

Doing Business with UMBC

CONNECT WITH PROCUREMENT

- Visit: procurement.umbc.edu and contact the Procurement Office
- Ask the Procurement Officer about key campus contacts who may be interested in the goods/services offered by your company

UNDERSTAND THE PROCUREMENT BASICS

UMBC is a complex organization with many people involved in the procurement process. Procurements are handled differently depending on their value:

- **Greater than \$25,000** - handled by Procurement & Business Services
- **Less than \$25,000** - often handled by campus departments;
 - Between \$5,000 and \$25,000 - typically placed by campus departments via purchase order (PO)
 - Less than \$5,000 - may be placed by purchasing card (Pcard) or PO

****Regardless of cost, any order with an accompanying license agreement, contract, or other form requiring signature must be routed to Procurement & Business Services for review, negotiation, and final signature.****

QUOTATIONS AND PROPOSALS

- Suppliers are expected to provide complete quotations for goods and services, regardless of the dollar amount of the transaction. The minimum requirements are:
 - Clear identification of the goods/services being offered
 - Quantity, unit, unit pricing, extended pricing
 - Identification of shipping terms (FOB or INCO terms)
 - Company name, address, website URL, key contact or sales person name and contact information
 - Expiration date of quotation
 - For all orders less than \$25,000, acceptance of the UMBC standard Terms and Conditions. ○ If an order is federally funded, additional terms and conditions may apply. The supplier will be notified on the face of the PO when this is the case.
 - POs and contracts will not be executed based on estimated pricing. A firm quotation is required.
- When a UMBC purchase is routed to Procurement, the Procurement Officer may require an updated quotation based upon the price, product/services offered, funding source or payment terms.

COMPETITIVE SOLICITATIONS

- Campus departments may request quotations or proposals from multiple suppliers for orders that are less than \$25,000 to ensure that pricing is fair and reasonable.
- For purchases exceeding \$25,000, quotations provided to campus departments are considered budgetary in nature. Procurement may determine that a competitive solicitation must be conducted. • Competitive solicitations for anticipated contract values exceeding \$200,000 will be posted on the State of Maryland eMaryland Marketplace Advantage (eMMA) and on the UMBC Bid Board found at procurement.UMBC.edu
- For competitive solicitations exceeding \$25,000, all communication is to be directed to the Procurement Officer. Direct communication with other individuals at UMBC is non-authoritative and has no bearing on the outcome of the solicitation.

REGISTERING WITH THE UNIVERSITY AND STATE OF MARYLAND

- Supplier registration occurs at the time of the first award or issuance of the first purchase order • Suppliers must provide a W-9 or W-8 BEN-E via the New Supplier form which will be requested via DocuSign.
- Procurement recommends that all suppliers register with eMMA. In doing so, your company will have access to bids on publicly posted solicitations for all State Agencies, including those posted by UMBC.

BEST PRACTICES FOR SUPPLIERS DOING BUSINESS WITH UMBC

- Procurement strongly recommends that all suppliers obtain a Federal Tax Identification Number (TIN) prior to registering with the State of Maryland or UMBC. Obtaining a TIN has a few benefits:
 - A TIN protects personally identifiable information - important for sole proprietors or business owners who may have been using a Social Security Number.
 - It demonstrates that the business has filed with the Federal Government as a business entity, providing a level of credibility to the business.
- If your company is a Small Business or Minority Owned Business (MBE), UMBC recommends that you obtain certification from the State of Maryland as a certified Small Business or certified Minority Owned Business. For more information visit: gosmallbiz.maryland.gov. Benefits of obtaining certification include:
 - Your company's listing in a searchable database used by procurement professionals in state agencies, including University of Maryland System institutions, which often seeks bids from Small Business and MBEs for a variety of goods and services.
 - Registering with the State of Maryland will allow UMBC and other state agencies the ability to report awards and dollars spent with your company toward our goals. If your company is not state certified, or does not meet certification requirements, awards and dollars spent with your company cannot be reported.

BIDS TO LOOK FOR IN 2024:

- UMBC Stadium Turf Replacement
- UMBC On-Call Electrical Contract