

# Purchasing Training: Contracting, Risk Management, and Legal



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May 2024

# General Counsel Processes

# General Counsel

- What is a contract?
- Sovereign immunity and the role of the Court of Claims
- Invalid terms and conditions in state contracts: [Ohio Rev. Code 9.27](#)
  - Indemnification: Lakeside example
  - No arbitration
- Confidentiality and public records law
- Eleventh Amendment immunity: no federal court
- Automatic renewals: biennial budget; timing of fee increases (ADP example)

## General Counsel (continued)

- Collection costs, attorney fees, and [Ohio Rev. Code 2335.39](#)
- Government Purchasing Groups and vendor standard forms
  - Cintas example
- Insurance: ours and theirs
- Ohio Attorney General “[Essential](#)” contract terms
- [University Purchasing Policy](#), conflicts of interest, and Ohio ethics law
- Personal liability of officer making contract without authority: [Ohio Rev. Code 3.12](#)

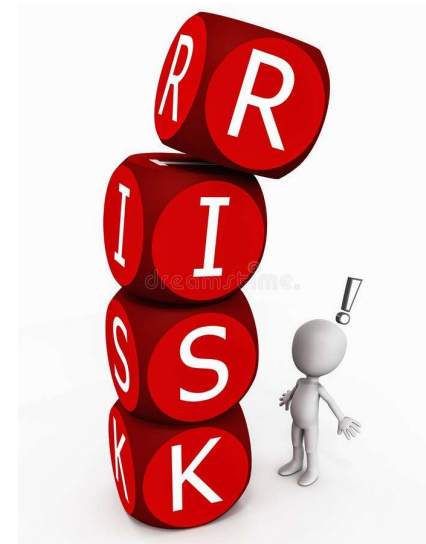
# Signatory Policy

- [BGSU University Policy 3341-1-7](#) identifies the University employees who have been sub-delegated the authority to execute contracts and other legal documents that are binding on the university
- Any agreement or contract that does not follow the Signatory Policy will not be valid and not considered a binding contract by the University
  - **Employees who sign agreements that are not identified in the Signatory Policy may be personally liable for that contract, which may be subject to legal action and may also be subject to university disciplinary action up to and including termination of employment**
- Changes to the policy occur periodically, so please make sure to follow the most updated version found on the General Counsel website

# Risk Management Processes

# Contractual Risk Transfer

- Legally binding way to transfer risk to the party in the best position to control the risks related to the service
- Typically involves:
  - Hold harmless agreements / indemnification clauses
  - Insurance requirements
  - Waiver of Subrogation
  - Limitation of Liability clauses (price of contract, etc.)
- Must consider state and federal statutory requirements
  - Terms we cannot legally agree to (indemnification, choice of law, etc.)
  - Statutory insurance requirements, such as bus charters, aviation
- Demonstrate compliance to insurance requirements using Certificate of Insurance



# Certificates of Insurance

- BGSU requiring insurance from a vendor/3rd party
  - Construction/maintenance
  - Goods and services
  - Events
  - Professional services
  - Transportation
  - Public/private partnerships: North Star, Chartwells, Capstone, WCH
  - Software agreements
    - Our paper versus their paper
  
- 3<sup>rd</sup> party requiring insurance from BGSU
  - Event rental spaces (meetings, sports practices, conferences)
  - State Fire School training locations
  - Internship placements
  - Vehicle/Equipment lease/rentals – Enterprise lease, Penske, UHaul

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
8/5/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  INSURANCE AGENCY HERE	CONTACT NAME PHONE FAX E-MAIL ADDRESS  INSURER(S) AFFORDING COVERAGE NAME # INSURER A: INSURANCE COMPANY HERE INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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**COVERAGES** CERTIFICATE NUMBER: CL12103100605 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NO.	DATE	TYPE OF INSURANCE	ADDITIONAL CODES	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		SAMPLE			DAMAGE TO RENTED EQUIPMENT (per occurrence) \$ 300,000
A		<input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR	X				MED EXP. & ADV. FEE (per person) \$ 5,000
							PERSONAL & ADV. FEE \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							NON-OWNED AGGREGATE \$ 2,000,000



# BGSU Goods and Services Insurance Requirements

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Service Provider shall procure and maintain the minimum insurance coverage's set forth below.

1. **Commercial General Liability**

Policy shall include bodily injury, property damage, personal injury, contractual liability, fire legal liability, medical payments coverage, and sexual molestation/abuse if vendor is interacting with minors.

- Each Occurrence \$1,000,000
- General Aggregate \$3,000,000

2. **Worker's Compensation/Employers' Liability**

Workers Compensation for losses arising from work performed by or on behalf of the Service Provider.

- State Fund or Self-Insurance Statutory
- Proof of Employers' Liability (stop gap) \$1,000,000

3. **Business Automobile Liability – applicable when the contract includes:**

Service provider is transporting BGSU property, people, or use of vehicle is integral to the performance of the Contract.

- Combined Single Limit \$1,000,000

# Vendor Certificate of Insurance

A PUBLIC UNIVERSITY FOR THE PUBLIC GOOD.

EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.													
INSR LTR	TYPE OF INSURANCE				ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			X		EV2021009403	2/1/2023	2/1/2024	EACH OCCURRENCE	\$ 1,000,000		
	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>	OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000		
	<input checked="" type="checkbox"/>	see pollution								MED EXP (Any one person)	\$ 5,000		
	<input checked="" type="checkbox"/>	limits								PERSONAL & ADV INJURY	\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:									GENERAL AGGREGATE	\$ 2,000,000		
	<input type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT	<input type="checkbox"/>	LOC			PRODUCTS - COMP/OP AGG	\$ 2,000,000			
	OTHER:									\$			
B	AUTOMOBILE LIABILITY						EBA 0409319	11/1/2023	11/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000		
	<input checked="" type="checkbox"/>	ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/>	SCHEDULED AUTOS						BODILY INJURY (Per person)	\$		
	<input type="checkbox"/>	HIRED AUTOS ONLY	<input type="checkbox"/>	NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$		
										PROPERTY DAMAGE (Per accident)	\$		
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR			EX2021009503	2/1/2023	2/1/2024	EACH OCCURRENCE	\$ 1,000,000		
	<input type="checkbox"/>	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE						AGGREGATE	\$		
		DED	<input checked="" type="checkbox"/>	RETENTION \$ 10,000						Aggregate	\$ 1,000,000		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				N/A						<input type="checkbox"/>	PER STATUTE	<input type="checkbox"/>	OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)											E.L. EACH ACCIDENT	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below											E.L. DISEASE - EA EMPLOYEE	\$	
											E.L. DISEASE - POLICY LIMIT	\$	
A	Professional Liab						EV2021009403	2/1/2023	2/1/2024	Prof	1,000,000		
A	Pollution Liab						EV2021009403	2/1/2023	2/1/2024	POLL	1,000,000		

# Contracting Processes

# Types of Contracts

The Purchasing Department serves as the University's central contract management team, and we ask for each Department's assistance in routing the necessary documents to Purchasing prior to goods or services being purchased

- **Purchase Order**
- **Independent Contractor Agreement (ICA)**
- **Short Form contract \***
- **Standard contract \***
- **Vendor Contract \***

\* Contract should be facilitated and/or reviewed by Purchasing

# Purchase Order

- A **Purchase Order** serves as a contract if no other contract exists – must be sent **prior** to goods/services being rendered, vendor must accept PO terms (**includes punchouts in Falcons Purch**)
  - Most simplistic form of a contract
  - Approvals are baked in the Falcons Purch system
  - Best practice
  - Standard Terms and Conditions are automatically linked to Purchase Order
  - Pre-vetted through General Counsel and Risk Management; includes the most beneficial terms to protect BGSU from typical business risks

Purchase Order • BluSky Restoration Contract... • BG02421469 Revision 0

Status Summary Revisions 1 Confirmations Change Requests Receipts Invoices Comments Attachments 1 History

General Information		Shipping Information		Billing/Payment	
PO/Reference No.	BG02421469	Ship To		Bill To	
Revision No.	0	ATTN: Lise Konecny Bldg: 816 E Poe Road		Accounts Payable 1851 N. Research Dr	
Priority	Normal	Room: Central Services Bowling Green State University Bowling Green, OH 43403 United States		<a href="http://www.bgsu.edu/finance-and-administration/controller.html">http://www.bgsu.edu/finance-and-administration/controller.html</a> Bowling Green, OH 43403 United States	
Supplier Name	BluSky Restoration Contractors, LLC dba	ShipTo Address Code	BGSHIP TO	BillTo Address Code	963000319
People Soft Supplier Number	0000044766	Code		Billing Options	
Address	1300 Michigan Ave Waterville, Ohio 43566-1011 United States	Delivery Options		Accounting Date	4/25/2024
Purchase Order Date	5/2/2024	Expedite	<input checked="" type="checkbox"/>	Payment Terms	0% 30, Net 0
Total	27,500.00	Ship Via	Best Carrier-Best Way	F.O.B.	FOB DEST
A/P status	Open	Shipping Acct #	no value		


**BGSU** PURCHASE ORDER TERMS AND CONDITIONS Page 1 of 2

The following terms and conditions, and any specifications, drawings and additional terms and conditions that may be incorporated by reference or appended hereto, are part of the purchase order. By accepting the purchase order, or any part thereof, Seller agrees to and accepts all the following terms and conditions.

- Any purchase order issued by the Bowling Green State University Purchasing Department is a binding contract between the Buyer (Bowling Green State University, or BGSU, or University, or BGSU Foundation) and the Seller (Vendor or Contractor) indicated on the purchase order. Therefore, the terms and conditions of the purchase order, bid, or Request for Proposal (RFP), if applicable, govern the obligations of each party to the contract. Any discrepancies in fulfilling the terms of the purchase order must be resolved between the Buyer and Seller prior to the delivery of any service or commodity to the Buyer.
- Order Changes:** No substitutions, alterations, additions or deletions are authorized to this order without the written consent of the Purchasing Department. Buyer reserves the right to return goods at Seller's expense if the order is billed at a higher price than specified, or the goods are nonconforming, unless prior written approval for the modification has been obtained.
- Correspondence:** Direct all correspondence to: Bowling Green State University, Attn: Purchasing Department 1851 N. Research Drive, Bowling Green, OH 43403, or email [purchasing@bgsu.edu](mailto:purchasing@bgsu.edu). Please reference the purchase order number on all correspondence.
- Tax Issues:** BGSU is exempt from Ohio sales tax [per ORC 5739.02(B)(1)] and from federal excise tax.
- Invoices:** Mail all invoices to Bowling Green State University, Accounts Payable, BGSU Huntington Building, 1851 N. Research Drive, Bowling Green, OH 43403 or email [bgsuap@bgsu.edu](mailto:bgsuap@bgsu.edu). Please reference the purchase order number on all invoices.
- Payment Terms:** Payment terms for all University purchase orders are Net 30 days unless previously authorized in writing.

# Independent Contractor Agreements

- **Independent Contractor Agreement (ICA)**: a contract for **individuals** providing services for BGSU – includes (but not limited to) speakers, entertainers, and providers of all general services
- Independent contractors (tax classification of "Individual/Sole Proprietor or Single-Member LLC) performing services for BGSU will need an ICA executed with a detailed scope of work on the Attachment A.
  - ICAs are NOT for companies
- In the scope of work, detail specifically what the deliverables are, when they will be provided by, where the work being completed will be taking place, quantities (i.e. customized product), price per item, etc.
  - The GOAL here is to outline the specific deliverables to hold all parties accountable in executing the services
- Independent Contractors who require a license to operate need to have their license attached in addition to the Attachment A
  - For example, an athletic trainer, caterer, massage therapist, etc.
- ICAs need to be signed by a BGSU Signatory Authority or else it is not considered valid

 Bowling Green State University	<b>INDEPENDENT CONTRACTOR AGREEMENT (ICA)</b> <b>ATTACHMENT A</b>
<hr/> <b>NAME OF INDEPENDENT CONTRACTOR:</b> Project IMPACT PD Participant	
<b>SCOPE OF WORK (SERVICES DEFINED):</b> Project IMPACT Professional Development (PD) Participants will participate in professional development sessions and learn about the elements of implementing environmental education curriculum through Project IMPACT at Bowling Green State University. They will also have the opportunity to facilitate student work at their site with support from the Project IMPACT leadership team. Project IMPACT PD Participants will be paid \$150 per session they participate in from Sept 6 - 30 2023. Total cost will not exceed \$750.	

# Short Form Contract

**Short Form Contract:** A condensed contract completed by Purchasing typically used for **companies** providing goods or services

- **Purpose:** Expedited preparation and review for both vendor and BGSU staff
- Includes the Standard terms and conditions that BGSU needs
- Allows for attachments for additional complexity and detail
- Can be for multiple years
- For business entities
- Typically utilized for purchases under Purchasing Policy thresholds
  
- Pre-vetted through General Counsel and Risk Management
- Typically service oriented purchases
- Should be signed by CFO, Purchasing or delegee

Contract Type	Signature Authority
Service agreements other than consulting	CFO or delegee; Purchasing Department per CFO delegation

**BGSU**  
Bowling Green State University

**SHORT FORM CONTRACT**

This Agreement is between Bowling Green State University, Bowling Green, Ohio 43403 ("BGSU") and Service Provider, a business entity authorized to do business in the State of Ohio ("Service Provider"), whose name and address are stated below:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

BGSU Dept. Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**1.0 Scope of Services.**

1.1 Service Provider agrees to provide the services ("Services") as described on Attachment A, which is appended to and incorporated into this Agreement.

1.2 Service Provider agrees to provide the Services with the customary degree of care and skill.

1.3 Service Provider will provide the Services on the following date(s) start date: August 1, 2023; end date: \_\_\_\_\_.

1.4 Does this service require a license in the state of Ohio? \_\_\_\_\_  
If so, list license number: # \_\_\_\_\_ and expiration date: \_\_\_\_\_.

# Short Form Agreements vs. Independent Contractor Agreements

## Independent Contractor Agreement:

- Vendor is classified as either single member, sole proprietor, or individual
- Limited to 12-month period as maximum
- Limited to \$50k for services or \$25k for goods UNLESS they have participated in a competitive event (RFP, RFQ, etc.)
- Requirements are tailored to individuals (shouldn't be used for vendors as terms are more restrictive)
- Signatory authority is dependent on dollar amount of contract

## Short Form Agreement:

- Vendor is classified as anything other than a single member, sole proprietor, or individual
- Can be multi-year agreements
- Limited to \$50k annually, **unless** contract term is longer than 12 months OR they have participated in a competitive event
- Less restrictive than an ICA
- Need to be reviewed and signature is facilitated through the Purchasing Department
- Signatory authority resides with Purchasing

**\* Payment of vendors contracted on Short Form or Independent Contractor Agreements should be submitted in Falcons Purch \***



# Short Form Agreements vs. Independent Contractor Agreements

## What to Look for on a Company's W9:

### Independent Contractor Agreement:

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
<input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

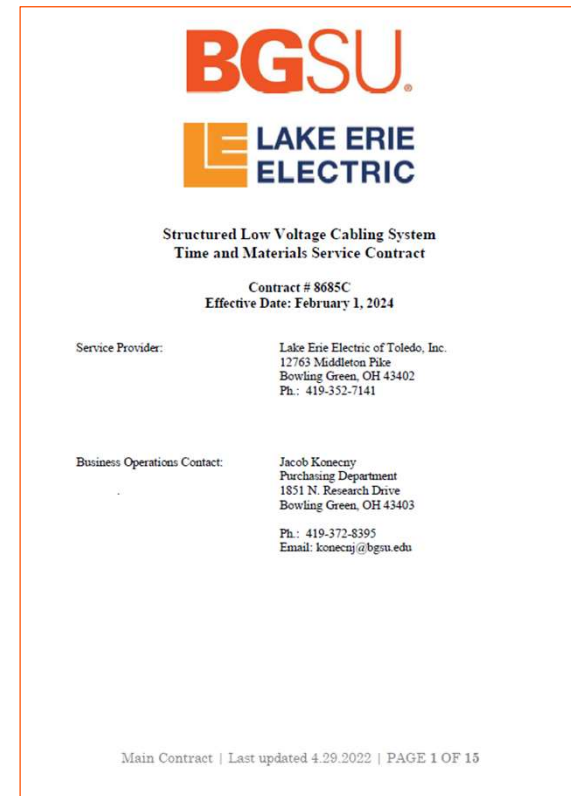
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2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input checked="" type="checkbox"/> Trust/estate	
<input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input checked="" type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

# Standard Long Form Contract

**Standard contract:** A contract completed by Purchasing typically used for **multi-year** or **significant value** agreements

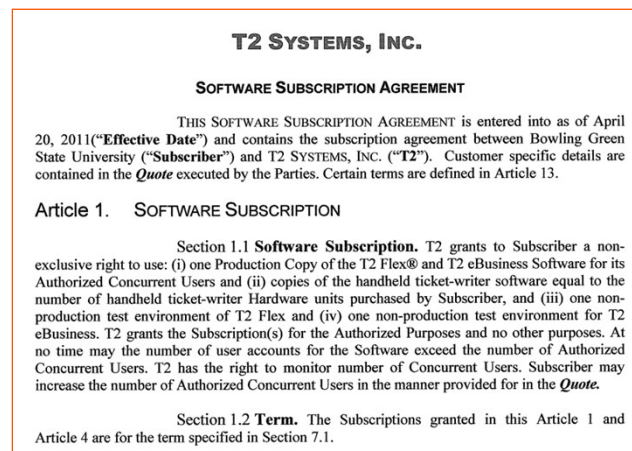
- Prevetted through General Counsel and RM
- includes all terms necessary to protect BGSU from typical business risks
- Revisited annually to incorporate cases throughout the previous year
- Used for high risk and high dollar contracts
- Usually associated with an RFP process
- Purchasing representative will prepare, negotiate, and execute contract
- Has oversight of General Counsel when signatory policy calls for it
- Can incorporate language that the vendor needs present
- Usually University wide scope, but can be smaller scope
- Longer review process – redlines, clarifications, numerous discussions by the parties
- Review signatory policy based on the contract type



# Vendor Contract

**Vendor Contract:** A contract created by the **vendor** – Terms and Conditions of the contract must be approved by Purchasing before contract can be signed

- Most risky
- Does not typically include all standard items that BGSU needs to safely enter the business arrangement
- Typically requires redlines to remove language that we are legally prohibited from agreeing to
- Must be reviewed by General Counsel (or in collaboration with Purchasing) per the signatory policy
- Purchasing Best Practice is to verify with the vendor that they will not accept another standard template from BGSU



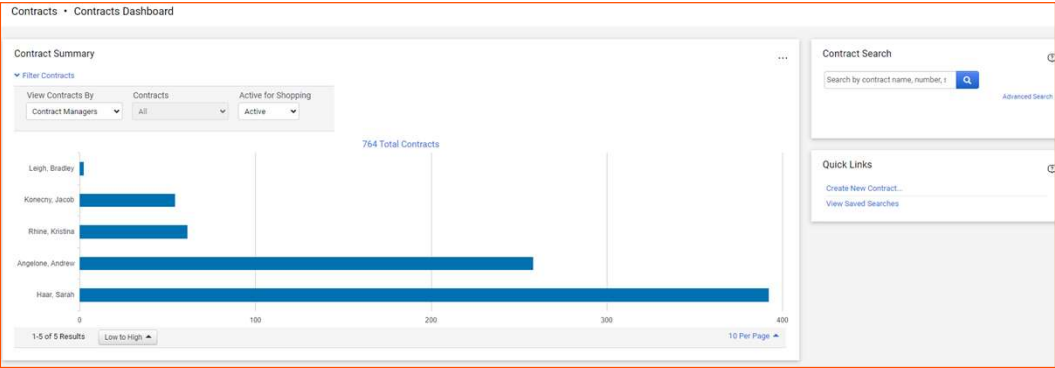
Business Operations | Purchasing Department  
[purchasing@bgsu.edu](mailto:purchasing@bgsu.edu) | 419-372-8411

# Value Adds by Purchasing

- **Business Acumen Review**
- **Cost Savings**
- **Coordination of Termination Dates of Other Affected Contracts**
- **Specialized correspondence, documentation, and vendor management**
- **Assistance of the Vendor Profile and the coordination of the contract**
- **Contract module entry, tracking, management, expiration notices**
- **Review of appropriate BGSU entity (BGSU BGSUF UA AA)**
- **Collaboration/Communication with CFO/President's Office, when necessary**
- **Compliance with other policies (Alcohol, PCI, EH&S, Food Policy, Pouring Rights, Exclusivity Violations)**
- **Assistance navigating the Controlling Board via Planning Construction Campus Operations**

# Contracting Module

- **Contract Module**
  - New feature introduced in [Falcons Purch](#) that is being utilized by Purchasing
  - Houses all contracts on file with Purchasing
  - End-users can receive notifications for their department's contracts



1 of 1 Results

**Contract Header**

Contract Number \* BGSU #8301 Supplier Name \* Rumpke of Ohio, INC. dba Rumpke Waste an

Contract Name \* BGSU #8301 - Rumpke of Ohio Contract Status

Contract Type BGSU

Summary Recycling and Waste Removal for BGSU Main Campus [Edit Summary](#)

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**Dates and Renewal**

Time Zone \* EDT/EST - Eastern Standard Time (US/East) Renewals Remaining 5

Start Date \* 07/01/2023 12:00 AM Automatically Apply Price File with Renewal  Yes  No

End Date \* 06/30/2028 11:59 PM Renewal Term 1 Years  Yes  No

Auto-Renew  Yes  No

**> Additional Details**

★ Required [Previous](#) [Save Progress](#) [Next](#)

# Group Purchasing Organization (GPO) Contracts

- When available and appropriate, the University has the option to utilize a GPO contract to procure various goods and services from contracted vendors
- A **Group Purchasing Organization** (GPO) is an entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors based on the collective buying power of the members.
- BGSU is a member of various GPO organizations, including (but not limited to):
  - E & I
  - Inter-University Council (IUC) Purchasing Group
  - OMNIA Partners
  - Sourcewell
  - State of Ohio Department of Administrative Services Procurement
- Vendors that have established GPO agreements have many benefits such as discounted pricing, familiarity with similarly-aligned clientele, and e-procurement functionality



# Purchasing and Support Functions

Contact the **Purchasing Department**  
([purchasing@bgsu.edu](mailto:purchasing@bgsu.edu), 419-372-8411) regarding:

- Contracts
  - Signatory Authority
  - Terms and Condition review
- Vendor Management
- Bidding (RFP, RFQ, RFI)

Contact **Risk Management**  
([riskmgmt@bgsu.edu](mailto:riskmgmt@bgsu.edu), 419-372-2127) regarding:

- Contract insurance requirements
- Certificates of Insurance

Contact the **Office of General Counsel**  
([stokesm@bgsu.edu](mailto:stokesm@bgsu.edu), 419-372-0458) regarding:

- Contract legal review
- University policy review

# Contracting, Risk Management, General Counsel Questions and Answers