

STOCKTON UNIVERSITY



PROCEDURE

Procurement & Contracting

Procedure Administrator: Director of Procurement & Contracting

Authority: N.J.S.A. 18A:64-8; N.J.S.A. 18A:64-52 et seq.

Effective Date: February 3, 2026

Index Cross-References: Policy VI-69

Procedure File Number: 6009

Approved By: Dr. Joe Bertolino, President

I. PURPOSE

All University contracts and agreements for the performance of work or the furnishing or hiring of services, materials, supplies or construction shall be procured in accordance with all applicable federal and state laws and regulations. This procedure prescribes the parameters and establishes the internal processing system by which all University acquisitions of goods and services are to be made. To the maximum extent possible, the procurement of goods and services for Stockton University will be conducted in an open and competitive environment to ensure that prices paid for those goods and services are fair and reasonable, and that procurements follow ethical business practices.

II. ACCOUNTABILITY

- A. At the direction of the Senior Vice President for Administration & Finance and Chief Financial Officer, the Director of the Office of Procurement & Contracting shall implement this procedure, and the deans, program chairs, department directors, and users of the purchasing system shall comply with the procedures herein.
- B. Employees may not order goods or services without an approved Purchase Order (PO) and compliance with all required procedures, except for authorized non-PO purchases or purchases made with a University Purchasing Card in accordance with applicable Purchasing Card policies and procedures.
- C. Expenditures made without required approvals, or in violation of this procedure, will be considered unauthorized purchases. Documents may not be processed and may be returned to the employee responsible. In addition, employees may be held personally liable for payment of unauthorized purchases unless a letter of justification is provided by the appropriate Divisional Executive, detailing the purchase with an explanation for the violation. Employees may also be subject to disciplinary action, up to and including termination in accordance with applicable policies for violations.

III. APPLICABILITY

This procedure applies to all faculty, or staff procuring goods or services on behalf of the University, or engaged in the purchasing system.

IV. DEFINITIONS

- A. **Bid Threshold**: The statutorily created dollar value for which the performance of any work or the furnishing or hiring of services, materials, or supplies shall be made and awarded only after public advertising for bids and bidding thereof, except as provided otherwise in this procedure or specifically by any other law.
- B. **Bid Waiver**: A statutorily established list of categories allowing goods or services to be purchased without a formal public bid advertisement. Bid waivers must be approved by the Board of Trustees.
- C. **Budget Unit Manager (BUM)**: Individual responsible for requisition authorization and has general financial oversight for a respective department.
- D. **Confirming Order**: An unauthorized expenditure made without prior approval, in violation of this procedure. Confirming orders generally take the form of requisitions submitted to the Office of Procurement & Contracting after the order has been placed with the vendor or after the University has received the products or services.
- E. **Contract**: Agreement for the performance of work or the furnishing or hiring of services, materials, or supplies, as distinguished from agreements of employment.
- F. **Purchase**: Transactions for a valuable consideration, creating or acquiring an interest in goods, services, and property; except real property or any interest therein.
- G. **Purchase Order**: After all requirements have been met through the requisition process, the purchase order is the resulting formal document approving and detailing specifically what is to be procured. The purchase order includes all necessary data and ordering instructions to the vendor. Purchase orders are the University's preferred method of procuring goods or services and shall be utilized for services performed on University property, construction work, or goods in excess of the University's standard P-Card Guidelines; unless explicit approval is granted otherwise by an official representative of the University.
- H. **Quotation**: The offering of a price for goods or services being sought by the University from a vendor. A quote must be written and may be rescinded by the vendor before accepting a contract. Requesting quotations is a less formal procedure than a request for bids. An email may act as a written quote.

- I. Sole Source: Refers to a specific request and approval process to purchase goods or services when it is deemed impractical to solicit competitive quotations, or after having sought quotations it is determined that the purchase should not be made on that basis. A sole source purchase will not be considered unless it is clearly demonstrated that no other vendor can reasonably meet the department's needs. Longevity with a vendor, brand preference or timing issues may not be used as satisfactory reasons to bypass normal requisition procedures. When a requisitioner requests a sole source purchase, the sole source request form (located on the Office of Procurement & Contracting website) must be fully executed and attached as part of the requisition for consideration and may only be approved by a contracting agent.
- J. Vendor: A person or entity that is the source of goods or services procured by the University.

V. STATE COLLEGE CONTRACTS LAW

- A. The New Jersey State College Contracts Law, N.J.S.A. 18A:64-52, et seq., is incorporated by reference in this Procedure.

VI. PROCUREMENT & CONTRACTING PROCEDURES

- A. This procedure does not allow employees of the University to order equipment, materials, or services without an approved purchase order and after following all processes mandated with the limited exceptions of purchases made by direct pay or through a University purchasing card, and in accordance with those corresponding policies.

1. Expenditures made without required approvals, or in violation of this procedure, are unauthorized and considered confirming orders. Confirming orders may not be processed at the sole discretion of the Senior Vice President for Administration & Finance and Chief Financial Officer, or designee, and may be returned to the employee responsible.
2. Employees may be held personally liable for payment of confirming orders unless a written letter of approval from the respective Divisional Executive is provided. An end-user's request to a Divisional Executive for approval should include an overview of the goods and/or services and any reason the expenditure was made outside of allowable methods. Once the end-user receives a confirming order approval from their respective Divisional Executive, the authorization must be sent to Purchasing@stockton.edu and reference the corresponding requisition number.
3. Employees may also be subject to disciplinary action, up to and including termination in accordance with applicable policies for violations.

B. Purchasing Thresholds and Requirements

1. For purchases less than 20% of the respective bid threshold (Non-Public Works or Public Works):
 - a. The requisitioner must provide at least one (1) written quotation. Soliciting multiple quotes for competition is not required but is recommended. The Office of Procurement & Contracting may issue a contract, agreement, or purchase order to a qualified and responsible vendor.
2. For purchases 20% or more, but less than the respective bid threshold (Non-Public Works or Public Works):
 - a. The requisitioner must provide, except in the case of Professional Services, a minimum of three (3) written quotations, whenever practicable. The Office of Procurement & Contracting may issue a contract, agreement, or purchase order to a qualified and responsible vendor on the basis of the quotation, conforming to the request which is most advantageous to the University price and other factors considered. Whenever two or more quotations of equal amounts are the lowest costs submitted by responsible parties, the University may award the contract, agreement, or purchase order to any of the parties, as in its discretion, it may determine. If the contract, agreement, or purchase order is awarded to a vendor that has not submitted the lowest cost, then a statement of explanation will be made and kept on file.
 - b. If an end-user requests a quotation from a vendor and no reply is received, or a reply of 'no bid' is made, then the Office of Procurement & Contracting will accept such a good faith effort as a quote for the purposes of this section. The end user shall provide written evidence of outreach to meet this requirement.
3. For purchases equal to or greater than the respective bid threshold (Non-Public Works or Public Works), one of the following approval methods must apply:
 - a. Publicly advertised and awarded bid,
 - b. Bid Waiver approved by the Board of Trustees,
 - c. Emergency affecting the health, safety, or welfare of occupants on University property,
 - d. Contract entered into on behalf of the State by the Division of Purchase and Property, or any other municipality or county in the State,
 - e. Federal Supply Schedules of the General Services Administration, or
 - f. Joint purchasing agreement.

C. Cancellations & Alterations

1. A requisition may be cancelled prior to issuance of a purchase order. Cancellation requests shall be sent to Purchasing@stockton.edu, and include the requisition number.

2. A purchase order may be cancelled provided that acceptance is not made by the vendor. A purchase order may establish a binding contract and a vendor may have the right to refuse acceptance of cancellation. In this situation, the associated budget unit manager, or designee must consult with the Office of General Counsel regarding the University's contractual obligations prior to cancelling the purchase order.
 - a. To cancel a purchase order, the requisitioning department must (1) telephone, fax, or email the vendor to cancel the order and (2) notify the Office of Procurement & Contracting of the cancellation via email at Purchasing@stockton.edu. The message should include, at a minimum, the purchase order number, vendor name, reason for cancellation, and an attached copy of the associated purchase order.
 - b. When a purchase order has been cancelled and the item has been received, the requisitioning department must (1) determine the disposition of the item, and contact the vendor to notify of the return (either via mail or being picked-up by the vendor) and (2) notify the Office of Procurement & Contracting of the cancellation via email at Purchasing@stockton.edu. The message should include, at a minimum, the purchase order number, vendor name, reason for cancellation, and an attached copy of the associated purchase order. Additionally, a restocking fee may be levied upon the University by the vendor when a purchase order has been canceled and the items have been received.
3. Change orders to existing contracts, bids, or RFPs: Change order requests to modify a purchase order must be made via email to Purchasing@stockton.edu, plus the associated Budget Unit Manager, and be approved before any additional goods and/or services are delivered or provided by the vendor. Change order requests shall include, at a minimum, the following information, and may not be processed until all requirements are met:
 - a. Purchase order number,
 - b. If adjusting the purchase order value: (1) the current value of the purchase order; (2) increase or decrease amount; and (3) the total purchase order value after the adjustment, and
 - c. Explanation of modification.

D. Invoicing

1. Vendors are required to submit invoices with the appropriate purchase order number clearly indicated on the invoice. If the vendor fails to provide a valid purchase order number on the invoice, the invoice may be returned unpaid to the vendor. Invoices must be emailed, directly by the vendor, to API@Stockton.edu. At the discretion of the vendor and end-user, the end-user may also be included on the invoice correspondence. Invoicing instructions for vendors are provided on the purchase order.

E. Receiving

1. End-users should inspect all goods immediately upon arrival to ensure they are as ordered, in good working order, and undamaged. It is the end-user's responsibility to document any issues or damage to goods and contact the vendor/carrier for the return of any unacceptable goods.
2. After the vendor has provided satisfactory goods, and/or services, the requisitioner must confirm receipt of the goods and/or services in Banner through the receiving process.

F. Purchase Order Distribution System

1. Purchase Orders will be automatically sent to the requisitioner's official University email account, and then the requisitioner shall submit purchase orders directly to the vendor for processing and fulfilment.
2. Check-With-Order requests must be sent directly to API@Stockton.edu and include the purchase order attached as reference. The subject line should include the PO Number and contain the phrase "Check-With-Order." Check pick-up will be available at the Bursar's Office after the next check run, unless otherwise adjusted by Disbursement Services.

G. Vendor Performance Complaints

1. To ensure the procurement of quality goods and services, University members are encouraged to provide feedback regarding vendor performance. Complaints or issues concerning performance of vendor and/or the product received may be brought to the attention of the Office of Procurement & Contracting. It is a function of the Office of Procurement & Contracting to resolve the complaints and/or assist with a resolution.

H. Vendor Documentation & Certifications

Note: The applicability of the documents listed below will be determined on a case-by-case basis, based upon such factors as project cost, contractor type (State entity, non-profit, etc.), scope of service, and location of goods or services provided. The end-user or department looking to utilize a vendor is responsible for requesting, and providing the forms below as needed. Additional documentation as required by law.

1. New Jersey Business Registration Certificate (BRC) - N.J.S.A. 52:32-44
2. Two-Year Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts. - N.J.S.A. 19:44A-20.13 to 20.25 and Executive Order No. 333 (2023).
3. Equal Employment Opportunity and Affirmative Action (EEO/AA) - N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

4. Ownership Disclosure - N.J.S.A. 52:25-24.2
5. Disclosure of Investment Activities in Iran - N.J.S.A. 52:32-57, et seq.
6. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus - N.J.S.A. 52:32-60.1, et seq.
7. Source Disclosure - N.J.S.A. 52:34-13.2
8. Public Works Certificate - N.J.S.A. 34:11-56.48 et seq.
9. Certificate of Insurance (COI)

Vendors performing work or providing services on University premises must secure and maintain in force, for the term of the contract, liability insurance. In certain circumstances, liability insurance may also be required for work or services performed off premises, which will be evaluated on a per project basis. Prior to the commencement of work or service on University premises, the vendor must provide a current certificate of insurance meeting the standard insurance requirements. Work or service may not commence until a valid certificate of insurance meeting these requirements has been provided. The vendor is not authorized to begin work until the University is in receipt of said certificate.

- A vendor may also be required to maintain in force, for the term of the contract, additional insurance, such as comprehensive automobile liability, worker's compensation, professional liability, cyber breach/privacy liability, business auto-liability, commercial general liability, and pollution legal liability.
- Standard insurance requirements can be located on the Risk Management website.

10. Independent Contractor Determination Checklist (ICDC)

An independent contractor is an individual or firm who is contracted to work utilizing their own methods, and the means by which the work is accomplished is not controlled by the University. An independent contractor is normally engaged in an established business, trade, or profession. As such, an independent contractor is not an employee of the University and is treated differently with respect to tax withholdings, employee benefits, and payment methods. The ICDC is required for any vendor classified as an individual or sole proprietor performing services at least once per calendar year. The ICDC can be located on the Fiscal Affairs website.

11. Voluntary Product Accessibility Template (VPAT)

Vendors for certain types of goods and services may be required to provide a VPAT or equivalent accessibility conformance report to ensure compliance with the Americans with Disabilities Act (ADA).

I. Contracting Requirements & Procedures

1. Procurement has responsibility for receiving, reviewing, and approving all University contracts for goods and services, speakers, and use of University facilities, with the Office of General Counsel providing legal support. All other contracts and agreements, including agreements for academic affiliation, grants and sponsored research, and other matters should be sent initially to General Counsel for review and approval.
2. Specific commitments of University resources must be reviewed, and their associated agreements must be signed by authorized officials. It is essential that agreements and contracts are consistent with the goals and objectives of the University and do not expose the University to unacceptable financial or legal risks. Authorized officials are designated within the University's Signatory Authority policy and procedures. Unauthorized University members may not execute or modify contracts on behalf of the University without official review and approval.

The University does not recognize contracts signed by University employees as binding on the University unless the employee who signed the contract has duly delegated signatory authority. Employees who sign contracts purporting to bind the University without delegated authority may be personally subject to legal action by the vendor and may be subject to disciplinary or administrative action, as appropriate, by the University.

3. It is the responsibility of all University employees to ensure that the University does not enter into contracts that present conflicts of interest. University employees must exercise their authority in a manner consistent with the University Code of Ethics Policy I-50.

J. Digital Accessibility and Procurement

1. Stockton University is committed to inclusive procurement practices that provide equal access to all students, employees, and members of the public. All goods, services, and technologies procured by the University must be accessible to individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Section 508 standards as adopted under Title II of the ADA. This includes but is not limited to software, hardware, digital content, instructional materials, multimedia, and web-based systems.
2. The University shall:
 - a. Procure goods and services that conform to recognized accessibility standards, including the Revised Section 508 Standards (36 CFR Part 1194) and the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher.

- b. Evaluate and document the accessibility of technology products and services prior to purchase using a Voluntary Product Accessibility Template (VPAT) or equivalent accessibility conformance report.
 - c. Require that all contracts, renewals, and vendor agreements include accessibility assurance language obligating vendors to maintain and remediate accessibility barriers throughout the product lifecycle.
 - d. Prioritize the selection of accessible products when multiple options are available that meet functional requirements.
 - e. When an accessible product is not available, ensure that an equally effective alternative access plan is developed and implemented prior to deployment or public use.
- 3. Responsibility for implementing and enforcing digital accessibility and procurement lies with the following:
 - a. Procurement shall ensure that solicitations, RFPs, and contracts include appropriate accessibility requirements and that accessibility is a formal evaluation criterion.
 - b. Information Technology Services (ITS) shall review and evaluate technology purchases for accessibility compliance and maintain documentation of vendor accessibility claims.
 - c. Requesting departments shall collaborate with ITS and Procurement to verify accessibility documentation before submitting purchase requests.
 - d. Vendors and contractors must provide verifiable documentation of accessibility compliance and agree to remediation timelines if issues are identified post-implementation.
- 4. All accessibility evaluations and determinations shall be maintained as part of the procurement record. Procurement, ITS, and the 504 Steering Committee shall jointly review this procedure section annually to ensure continued alignment with evolving Federal and State accessibility standards.

K. Socially and Economically Disadvantaged Businesses

1. Stockton University is committed to promoting and working with socially and economically disadvantaged businesses. In order to help accomplish this goal, Socially and economically disadvantaged businesses with an official designation (e.g. woman, minority, veteran owned), as issued by the New Jersey Division of Revenue and Enterprise Services, have been included on a list available on the Procurement website. For ease of use, vendors are sorted by commodity categories (as applicable), and contact information is provided. The intent is to assist faculty and staff in identifying socially and economically disadvantaged vendors that may meet their needs and increase their use throughout campus.

For further information, or to seek additional clarity regarding this procedure, please contact the Office of Procurement & Contracting.

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Procedure Administrator	10/30/2025
Divisional Executive	11/03/2025
General Counsel	01/20/2026
Senior Leadership	01/29/2026
President	02/03/2026