

Inquiry Regarding Vendors and Payments

Wutoh, Anthony K. <awutoh@Howard.edu>

Thu 4/2/2020 10:04 AM

To: Alfred, Marcus <marAlfred@Howard.edu>

Cc: Medford, Edna Greene <emedford@Howard.edu>; Masch, Michael <michael.masch@Howard.edu>; Prioleau, Florence W <fprioleau@howard.edu>; Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljKelly@Howard.edu>

Dr. Alfred,

Good morning. I have provided responses to your inquiry below regarding vendors and payments. I have cc'ed Mr. Masch, who can provide any additional detail;

1. *Are there written or unwritten policies to not put new vendors into HU's system for purchases?*

Answer: There are no blanket policies prohibiting the University from adding qualified new vendors to the University's master vendor list. Purchasing at Howard is governed by University Policy 200-300 ("Purchasing"). Under current University policy:

- a) Departments can request the addition and credentialing of a new vendor by submitting a Vendor Request Form directly to the University's Office of Procurement and Contracting (OPC), or a department can suggest a vendor when submitting Requisition (a request to create a new Purchase Order) in the Peoplesoft procurement module.
- b) The Office of Procurement and Contracting maintains the University's master list of qualified vendors. All vendors must be approved by OPC. OPC utilizes Dunn & Bradstreet to credential vendors before a vendor can be added to the vendor master list.
- c) When selecting among vendors who are approved and credentialed, OPC seeks whenever possible to leverage the purchasing power of the entire Howard organization by negotiating master agreements wherever feasible with preferred vendors who offer commodities and services that tend to be purchased by multiple schools and departments in order to obtain the most favorable pricing and business terms.
- d) OPC reserves the right to terminate the University's general relationship and/or particular contracts with any vendor whose credentials change in a way that negatively impacts the interests of the University. In such cases, the vendor is disabled in the Peoplesoft procurement module.
- e) Termination of vendor relationships or contracts must be implemented only by OPC or the Office of General Counsel pursuant to the terms and conditions of a PO, a contract, and

/or HU Policies and Procedures. Customers who believe a vendor relationship should be terminated should contact OPC and OGC to discuss their recommendation and the reasons for it.

2. *For vendors that have provided/completed their goods/services for HU faculty grants or contracts, are only some of these vendors paid each month - even if bills are due?*

The University strives to pay all vendors within 60 days after receipt in Accounts Payable of a valid invoice, unless different payment terms have been negotiated between the University and the vendor. An invoice is validated when there is an approved Purchase Order against which the invoice can be charged, when there is an executed contract between the vendor and the University, when the purchasing department confirms to AP the receipt of the billed goods or services, and when the invoice is consistent with the approved Purchase Order and contract. Failure to meet these requirements can result in a delay in payment. It is the responsibility of the purchasing department to ensure that all of these requirements have been met.

Thank you.

AKW

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From: Alfred, Marcus <marAlfred@Howard.edu>

Sent: Wednesday, April 1, 2020 9:18 PM

To: Wutoh, Anthony K. <awutoh@Howard.edu>

Cc: Medford, Edna Greene <emedford@Howard.edu>; Masch, Michael <michael.masch@Howard.edu>; Frederick, Wayne <HUPresident@Howard.edu>; stacey.j.mobley@gmail.com <stacey.j.mobley@gmail.com>; Prioleau, Florence W <fprioleau@howard.edu>; Bennie Wiley <bennie@twgpartners.com>; Paschall, Samuel <spaschall@Howard.edu>; Kelly, Lynne J. <ljkelly@Howard.edu>

Subject: Re: Coronavirus/COVID-19 Travel Update

Good evening,

Considering the uncertainty that faculty have regarding finances, in particular regarding their grants with federal agencies, may the faculty get an answer regarding these questions from about a month ago? In particular, we asked

I've also two related questions for you. Are there written or unwritten policies to: (1) not put new vendors into HU's system for purchases? and (2) for vendors in the system that have provided/completed their goods/services for HU faculty grants or contracts, are only some of these vendors paid each month - even if bills are due?

Thank you,

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