UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-PUR-2 Minor Revision 6
Title:	Campus-Wide Service Solicitations Prep. & Admin.
Description:	Provide consistent practices to solicit campus-wide services.
Category:	Purchasing
Applies to:	department
Contact:	Purchasing
Purpose:	Consistent practices to solicit campus-wide services are defined.

Policy Statement:

1. If the service is already being provided somewhere on campus, do an informal market analysis or get quotations to determine whether current pricing is favorable.

    a. If it is found that the current price is below market value, we may choose to not do a campus-wide solicitation, but instead:

        i. Try to expand the favorable pricing throughout campus informally, or

        ii. Do a RFP for the new areas of campus only.

2. If the decision is made to go ahead with a campus-wide solicitation, detailed meetings should be held with the individuals responsible for the areas affected to understand and document concerns, prior to the issuance of the solicitation.

3. Once a selection is made based on the solicitations, detailed meetings should be held with the individuals responsible for the areas affected to ensure that there is an understanding of the costs, products, and services prior to making an award.

4. If there is not a consensus on the award, no award shall be made prior to addressing the reasons a consensus failed.

5. If an award is made, one person, or representatives from each area will be selected to serve as the operational contract administrator and a contract administrator for monitoring and compliance will be also assigned from the purchasing department.

6. The contract administrator for monitoring and compliance will be responsible for monitoring all aspects of performance in conjunction with the operational contract administrator(s).

7. Records relating to performance will be analyzed each renewal period with the operational contract administrator(s) to determine if the contract should be renewed or a new solicitation issued.

8. If there is no objection to renewals, purchasing will automatically create purchase requisitions and purchase orders as necessary to ensure no interruption of service.

Glossary of Terms:	Contract - agreement for services or materials.
Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

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Date posted:	August 25, 2006
Policy ID:	ADM-EMP-26 Minor Revision 1

Title:	Performance Evaluations
Description:	When evaluations are done, what happens to the employee records.
Category:	Employment Services
Applies to:	staff,faculty,student
Contact:	Employee Relations and Development

Purpose:

Policy Statement:	All employees will be evaluated during the fifth month of probationary employment by their appropriate supervisor. The employee will be evaluated again one year after employment and normally at one-year intervals thereafter. These periodic reports on an employee's progress become a permanent part of his or her personnel file. This file is referred to for salary review and promotional considerations and also used as background material should a supervisor feel the need to discuss improvement in an individual's work

Glossary of Terms:

Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

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