

# MOUNT VERNON NAZARENE UNIVERSITY

*Life Changing*

## **Vendor Relations Policy**

It is the policy of Mount Vernon Nazarene University to conduct its business with clarity of expectation, ethically, and with integrity at all times by:

- Complying with applicable governmental regulations regarding developing and managing contractual agreements.
- Avoiding apparent conflicts of interest, and when potential conflicts have been identified, to subject those potential conflicts to a disclosure review and approval process.
- Maintaining policies, procedures, desktop instructions and rules concerning how business and contractual relationships are to be executed.
- Encouraging employees to bring concerns to the attention of the appropriate individuals when conflicts of interest with external service providers and internal relationships appear to be occurring.

The Vendor Relations Policy is to be implemented in close harmony with the Policies on Employee Relations and Financial Stewardship.

The following outlines the roles and University position assigned to the role.

Role	University Position
Executive sponsor	Vice President for Finance and Chief Financial Officer

The Vendor Relations Policy applies to the following functional areas or positions.

Functional Areas or Positions	Specific Policy Application
Vice President for Finance and Chief Financial Officer	To execute the Vendor Relations Policy.
Senior Leadership Team	To define and implement the Vendor Relations Policy in divisional responsibilities.
All University employees securing goods or services from external vendors	To adhere to the Vendor Relations Policy and its supporting procedures.
Director of Auxiliary Services	To provide guidance on applicable procedures upon request.

Compliance with the Vendor Relations Policy is critical and includes the following.

Action	Guideline
Declaring potential conflicts of interest	Employees will disclose potential conflicts of interest when providing goods or services to the University as a vendor or third-party provider, when those goods or services occur outside the employee's assigned responsibilities.

Complying with the Vendor Relations Policy	Policy compliance standards and expectations are defined and described in the <i>Faculty Handbook</i> , and <i>Staff Handbook</i> .
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The following documents provide the critical means of implementation of the Vendor Relations Policy.

Required Documents	Purpose
Conflict of Interest Disclosures for Trustees and Employees	To disclose for independent review when trustees or employees propose to engage in business as an independent provider of goods or services to the University.
Written contracts for delivery of goods and services	To practice best business practices in defining the deliverables, time frames, fees for service, contingencies, etc. prior to approving the institutional purchase of goods and services from external vendors.

Additional Documents	Purpose
Requests for Proposal (RFP)	To seek proposals for delivery of goods or services from identified, qualified vendors on projects related to the University's physical assets (e.g., plant and infrastructure).
Written Vendor Bids or Quotations	To require multiple vendor bids on significant expenditures for contracted goods or services.

In times of crises or emergencies involving the health or safety of University employees or students, the President, in consultation with the chair of the Board of Trustees and the Senior Leadership Team, may waive the requirement for submission of bids by multiple vendors.

The following individuals can be contacted for questions on the Vendor Relations Policy as outlined here.

For	Contact
Any question	Unit supervisor or Director of Auxiliary Services
Procedural questions	Director of Auxiliary Services
Reporting misuse of the Vendor Relations Policy	Unit supervisor, Director of Auxiliary Services, or Director of Human Resources

The following outlines the approval, review, and revision history of the Vendor Relations Policy.

Version	Approval Date of Version	Version Type
1	January 2010	Initial Release