|  |  |
| --- | --- |
| **Description:** | Boyce Thompson Institute (BTI) has developed a Supplier Selection Policy to define the responsibility for and provide basic guidelines for supplier selection, in alignment with all applicable sections of the Code of Federal Regulations.  |
| **Policy:** | 1. It is the policy of Boyce Thompson Institute that the selection of suppliers is the responsibility of its designated purchasing personnel. 2. BTI’s purchasing personnel will take all necessary affirmative action steps to assure that minority businesses, women’s business enterprises and labor surplus firms are considered in all supplier selection activities (refer to Policy No. 20.620 Minority Suppliers & Preferred Vendors).3. BTI’s purchasing personnel will conduct all procurement transactions in a manner providing full and open competition (refer to Policy No. 20.655 Quotations & Competitive Bids).4. No BTI employee, officer or agent may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest (refer to Policy No. 20.600 Ethical Practices & Supplier Relations). 5. BTI must, in the process of supplier selection, avoid all instances of organizational conflict of interest (refer to Policy No. 20.600 Ethical Practices & Supplier Relations).6. BTI must award contracts only to responsible contractors and suppliers that possess the ability to perform under the terms and conditions of a proposed procurement. Consideration will be given to such matters as integrity, compliance with public policy, dependability and service record, the nature of the guarantee and warranty of the product, its price, and quality.  |
| **Procedure:** | 1. When the stockroom is assisting other departments, they will obtain adequate and reasonable specifications.
2. Whenever possible, identification of brand names, or sufficient detail, should be obtained to ensure that the order may be correctly filled.
 |