

Policy Number	SP (Sourcing Policies)-1
Title	Purchases for Use Abroad
Policy Owner	Procurement Services
Applies to	Faculty and Staff
Campus Applicability	All campuses, including UConn Health
Effective Date	November 1, 2017
For More Information Contact	Matthew Larson, Director of Procurement Services
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REASON FOR POLICY

Most of UConn's purchases are made in the United States or are made overseas for use in the United States. But UConn is a global research University that sponsors, or participates in, teaching, research, and other programs around the world. These programs provide important educational opportunities for students and support research and service by faculty and students.

This Policy is established pursuant to Section 2(b)(1)(B) and Section 3 of Public Act 17-130, which authorizes UConn to develop policies for the purchase of equipment, supplies or services, or the lease of personal property (i) to be used outside of the United States, and (ii) where the other party to the contract is located outside of the United States. These purchases are referred to in this Policy as "Overseas Purchases."

The purpose of this Policy is to establish a framework for procedures pursuant to which UConn can make Overseas Purchases. Overseas Purchases are used to assist UConn in pursuing its teaching, research, clinical, public service, and economic development missions. Making Overseas Purchases effectively and prudently will help UConn to fulfill its missions.

APPLIES TO

Faculty and staff on all campuses, including UConn Health.

DEFINITIONS

"**Overseas Purchase**" is a Purchase (i) to be used outside of the United States and (ii) where the other party to the contract is located outside of the United States.

"**Partner Institutions**" are any of the following that are located outside the United States and with which UConn jointly supports teaching, learning, or research programs: research institutes, laboratories, government agencies, quasi-governmental agencies, non-government organizations, members of a consortium of which UConn is a member, colleges, and universities.

"**Purchase**" is the purchase of equipment, supplies, or services, or the lease of personal property.

"**Simplified Acquisition Threshold**" is a threshold set by the Federal Government for purchasing goods and services in a manner that, as stated in Section 13.002 of the Federal Acquisition Regulations, "[p]romote[s] efficiency and economy in contracting" and "avoid[s] unnecessary burdens." The Simplified Acquisition Threshold is set in Subpart 2.1 of the Federal Acquisition Regulations and is currently \$150,000.

POLICY STATEMENT

- A. The President or the President's designee shall adopt procedures for entering into contracts for Overseas Purchases, including identifying vendors for Overseas Purchases. Such procedures shall be consistent with this Policy.
- B. UConn shall make Overseas Purchases in a manner consistent with applicable law, provided that the following shall be exempt from CGS §10a-151b(b) and regulations adopted pursuant to CGS §4e-47:
 - (1) Overseas Purchases from Partner Institutions, or from vendors located outside the United States identified by Partner Institutions, if such Purchases serve jointly-supported teaching, learning, or research programs.
 - (2) Overseas Purchases up to the Simplified Acquisition Threshold. UConn shall request quotations from at least three prospective vendors before making such purchases.
 - (3) Overseas Purchases entered into consistent with the following:

- UConn shall attempt to identify as many prospective vendors as is practical and cost effective, considering the challenges associated with each purchase. Such challenges may include geographic limitations, language barriers, the availability or absence of technology, the ability to identify vendors that are reliable and safe, and local laws and regulations.
 - When more than one prospective vendor is identified, UConn shall conduct an appropriate competitive process. The competitive process shall take into consideration the challenges of participating in a formal procurement process, including the factors set forth above.
- C. The procedures adopted pursuant this Policy shall include a method for reporting any contract exempted under Paragraph B of this Policy that is entered into or amended. As required by Section 3(b) of Public Act 17-130, not later than January 1, 2018, and annually thereafter, such report shall be submitted to the joint standing committees of the General Assembly having cognizance of matters relating to higher education and government administration.

ENFORCEMENT

Violations of this Policy may result in appropriate disciplinary measures in accordance with University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

PROCEDURES/FORMS

Procurement- Sourcing Procedure 1.1

POLICY HISTORY

Approved by the Board of Trustees, November 1, 2017