

# Development of Vendor List

FIN-PUR-5.1



## About This Policy

**Effective Dates:**

02-18-1992

**Last Updated:**

07-26-2016

**Responsible University Administrator:**

Vice President and Chief Financial Officer

**Policy Contact:**

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## Scope

All Indiana University units and employees.

## Policy Statement

Within reason, as determined by the purchasing agent, all known, interested, and qualified vendors for a given product or service shall be provided an opportunity to offer quotations.

## Reason For Policy

University Procurement Services is responsible for the development and maintenance of a current inventory of reliable vendors.

## Procedure

The "bid list" for a given requirement shall be the responsibility of the purchasing agent. The purchasing agent shall use various resources to develop the list, including, but not limited to: requesting department suggestions, lists developed from previous similar solicitations, advertisements in trade journals by potential suppliers, lists of minority or otherwise disadvantaged suppliers, and direct solicitations by potential vendors.

All must complete a Federal Employer Identification Number form so that we may conform with IRS reporting policies.

[Solicitation Process Procedures](#)

## History

This policy was established on February 18, 1992.

## Related Information

[FIN-PUR-5.0, Competition](#)