

## **Roles and Responsibilities**

### ***End User, Unit, FTC/BSC:***

*Inform the Procurement Agent when:*

- An item specification is being developed for planned procurement action
- It is required that specific vendors be added to a bidders' list
- Procurement action is planned involving a potential sole or single source of supply
- Sources of supply need to be identified for a specific item or commodity
- Supplier services or products are not in compliance with specification or expectation

### ***Procurement Services' Agent:***

- Maintain a current list of [commodity assignments](#) on the Procurement Services' Web site
- Identify alternative sources of supply through regular commodity reviews
- Manage the bid process for selection of the best source of supply
- Conduct negotiations with suppliers
- Provide acceptable terms and conditions for procurement actions
- Resolve legal and risk management issues that arise in the source of contract and purchase order negotiations with the aid of University Counsel's Office and Office of Risk Management and Insurance
- Review any and all aspects of a purchase requisition, including accuracy of specifications, so that the best interests of the University are served
- Assist units with the development of specifications for required products and services