A Supplier Guide to Providing Services and Commodities to NEW YORK UNIVERSITY F&CM CONTRACT MANAGEMENT

A guide for suppliers who want to start a business relationship with NYU F&CM

The role of Contract Management is to successfully manage and facilitate procurement of goods and services that satisfy the needs of the F&CM department.

In partnership with NYU Purchasing Services, our goal is to successfully secure contracts/agreements for the Facility and Construction Management department while promoting fair competition among prospective suppliers. This comprehensive guide will assist new suppliers in navigating their way through the F&CM procurement process.

INTERESTED IN BECOMING A PROSPECTIVE SUPPLIER?

F&CM Contract Management is looking for suppliers who meet and/or exceed our standards of performance, responsiveness and service commitments. Suppliers are considered on various criteria such as: best value for goods and services, quality, superior services, and past performances.

Suppliers interested in conducting business with NYU Facilities and Construction Management department must be pre-qualified through F&CM Contract Management. After qualification, the supplier will be notified that they have been included in F&CM Contract Management Approved Supplier Listing.

NYU does solicitations generally on a fiscal year basis. Solicitations generally begin in the 1st quarter of the calendar year and are awarded by the 2nd quarter, to commence services on September 1st. Contracts are generally awarded prior to the beginning of the new fiscal year, which begins September 1st.
Here are some of the underlining qualities we look for in our suppliers:

- **Competitive Pricing**- Although Cost is not the final determining factor when awarding a contract, we look for suppliers who seek ways to reduce costs and provide savings in all areas.

- **Professionalism and Customer Service**- Suppliers are expected to adhere to our Employee Conduct Policies, we expect our Suppliers to commit to the highest quality of customer service and professionalism throughout our business relationship.

- **Performance and Quality**- We require all services to be performed in accordance with best industry practices; we expect a level of consistency regarding quality and performance of the products and services that are furnished.

- **Innovative Business Solutions and Technology**- Contract Management is always seeking methods to make our facilities run more efficiently; we look for businesses that offer innovative and technically advanced methods to improve the services and commodities we procure.

**REQUIREMENTS**

Suppliers are expected to fully comply with our qualifications for conducting business with F&CM Contract Management. All requested documentation must be submitted in a timely manner. All prospective Suppliers must be in accordance with the following:

- **Supplier Application**- This application must be completed prior to F&CM conducting business with a new Supplier. (document attached)

- **Supplier Information Form**- A Supplier Information Form issued by NYU Purchasing Services (document attached) must be completed and returned

- **Rules and Regulations**- Suppliers must adhere to the Terms and Conditions outlined by New York University Purchasing Services Division. (document attached)
  
  [http://www.nyu.edu.ezproxy.its.nyu.edu/purchasing.services/pdf/poboiler.pdf](http://www.nyu.edu.ezproxy.its.nyu.edu/purchasing.services/pdf/poboiler.pdf)

- **Certificate of Liability Insurance**- Prior to conducting business with New York University, all suppliers must submit a Certificate of Liability Insurance, assuring they are in compliance with the requested requirement from New York University Insurance & Risk Management Department. (link attached)
  
  [http://www.nyu.edu.ezproxy.its.nyu.edu/pages/insurance/insurance_web_site_002.htm](http://www.nyu.edu.ezproxy.its.nyu.edu/pages/insurance/insurance_web_site_002.htm)

**RESPONDING TO SOLICITATIONS**

The preferred method of doing business with F&CM Contract Management department is to respond to a Request for Proposal (RFP) issued by NYU Purchasing Services. The RFP will describe the services that our department is looking for, what the supplier should include in its proposal, the minimum requirements that the supplier should meet, and what the evaluation criteria will be.
Suppliers who have been pre-qualified are eligible to receive a notice of solicitation from NYU Purchasing Services for the respective commodities and/or services they are to provide. Suppliers are also entitled to receive a Request for Quotation from F&CM Contract Management and/or NYU Purchasing.

**Evaluation Process**

All proposals submitted shall be reviewed and evaluated by an evaluation committee. A thorough assessment of each proposal shall be made and judged in accordance with a pre-determined set of criteria.

**Example:**

- Qualifications
- Technical requirements
- Past performance
- Cost effectiveness

**NOTIFICATION PROCESS**

After a thorough review and evaluation of the bids or proposals received, a recommendation will be submitted for an award. A Purchase Order shall be prepared and submitted to the successful supplier. The supplier should not begin any work or deliver any goods until after the receipt of the NYU Purchase Order. A written Notice of Non-Award shall be forwarded to the unsuccessful supplier(s) no later than thirty days after the award of the respective bid or proposal.

**NEED MORE INFO**

Visit our website:
http://www.nyu.edu/fcm/contract.htm
NEW SUPPLIER APPLICATION/CERTIFICATION

Date of Application: ________________

NAME OF SUPPLIER: ________________________________________________

SUPPLIER ADDRESS: ________________________________________________

EMAIL ADDRESS: __________________________________________________

URL ADDRESS: ______________________________________________________

FEDERAL TAX PAYER ID NUMBER _______________________________________

SOCIAL SECURITY NUMBER ____________________________________________

1. If a corporation, answer the following:
   a. Date of Incorporation: ___________________________________________
   b. State of Incorporation: ___________________________________________
   c. President’s Name: _______________________________________________
   d. Vice President’s Name: __________________________________________
   e. Account Representative: _________________________________________
   f. List other principals or key personnel: _____________________________
      ___________________________________________________________________
      ___________________________________________________________________

2. Have any of the above personnel done business with NYU under a different name? If so, Please indicate: ____________________________________________________________________________________________
3. If an individual or partnership, answer the following:
   a. Date of Organization: ________________________________
   b. Name(s) and address(es) of Individual/Partners:

4. List professional & Business licenses held by principal and key personnel. Attach copy hereto.

5. List current Insurance limits and attach copy of the certificate

6. How many years has your organization been in business? _______________________

7. Has your organization ever provided goods or services to NYU either by purchase order, agreement or contract? Yes No

8. If yes to question #7, what percentage has NYU contributed to your annual revenue for the past three years?

9. State the primary services and/or commodities provided by your company. 
(Please attach additional sheets if necessary)

10. We normally perform _____% of the work with our own employed personnel.

11. Have you ever failed to complete or defaulted on any contract awarded to you? If so, state circumstances.
12. Has any officer/partner of your organization ever been an officer/partner of any organization that failed to complete a service contract? If so, state name of individual, organization and reason thereof.

___________________________________________________________________________

___________________________________________________________________________

13. How many vehicles does your firm own or lease for business operations?

___________________________________________________________________________

14. How many employees does your firm employ?

___________________________________________________________________________

15. List recent contracts and amounts recently completed.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

16. What is the average annual revenue of your firm for the past three years?

$____________________

17. List trade references:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

18. List bank references:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Will you, upon request, submit a detailed financial statement and furnish any other information required by NYU? Yes ( ). No ( )
The undersigned hereby certifies that all information submitted herein this questionnaire is accurate and authorizes any firm or corporation to furnish any information requested by New York University in verification of the recitals comprising this certification. This Statement shall also be duly Notarized by a Notary Public of the State of New York. If the notary is not from the State of New York, the notary shall indicate the State where this document is notarized.

Print or Type Name of Principal or Officer
______________________________________________

Print or Type Title of Principal or Officer
______________________________________________

Signature of Principal or Officer
____________________________________________________

Date: ______________________

Sworn and Subscribed to before me this day of , 2009

________________________
NOTARY PUBLIC OF THE STATE OF NEW YORK