

Supplier Agreements

As stated in [University Policy 3.25, Procurement of Goods and Services](#), Procurement Services is responsible for the negotiation of procurement terms and conditions and the issuance of contracts with external suppliers based upon price and best value. Among the suppliers that Procurement Services has contracted with on behalf of the university, there are three designations of suppliers – strategic preferred, preferred, and contract.

Contract suppliers have agreed to Cornell's terms and conditions and meet at least one of the following criteria:

- Have a pricing agreement with Cornell
- Support the local economy
- Meet criteria for small or diverse business classifications
- Have an agreement in a commodity which has no “preferred” supplier
- Support Cornell's sustainability initiative

Preferred suppliers have participated in a competitive proposal and negotiation process, were selected because they met criteria established by commodity teams comprising campus users, and have agreed to provide the best overall value to the university.

Strategic preferred suppliers have all of the attributes of a preferred supplier plus they provide additional benefits to the university. The suppliers offer significant multiyear cost savings, support vendor consolidation efforts, and commit to annual customer satisfaction improvement.

University procurement policy also states that “Where such (*preferred supplier*) agreements exist, units must procure goods and services from these preferred suppliers regardless of the dollar amount or procurement method. In situations where a preferred supplier agreement does not exist and where the purchase exceeds the formal bid limit of \$10,000, units must identify a vendor through competitive bidding, unless an appropriate justification and an alternative method of selection are specifically authorized by a procurement agent.”

So, if you are purchasing a good or service that is covered by an agreement with a preferred supplier or strategic preferred supplier, you must buy that item from the preferred supplier. If you are purchasing a good or service that is not covered by such an agreement and costs less than \$10,000, then you should review the contract suppliers in e-SHOP as part of your comparison shopping. If a good or service is not covered by a preferred supplier agreement and costs less than \$10,000, you are encouraged to shop with local or diverse suppliers.

A table listing of all preferred, contract and e-SHOP suppliers is available on the Procurement Services' Web site at <https://www.dfa.cornell.edu/procurement/supplierlistview>. This information can be sorted or reverse-sorted simply by clicking on the column headings. For additional help in identifying if a good or service is covered by a supplier agreement, please contact the Procurement Services Helpline at 254-5300 or procurement@cornell.edu.

New York State's Office for General Services does not recognize Cornell's Preferred Supplier agreements. As a result, orders funded with NYS appropriated funds are subject to bidding or sole source unless using NYS Contracts as the basis of award for the order. New York State contracts are extended to Cornell regardless of funding. These contracts can be accessed and reviewed at <http://www.ogs.state.ny.us/purchase/default.asp>.