goal is to acquire the goods & services that UT departments need at the most reasonable price consistent with value, quality and time considerations. In buying goods and services, UT seeks to strike an appropriate balance between purchase price, value, quality, delivery and service. UT also attempts to achieve an appropriate balance between competition and negotiation as permitted by the University's Procurement Policy. To best serve the interest of the University we:

strive to obtain the maximum value for each dollar of expenditure.
consider quality, price and ability to deliver on schedule.
expect honesty in sales representation whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.
decline personal gifts or gratuities.

regard each transaction on its own merits.
grant all competitive suppliers equal consideration.

Supplier Obligations

Receiving a Purchase Order from UT is an opportunity to perform a valuable service for the people of the State of Tennessee, specifically, to assist the University to meet its goals of teaching, research, and public service. Receiving an order carries with it the obligation to supply the ordered goods or services at the agreed-upon price, at the promised time, and without the need for the buyer's intervention, renegotiation, or continued expediting. Full performance of contractual obligations will help your company earn a favorable evaluation and opportunities for further participation in our purchasing program. Here's what we expect:

- dependable products and services
- dependable delivery promises
- service work completed on schedule
- competitive prices
- development of new products to reduce costs and improve reliability
- good communication with buyers to keep them informed of new products, and changes in the supplier's organization
- opportunity for buyers to visit supplier's plant to increase their knowledge of products, personnel, and plant facilities
- suggestions for substituting material to reduce cost
- timely resolution of warranty problems

Procurement Organization

For purposes of efficiency in administration and management, the responsibilities for the purchasing of supplies, materials, and equipment from outside vendors for all University departments (including research projects) have been centralized in separate Purchasing Departments at the various campuses/units. The operation of these Purchasing Departments is designed to relieve the faculty and other staff of most of the details connected with procurement.

The University gains distinct advantages by utilizing the Purchasing Department to the fullest extent.

The purchasing staff provides expertise and assistance for contract negotiations, bidding, current price information, expediting and other general buying requirements.

UT understands that most small firms do not have expertise in purchasing techniques and contracting procedures employed by large government organizations. To help compensate, UT's Purchasing Department established the Small and Minority-Owned

Business (SMB) program. This program is administered by an Assistant Director. A primary responsibility of the Assistant Director is to act as liaison between UT's purchasing staff and the small and minority-owned business community.

The Assistant Director assists potential small and minority suppliers in reaching the appropriate purchasing personnel, and participates in the procurement cycle by identifying and maintaining a data bank of firms that meet the University's criteria. In general the Assistant Director helps firms to develop a healthy business relationship with buyers, and helps increase the participation in UT's purchasing operations.

How to Get Started

If you are new to the University, your initial contact should be with the Assistant Director for Purchasing, who will provide you with an overview of the University's procurement system. You will then be referred to the buyer and/or campus department that is likely to have an interest in your particular product or service

Once you have determined that there is a potential demand for your product or service, you should complete a University Bidder's Application Form. You should send it, together with any supplementary information you would like us to have, to:

The University Of Tennessee
Purchasing Department
5723 Middlebrook Pike
Knoxville, TN 37921-5946

Forms may be obtained at our Purchasing website by going to:
<http://purchasing.tennessee.edu> or by calling (865) 974-3311.

You may wish to arrange a meeting with a Purchasing Agent to review existing contracts and opportunities so that he or she may assist you in evaluating your ability to meet our campus needs. (See Buyer Product Classification)

Parking

Regular parking on all University lots, streets, parking structures or leased lots will be by parking permits only.

Maps of campus and visitor parking permits are available from Parking Services, University Center, Rm 24 and 2121 Stevenson Dr. (865) 974-6063.

You may pay the necessary parking fee at either of these locations and be directed to a parking structure or lot as near as possible to the location you are visiting.

Sales Representatives' Hours

Normal Purchasing Department office hours are from 8:00 am to 5:00 pm, Monday through Friday. However, as a courtesy to the staff and to ensure that the person you want to see is available, we encourage you to arrange appointments beforehand. Please do not call on University departments without first checking with the Purchasing Department.

Ethics

In its relation with suppliers, the University subscribes to the principles and standards of purchasing practices of the National Association of Purchasing Management and the Code of Ethics of the National Association of Educational Buyers. This code is printed in its entirety on Pg. 9 of this document.

Award Information

Request information regarding the award of an order should be directed to the Purchasing Department, (865) 974-3311.

Equipment on Demonstration or Trial

The placement of equipment on UT premises for trial or evaluation by UT employees must be coordinated with and approved by Purchasing. A "Release and Assumption of Risk" form must be signed by the vendor, and a no-charge Purchase Order issued on the basis of Requisition sent to Purchasing by the user department.

Shipments

It is important that your shipments be addressed exactly as shown on the purchase order. Each shipment must have a packing slip affixed to the outside of the package showing the purchase order number and contents of the shipment.

Invoices

Invoices should be sent directly to the "Invoice to" address shown on the Purchase Order and should reference the complete Purchase Order number. Inaccurate invoices or invoices that differ from the terms of the Purchase Order will delay payment.

Buyer Product Classification
Purchasing Department-Main Campus
5723 Middlebrook Pike
Knoxville, TN 37921-5946
(865) 974-3311

Jerry Wade, C.P.M.
Director
Phone: (865) 974-3106
Email: jwade@utk.edu

Morris Wilson
Assistant Director
Phone: (865) 974-3102
Email: mwilson4@utk.edu
Contract Items
Maintenance Agreements
Small and Minority-Owned
Business Program
Software
Agreements/Software

Sharon Mount Assistant
Director Phone: (865)
974-3105
Email: smount@utk.edu
Construction/Renovation
Graphic Arts Equipment &
Supplies
Insurance
Travel

Lisa Pate Purchasing
Agent Phone: (865)
974-3101
Email: lpate@utk.edu
Advertising
Athletic Equipment
Catering
Construction/Renovation
Facilities Services
Furniture
Hotels
Moving

Brad New Purchasing
Agent Phone: (865)
974-3108
Email: bnew@utk.edu
Computers, Peripherals &
Supplies
Construction/Renovation
Graphic Arts Equipment &
Supplies
Professional Services
Scientific Equipment &
Supplies
Telecommunication
Equipment & Supplies

Jackie Haun
Buyer
Phone: (865) 974-3098
Email: jhaun4@utk.edu
Catering
Minor Construction
Scientific Equipment &
Supplies

Laura Ousley
Buyer
Phone: (865) 974-3540
Email: lousley@utk.edu
Ag Equipment & Supplies
Paper Products
Livestock

National Association of Educational Buyers
Code of Ethics

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permits.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator or proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions?
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.