



OFFICE OF CONTRACTING  
& PROCUREMENT

# ROWAN UNIVERSITY

# VENDOR HANDBOOK

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# ROWAN UNIVERSITY VENDOR HANDBOOK

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## **INTRODUCTION**

### **Rowan University**

Rowan University is a body corporate and politic of the state of New Jersey and, as such, follows N.J.S.A 18A:64M.

### **Office of Contracting & Procurement**

As a leading New Jersey State institution of higher education, the Rowan University Office of Contracting & Procurement is committed to professionally and ethically procuring the best valued products and services in a timely manner and in accordance with applicable laws and University policies and procedures.

## **WHAT ROWAN LOOKS FOR IN VENDORS & SUPPLIERS**

### **Quality**

The service or project taken on by the vendor should meet or exceed the requirements stated by the University. The vendor should display acceptable results, as well as understand the overall vision of the University and how it relates to the current project.

### **Flexibility**

The quality of service is, in large part, dependent on the flexibility of the vendor. Unseen circumstances should be met with professionalism and expertise.

### **Innovation**

Emerging technologies and ideas are encouraged. Producing new and creative methods that prove beneficial to the University are sought after.

### **Customer Service**

Responses from vendors should not only be timely, but productive. The vendor should understand what is to be accomplished and be able to provide solutions not just in the present, but also proactive for future obstacles.

### **Cost Value**

As a state University, the Office of Contracting & Procurement must take cost into consideration to maximize taxpayer funds. This is not to say that the lowest bid will necessarily win but is one of many fields taken into consideration.

## **DEFINITIONS**

### **Office of Contracting & Procurement (OC&P)**

Rowan University administrative office who onboards vendors, procures and processes purchases, ensures federal and state compliance, and processes contracts for all University campuses.

### **End-user**

University representative making a purchase with a vendor. This is the primary sales point-of-contact.

### **Vendor**

Person, business, or organization providing goods or services to Rowan University.

### **Buyer**

A staff member of the Office of Contracting & Procurement authorized to process purchase orders on behalf of the University.

### **Compliance**

Documentation or certification mandated by either the U.S. federal government or the State of New Jersey.

### **Requisition**

A request submitted by an end-user to the OC&P requesting a purchase from a vendor or supplier.

### **Purchase Order (PO)**

A binding contract issued by the University to a vendor. A PO must be issued prior to the receipt of goods or services.

### **Confirming Order**

A purchase made with a vendor prior to the conversion of a requisition to a purchase order and the requisite compliance checks that must accompany each such conversion. Such transactions are not legal in the State of New Jersey by public institutions like Rowan University.

### **Contract**

A legally binding written agreement between Rowan University and a vendor.

### **Independent Contractor**

An individual, sole proprietor, or single/member LLC contracting services with Rowan University.

### **Invitation for Bid (IFB)**

A sealed bidding process used when a department has a clear description of the project scope, requirements, and proposer qualifications. IFB evaluations are heavily determined by pricing. An IFB does still value and consider vendors' experience, but awards are generally made to the low bidder; provided State compliance and other regulations are followed. IFBs are favored for state agencies like

Rowan University, requiring a higher standard of transparency and helping to prevent corruption and favoritism. IFBs are usually utilized for products and construction projects.

**Request for Proposal (RFP)**

A process designed to illuminate new ideas and plans to help the department accomplish their goal. Rowan University publishes RFPs to solicit proposals from potential vendors for a particular project solution not considering price alone. The RFP specifies what the entity is looking for and describes the criteria for evaluating the proposals it receives. Rowan University issues RFPs to ensure transparency. Public entities, by law, are accountable for project goals and vendor choices when using taxpayer money.

**Prevailing Wage**

As determined by the New Jersey Commissioner of Labor and Workforce Development, a rate of wage pay for prime contractors and subcontractors who perform work on any state or political subdivision construction contracts which exceed the current contract threshold amount.

## GENERAL PROCUREMENT GUIDELINES

### Terms & Conditions

All purchases are governed by the [Rowan University Terms & Conditions of Purchase](#) which are available on the main page of our website.

### Modifications

Modification of any agreement, i.e., contract, addendum, renewal, proposal, bid, and/or purchase terms and conditions, is permitted except that the University, due to its public nature, will not:

1. Provide any defense, hold harmless or indemnity.
2. Waive any statutory or constitutional immunity.
3. Apply the law of a state other than New Jersey.
4. Procure types or amounts of insurance beyond those Rowan University already maintains or waive any rights of subrogation.
5. Add any entity as an additional insured to Rowan University policies of insurance.
6. Pay attorneys' fees, costs, expenses, or liquidated damages.
7. Promise confidentiality in a manner contrary to New Jersey's Freedom of Information Act.
8. Permit an entity to change unilaterally any term or condition once the contract is signed.
9. Accept any references to terms and conditions, privacy policies or any other websites, documents or conditions referenced outside of the contract; or
10. Agree to automatic renewals for term(s) greater than month to-month.

**By signing the terms and conditions, contract, bid, or other offer to do business with the University your entity understands and agrees that:**

The above Agreement provisions will not be modified and are thereby incorporated into any agreement entered into between the University and your entity; that such terms and conditions shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;

The above Agreement provisions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary.

Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other end users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.

### **Purchase Orders**

The Office of Contracting & Procurement (OC&P) is solely-authorized to obligate the University for the purchase of goods and services. Any outside purchases made become the end-user's liability and may not be appropriately budgeted for.

*\*Do not enter a purchase agreement with an end-user prior to receiving a Rowan University purchase order issued by the OC&P.*

Purchase orders are the preferred method of order. Credit card payments are not preferred but may be used with OC&P approval.

### **Payment Terms**

Payments may be processed via paper check, ACH/direct deposit, or wire.

### **The New Jersey Prompt Payment Act**

In accordance with The New Jersey Prompt Payment Act N.J.S.A. 52: 32-32 et seq. interest must be paid to any business concern that does not receive payment within sixty (60) days from the date the State (1) received good and services or (2) received a properly executed invoice, whichever is later. Where a signed contract exists between the State and a vendor, payment must be made within sixty (60) days of the payment specified in the contract.

Rowan, as a State University, is required to comply with The New Jersey Prompt Payment Act which guarantees payment within sixty (60) days. **Note- Rowan's internal policy is to pay all invoices within thirty (30) days of receipt of the goods or services.**

### **Tax Exemption**

Rowan University is tax-exempt in the States of New Jersey and Florida. Sales tax listed on an invoice will not be paid. For a copy of our Tax Exemption documents, please visit our website.

### **Contracts**

Any document with terms and/or a signature line must be processed by our Contracts team. See Contracts (page 20) for more information.



## ONBOARDING PROCESS

### Overview

The Office of Contracting & Procurement facilitates the onboarding of all vendors and service providers into our university procurement system. This process must be fully completed prior to entering into a purchasing agreement.

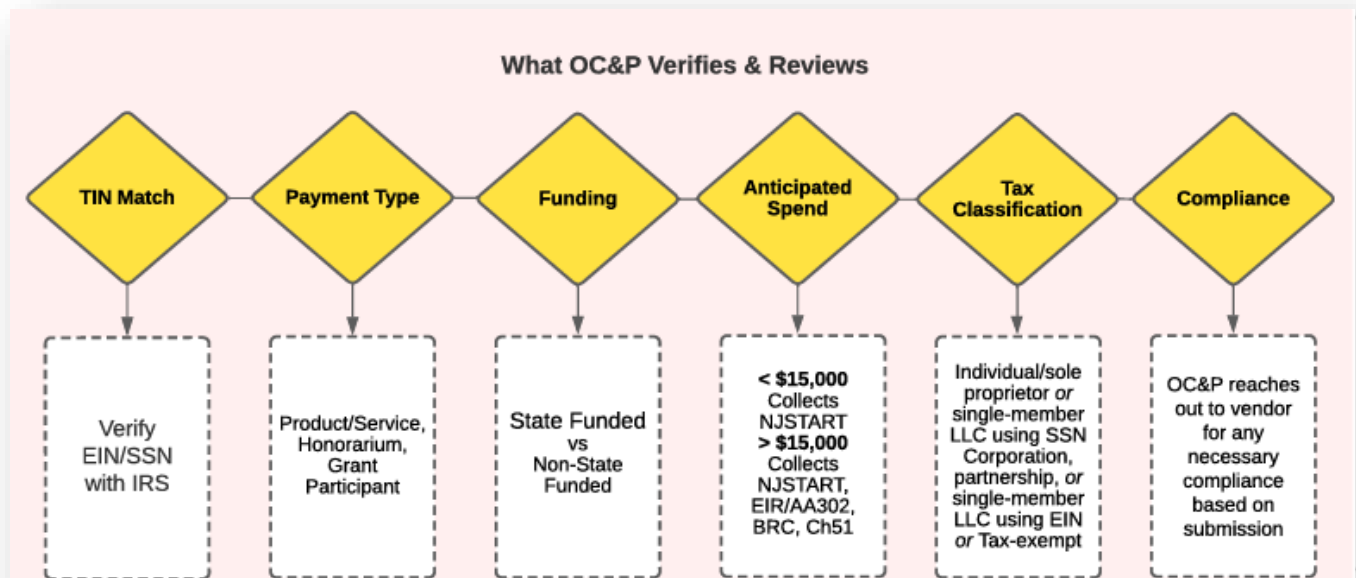
### Vendor Setup Process

This is a one-time process completed prior to the first purchase with a vendor.

- 1) End-user will request a tax ID form and Vendor Intake Form from vendor.
- 2) Vendor sends completed forms to the end-user.
- 3) End-user will submit completed forms to the OC&P.
- 4) If additional information or documentation is needed, the OC&P will reach out directly to the vendor.
- 5) Once all documentation has been received and confirmed, a unique vendor identification number (Banner ID) will be issued to the vendor. This ID is the vendor's identifying number for the life of the business.

### What OC&P Reviews

There are several items considered during the onboarding process.



### What OC&P Collects

All vendors are required to submit, at minimum, the following documents. These will be provided to you by the University end-user you are working with. They are also available on the OC&P website. Additional documentation may be required based on review of the above items.

### Single-Member LLC, Partnership, or Corporation

- [W-9](#) (Domestic) or [W-8 BEN-E](#) (Foreign)
- [Vendor Intake Packet](#)
- [NJSTART](#) Vendor ID

### Tax-Exempt or Non-Profit Organization

- [W-9](#) (Domestic), [W-8 BEN-E](#) (Foreign), or [W-8EXP](#) (Foreign Tax-Exempt/Non-Profit)
- [Vendor Intake Packet](#)
- Proof of Tax Exemption (e.g. ST-5, 501c3)

### Individual\*

- [W-9](#) (Domestic) or [W-8 BEN](#) (Foreign)
- [Vendor Intake Packet](#)

\*Independent Contractors will require additional forms. See Independent Contractor (page ) for more information.

### Foreign Vendors and Individuals

Foreign vendors and individuals doing business with Rowan University over \$14,999.99 USD must apply for a U.S. Employee Identification Number (EIN), Social Security Number (SSN), or Individual Taxpayer Identification Number (ITIN) before completing any of the aforementioned compliance\*. A tax ID can be requested via phone, fax, or mail. You must complete the appropriate form before applying.

\*The W-8 BEN or W-8 BEN-E must list the U.S. tax identification number.

### Business entity- EIN

Form: [SS-4](#)

Apply by phone

- If you have NO legal residence, principal place of business, or principal office or agency in the U.S. or U.S. territories, you may call 267-941-1099 (not a toll-free number), 6:00 a.m. to 11:00 p.m. (Eastern time), Monday through Friday, to obtain an EIN.

Apply by fax

- Fax your completed SS-4 form to 855-215-1627 (within the U.S.) or 304-707-9471 (outside the U.S.). EINs are typically issued within 4 business days.

Apply by mail

- Mail completed SS-4 form to Internal Revenue Service, Attn: EIN International Operation Cincinnati, OH 45999. EIN will be issued within 4 weeks.

**U.S citizen or lawful alien: SSN**

Form: [SS-5](#)

Apply in-person or by mail

- Find your local Social Security Administration office [here](#).

**Resident and Nonresident alien- ITIN**

Form: [W-7](#)

Apply in-person or by mail

- IRS walk-in offices
- [Acceptance Agents](#)

Visit the IRS [website](#) for more information.

**Additional Compliance Documents**

Additional compliance may be requested after review of the above items, based on the below thresholds\*.

\$15,000- New Jersey Business Registration (BRC)

\$17,500- Chapter 51EEO333 Political Contribution Certification

\$25,000- Sam.gov

\$100,000- New Jersey Certificate of Employee Information (EIR/AA302 Certificate);

Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus; and

Disclosure of Investment Activities in Iran

\*See Vendor Compliance Documents and Instructions (page 10) for more information. Thresholds are subject to change. Thresholds differ for vendors subject to Prevailing Wage. See Prevailing Wage (page 22) for more information.

Compliance requirements apply whether the amount exceeds the respective threshold through a one-time purchase or aggregately over the fiscal year, whichever occurs first.

Additional documentation is required for bid submissions. See Bids (page 23) for more information.

### **Vendor Information Changes**

Changes in any of the below vendor information should be submitted to [suppliers@rowan.edu](mailto:suppliers@rowan.edu)

- Contact information
- PO or remit-to address
- Tax ID
- Ownership
- Tax classification
- Banking information

## **VENDOR COMPLIANCE: DOCUMENTS AND INSTRUCTIONS**

### **Vendor Intake Packet**

The Vendor Intake Packet serves several purposes:

- To collect general vendor information (contact, business type, etc.)
- To collect a signature on our Terms & Conditions of Purchase
- To collect ACH information should the vendor prefer this payment method

### **Taxpayer Identification Form**

#### W-9

- An individual who is a U.S. citizen or U.S. resident alien
- An individual with dual citizenship, one of which is the United States.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States

#### W-8 BEN

- A non-U.S. citizen
- An individual, nonresident alien

#### W-8 BEN-E

- A foreign entity

#### W-8EXP

- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a US possession.

All W-8s expire after three years.

Visit <https://www.irs.gov/forms-instructions> to access and download all tax identification forms and instructions.

See page 16 for more tax-related information.

#### TIN Matching

All U.S. tax IDs will be processed through the IRS Taxpayer Identification Number (TIN) Matching Program. The program matches the payee name and TIN with IRS records.

**NJSTART**



NJSTART is a system which provides a “one-stop shop” for vendors to submit proposals, maintain required forms and certifications, and present purchase orders and invoices for payment. The system provides registered vendors with notification(s) of new bidding opportunities with the State. It also provides access to such information as the status of a vendor’s Chapter 51 Certification, Business Registration, Ownership Disclosure, AA/EEOC Compliance and other required forms.

Registration is free and easy and takes only a few minutes. Vendor can visit [www.njstart.gov](http://www.njstart.gov) and click on “Register” to start the process. More information on this topic can be found in the Vendor Quick Reference Guide (QRG) entitled “Vendor Registration” on the NJSTART Vendor Support page.

If you have any questions or need assistance completing the registration process, please email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call (609) 341-3500 Monday to Friday between 8:30am to 4:30pm.

### **New Jersey Business Registration Certificate (BRC)**

A Business Registration Certificate serves two purposes:

For public contracting, as proof of valid business registration with the New Jersey Division of Revenue. All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.

To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2. You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

### **Two-Step Online Registration Process**

What you will need:

- Business Name & Type
- Register Agent information, including email address to receive Registered Agent notifications.
- Good Standing Certificate from your home state- only for foreign (non-NJ) entities.
- Credit Card or eCheck
- Business Entity ID # or Corporate ID #
- Federal EIN #
- [NJ Business Code](#)
- [NAICS Code](#)

### [Step 1- Business Formation \(\\$125 Fee\)](#)

Step 1 applies to all New Jersey (domestic) and out-of-state (foreign) corporations, limited liability companies, limited partnerships and limited liability partnerships. You must file an original formation/authorization certificate with the State of New Jersey.

Neither “Rowan University” or any of their employees can serve as the “Registered Agent” when applying for Step 1.

\*Businesses registered with a BRC prior to 2018 are not considered valid until Step 1 has been completed.

### [Step 2- Business Registration](#)

Step 2 registers your business with the State of New Jersey.

#### Important Information

It is the vendor’s responsibility to periodically visit the [NJ Division of Revenue Certificate Service](#) and check on the status of their NJBRC.

All questions regarding Step 1 or 2 should be directed to the NJDOR Hotline at 609-292-9292.

Website: [NJ Treasury, Division of Revenue and Enterprise Services](#)

### **Chapter 51/E0333**

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, then-Governor James E. McGreevey issued Executive Order 134 on September 22, 2004. To this end, Executive Order 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. Executive Order 134 was superseded by P.L.2005, c.51, which was signed into law on March 22, 2005 (“Chapter 51”).

Pursuant to P.L.2005, c.51, as amended by the Elections Transparency Act, P.L.2023, c.30, codified at N.J.S.A. 19:44A-20.13 to 20.25 (“Chapter 51”), and Executive Order No. 333 (2023), the State shall not enter into a Contract to procure services or any material, supplies or equipment, or to acquire, sell, or lease any land or building from any Business Entity, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a Continuing Political Committee or to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor during certain specified time periods.

#### NJBRC Requirement

A New Jersey Business Registration Certificate (BRC) is required for the processing of Chapter 51/Executive Order 333 Vendor Certification and Disclosure of Political Contributions for Non-Fair and Open Contracts form (Chapter 51 form). Those business entities seeking political contribution

compliance with the State of New Jersey must first obtain a BRC prior to submitting documents for approval.

#### Two-Year Certification

All vendor C.51/EO333 certifications are approved for a two-year period effective the date of approval. The vendor's certification approval is valid statewide for any State Agency contract. New documents are only required to be submitted if, during the two-year timeframe, the vendor makes reportable political contributions or has a change in their ownership structure. Notification of compliance status is sent to the contracting State Agency.

Form: [Chapter 51/Executive Order 117](#)

\*The completed form must be submitted to the Chapter 51 Review Unit by Rowan University. Do not send the form directly to the State.

#### **Equal Employment Opportunity Compliance (EEO)/ Affirmative Action Employee Information Report (AA-302)**

All vendors awarded contracts (goods, general services and professional services) and/or construction contractors are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1-1 et seq. The Division of Purchase & Property's Contract Compliance and Audit Unit (hereafter referred to as "Division") is responsible for ensuring compliance with the statute and regulations. As such, the Division monitors the labor workforce employed by vendors that receive public funds for goods, general services and professional services.

The certification can be completed via mail or on the Division of Purchase & Property [website](#).

#### Online (preferred)

- Visit the Division of Revenue [website](#).
- Create an account and choose Division of Purchase and Property/AA302 at the point of registration.
- Complete the AA302 form by choosing "Web Form Submission" from the Main Menu.
- Submit and make payment.
- Save and forward the receipt provided to you. You may also submit the certificate once received.



## Mail

- Downloadable Form: [AA-302](#)
- Mail form and \$150.00 non-refundable check or money order, payable to the Treasurer, State of New Jersey, to:

### **U.S. Postal Service**

NJ Department of the Treasury  
Contract Compliance Audit Unit  
EEO Monitoring Program  
P.O. Box 206  
Trenton, NJ 08625-0206

### **FEDEX, UPS, or other delivery service**

NJ Department of the Treasury  
Contract Compliance Audit Unit  
EEO Monitoring Program  
33 West State Street, 9<sup>th</sup> Floor  
Trenton, NJ 08625

- Submit certificate to the OC&P once received.

## Certification Expiration

- Entities with fewer than 50 employees: 7 years
- Entities with 50 employees or more: 3 years

## **New Jersey Prevailing Wage – Debarment Check**

For Public Works contracts, this process confirms the vendor’s debarment status with the State of New Jersey.

Website: [Wage & Hour and Contract Compliance, Debarment List](#)

## **Workplace Accountability in Labor List (The Wall)**

Established under N.J.S.A. 34:1A-1.16, New Jersey’s Workplace Accountability in Labor List, otherwise known as “The Wall”, is a list of businesses prohibited from public contracting in New Jersey. The law was established to hold businesses accountable for failing to satisfy their outstanding liabilities to the State for violations of State wage, benefit and tax laws enforced by NJDOL. Examples of outstanding liabilities include unpaid wages due to workers, unemployment insurance contributions due to the state, or worker’s compensation penalties.

Website: [Office of Strategic Enforcement and Compliance \(OSEC\)](#)

## **System for Award Management (SAM)- Debarment Check**

Also known as a SAM check, this process confirms the vendor’s debarment status with the United States federal government.

Debarred individuals and companies are not eligible for contract with Rowan University.

Website: [SAM.gov](#)

**Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus**

Pursuant to P.L.2022, c.3, a person or entity seeking to enter into or renew a contract for the provision of goods or services shall certify that it is not Engaging in Prohibited Activities in Russia or Belarus as defined by P.L.2022, c.3, sec. 1(c).

Form: [Disclosure of Prohibited Activities in Russia or Belarus](#)

**Disclosure of Investment Activities in Iran**

Pursuant to N.J.S.A. 52:32-58, neither the Bidder, nor one (1) of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), may be listed on the Department of the Treasury’s List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither the Bidder, nor one (1) of its parents, subsidiaries, and/or affiliates, is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f).

Form: [Disclosure of Investment Activities in Iran](#)

<b>Compliance Thresholds</b>				
	New Jersey Business Registration Certificate (BRC)	Chapter 51 Certification	Sam.gov	EIR/AA302 Certificate + Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus + Disclosure of Investment Activities in Iran
Standard Procurement	\$15,000	\$17,500	\$25,000	\$100,000
Prevailing Wage	\$5,910	\$17,500	\$25,000	\$39,400

## TAX INFORMATION

### Domestic (W-9)

#### Corporation, LLC Corporation, Non-Profit, or Tax-Exempt

Tax information is not reported to the IRS by Rowan University.

#### Individual, Single-Member LLC, Partnership, or LLC Partnership

IRS Form 1099 will be issued.

### Foreign (W-8 BEN, W-8 BEN-E, or W-8ECI)

#### Corporation, Non-Profit, or Tax-Exempt

IRS Form 1042 will be issued.

#### Individual, Single-Member LLC, or Partnership

- Individual without an SSN
  - IRS Form 1042 will be issued.
- Individual with an SSN (non-U.S. citizen)
  - IRS Form 1042 or 1099 will be issued (based on Substantial Presence Test).
- Individual with dual citizenship (including U.S.)
  - IRS Form 1099 will be issued.

### Federal Withholding

U.S. source income paid to a non-U.S. person or entity is subject to 30% federal income tax withholding and reporting on a 1042-S.

### Tax Treaties

Federal withholding reductions or exemptions may apply if the individual or entity resides in a country with which the United States has an income tax treaty and the income received is subject to that treaty. The appropriate exemption claim should be included in Part II or III of the W-8. \*A Social Security Number or ITIN is required to apply a tax treaty

### Substantial Presence Test

Non-U.S. citizens are required to complete a substantial presence test to determine if you will be considered a U.S resident for tax purposes. For more information on the test, visit <https://www.irs.gov/individuals/international-taxpayers/substantial-presence-test>.

## PURCHASING PROCESS

Once the vendor has been fully onboarded, the purchasing process may begin.

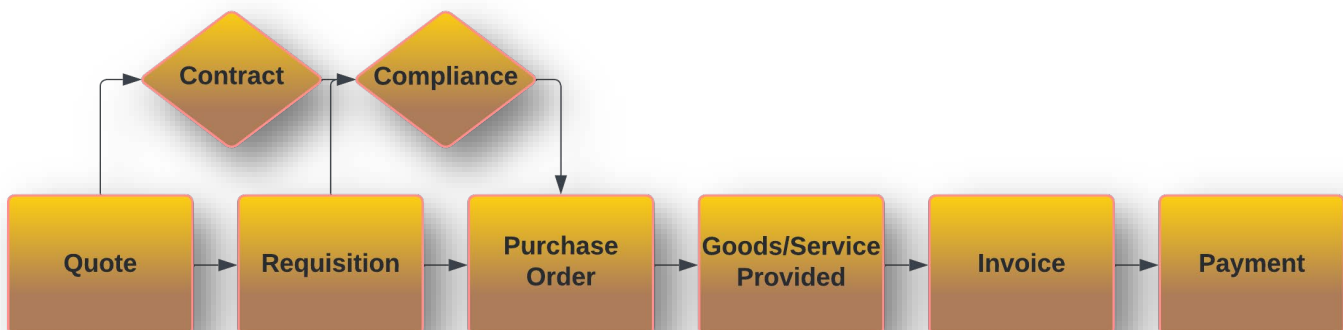
### Process

- 1) Vendor is contacted by end-user for a quote.
- 2) End-user will enter a requisition to the OC&P using the information from quote.
- 3) The OC&P will confirm or collect any necessary vendor compliance.
- 4) The OC&P will submit a purchase order to the end-user.
- 5) End-user will submit purchase order to vendor. At this point, the vendor may consider the purchase official.

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**DO NOT PROCESS A SALE UNTIL ALL ABOVE STEPS HAVE BEEN COMPLETED**

- 6) Vendor provides goods and/or services.
- 7) Vendor submits invoice to [invoices@rowan.edu](mailto:invoices@rowan.edu). A PO# must be included on invoice.
- 8) Rowan University Accounts Payable issues payment based on payment terms and invoice date.



**Sample Purchase Order**



**Invoice to:** Rowan University  
Accounts Payable  
201 Mullica Hill Rd.  
Glassboro, New Jersey 08028

**Date:** 03/07/24

9130000123

**Seller:** ABC Incorporated  
123 Sesame Street  
Alphabet, NJ 08000

**Ship To:** Big Bird  
Rowan University  
201 Mullica Hill Rd  
Glassboro NJ 08028

**PURCHASE ORDER NO. P2400000**  
This purchase order number must appear on all invoices, packages, lading and correspondence.

**CONDITIONS OF PURCHASE:**

1. In accepting this order, Seller acknowledges and agrees to abide by the Conditions of Purchase set forth here and as set forth in further detail on the University's website go.rowan.edu/RTC. All of the Conditions of Purchase cited both here and on the website constitute important parts of Seller's Agreement with the University and may materially affect Seller's rights and obligations with respect to Seller's transaction with the University. Seller should review the Conditions of Purchase and be sure Seller understands its rights and obligations before accepting this purchase order. Additionally, acceptance and conversion of this purchase order does not legally bind the University to Seller's terms and conditions unless a separate contract is executed prior to purchase order conversion. Consult with Seller's attorney if Seller has any questions. If Seller does not have web access, contact the Purchasing Office for a printed copy of the information.
  2. Invoices must be sent via email to [invoices@rowan.edu](mailto:invoices@rowan.edu) on day of shipment or mailed to Rowan University, Accounts Payable, 201 Mullica Hill Rd, Glassboro, New Jersey 08028. Please direct inquiries concerning invoices to 856-256-4115 or via email to [invoices@rowan.edu](mailto:invoices@rowan.edu). The University's preferred method of payment is Direct Deposit. Please submit your banking and remittance information to [invoices@rowan.edu](mailto:invoices@rowan.edu)
  3. FOB Destination. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified herein.
- Account Codes:  
Foopal: 10110-12345-7000-15

**DELIVERY: 8 a.m. - 3 p.m. Mon.-Fri. 24-hour notice for large deliveries is requested.**

Regular Purchase Order

Item	Description	Quantity	Unit Price	Total
1	Mr. Noodle's Art Supplies	100.00 EA	28.7500	2875.00
			DISCOUNT:	.00
			ADDL CHARGES:	.00
			TOTAL TAXES:	.00
			<b>PO Total</b>	2875.00

**NOTE TO SELLER: The University is a tax-exempt public educational institution.**

For information about this PO, please contact:  
Purchasing Department  
201 Mullica Hill Rd., Glassboro, NJ 08028  
856-256-4171  
Fax 856-256-5623

BUYER: Bert and Ernie

This PO was electronically  
approved by Bert and Ernie

Authorized Signature (s)  
Rowan University

## **INVOICING AND PAYMENT**

### **Invoicing**

All invoices should be emailed directly to [invoices@rowan.edu](mailto:invoices@rowan.edu). You should also copy the Rowan University end-user when emailing the invoice.

To avoid delays, a valid purchase order number (obtained from the Rowan University end-user) should be included on the invoice.

### **Payment**

Rowan University payment terms are Net30 from the date of the invoice. For example, an invoice dated 2/23/24 will be paid on or around 3/23/24.

Payments may be made via check, ACH/Direct Deposit, or wire transfer (foreign vendors without a U.S. bank account only).

Payments will not be made without an OC&P-issued purchase order.

### **Prepayments**

As a body corporate and politic of the State of New Jersey, Rowan University is legally prohibited to make payments in advance.

### **Check Payments**

Check payments are the default payment method for Rowan University. A check will be issued to the remit-to address listed on the Vendor Intake Packet or invoice. In-person check pickup is not permitted.

### **ACH/Direct Deposit Payments**

ACH/Direct Deposit payments are the preferred method of payment for Rowan University.

To request ACH/Direct Deposit payments, complete pages 2-3 of the Vendor Intake Packet and send to the Rowan University end-user you are working with.

The Accounts Payable department will call the phone number listed on the Vendor Intake Packet to confirm banking information. ACH/Direct Deposit payments cannot be processed until banking information is confirmed.

### **Wire Transfers**

Foreign persons/entities who do not have a U.S. bank account ONLY.

Before a wire transfer is processed, Accounts Payable must first complete a phone call confirmation of banking information. Once the information is confirmed via phone call, the wire transfer will be processed according to payment terms.

## CONTRACTS

### Overview

Whenever the University takes on an obligation to another party, a written agreement is the best way to prevent misunderstandings and problems. The provisions of the agreement may physically be contained in a variety of formats. Examples include preprinted contract forms (with or without modification), terms and conditions, purchase orders, letters containing the terms of an agreement, leases, and waivers. Whatever the format, the agreement should comply with university contracting requirements in order to protect the University's interests and ensure that the University does not assume inappropriate risks.

University employees, including officers, faculty, and staff, may not bind the University by signing contracts. The only authorized signatories are the University President, the Chief Financial Officer (CFO), Vice President for Finance, and the Senior Director of Contracting & Procurement.

### Important

- The Rowan University Vendor Service Agreement is the preferred contract template. Vendors are strongly discouraged from making changes to this agreement.
- Contracts not submitted on the university template can take a minimum of 30 days to process.
- Contracts will not be signed until all applicable State-required compliance has been received and the vendor is fully onboarded into the Rowan system.
- Once the contract has been signed by both parties, the end-user may start the purchasing process (see page 21).

Rowan University is subject to the following:

- [Tort Claims Act](#)
- [Open Public Records Act \(OPRA\)](#)

### Terms & Conditions and Modifications

Review Terms & Conditions of Purchase and Modifications on page 4.

### Independent Contractors

Contracts issued for services from an individual, sole proprietor, or single/member LLC are considered Independent Contractor payments. Some factors which indicate the potential for being classified as an independent contractor. (These factors alone are not determinant of independent contractor status.):

- Worker sets own schedule, work location, tasks, and how to do perform tasks
- Can also work for others during contract
- Paid by project
- Cannot be fired, except for non-delivery of contract
- No continuing relationship is anticipated
- Has other clients or hold self out for other business
- Has significant investment in the business, rents space, has employees
- Pays for own expenses

### Additional Independent Contractor Documentation

In addition to the standard vendor onboarding documents (page 10), a [Certification for Determination of Independent Contractor Status Form](#) must also be collected prior to a fully-executed contract.

### Contract Templates

[Vendor Service Agreement](#)

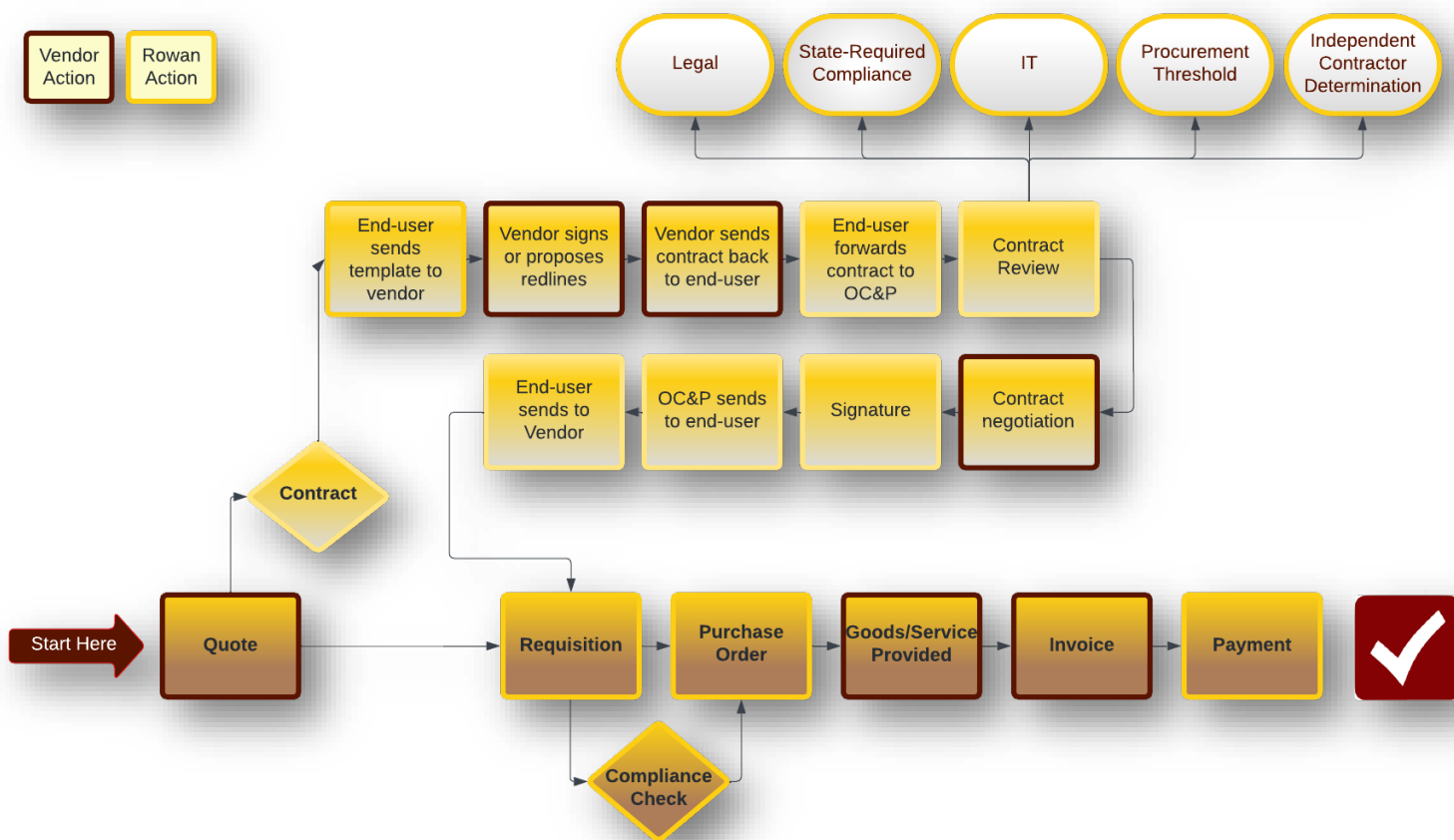
[Addendum to Vendor Service Agreement](#)

[IC Payment Request Form](#)

### Key Performance Indicators (KPIs)

The only way to ensure that the University is functioning effectively is to establish clear goals; traditionally, key performance indicators (KPIs) and/or scorecards can help to determine whether or not those goals are being met. All vendors contracting with Rowan University will be reviewed 90 days from the date of the contract.

### Process





## PREVAILING WAGE

### What is Prevailing Wage?

The [New Jersey Prevailing Wage Act](#) (N.J.S.A. 34:11-56.25 et seq.) establishes a prevailing wage level for workers engaged in public works in order to safeguard the worker's efficiency and general well-being, and to protect them as well as their employers from the effects of serious and unfair competition resulting from wage levels that are detrimental to the efficiency and well-being of all concerned.

The Act requires the payment of minimum rates of pay to laborers, craftsmen, and apprentices employed on public works projects. Covered workers must receive the appropriate craft prevailing wage rate as determined by the Commissioner of Labor and Workforce Development.

### Prevailing Wage (Public Wage Thresholds)

Procurement	
Quote	\$7,880
Bid	\$39,400
Compliance	
BRC	\$5,910
CH51	\$17,500
SAM	\$25,000
EEO/AA302	\$39,400

Trades Subject to Prevailing Wage Rates		
Air Conditioning & Refrigeration	Electrician - Outside Commercial	Operating Engineer
Boilermaker	Electrician - Utility Work	Operating Engineer - Filed Engineer
Bricklayer, Stone Mason	Elevator Constructor	Paperhanger
Carpenter	General Contractor	Pipefitter
Carpenter - Resilient Flooring	Glazier	Plasterer
Cement Mason	Heat & Frost Insulator	Plumber
Commercial Painter	Heat & Frost Insulator, Asbestos Worker	Rofer
Diver	Ironworker	Sheet Metal Worker
Dockbuilder / Pile Driver	Laborer, Asbestos & Hazardous Waste	Sprinkler Fitter
Drywall Finisher	Laborer, Building	Tile Worker
Electrician	Laborer, Heavy & General	Truck Driver
Electrician, Teledata	Millwright	Welder

## **PUBLIC BIDS**

### **How to Find Public Bid Offerings**

Rowan University advertises public bid offerings in the Courier Post and on the Office of Contracting & Procurement [website](#).

### **How to Submit a Bid Proposal**

1. Review the Bid Documents available on the OC&P website.
2. Attend the site visit, if applicable.
3. Submit any questions by the due date listed in the Schedule of Events.
4. Monitor the OC&P website for responses to all submitted questions.
5. Prepare a submission based on the bid requirements and scope of services.
6. Submit your proposal via the [Rowan University Bid Submission Portal](#) or to [bids@rowan.edu](mailto:bids@rowan.edu) by 2 p.m. on the date listed in the Schedule of Events. *\*Late submissions will be rejected.*

### **Review and Scoring**

All submissions will first be reviewed by the OC&P for document compliance. Those submissions who have met the mandatory bid requirements will be routed to the scoring committee for review.

#### **Request for Proposals (RFP)**

The scoring committee will review and score based on the scoring criteria outlined in the bid document. The bid will be awarded to the vendor(s) with the highest overall score.

#### **Invitation for Bid (IFB)**

The scoring committee will review each submission to ensure the scope has been met. The bid will be awarded to the vendor with the lowest price who has successfully met the scope.

### **Notice of Award**

The OC&P will email a Notice of Award to all vendors who submitted a proposal. The award will also be listed on the OC&P website.

The OC&P will collect from the awarded vendor(s) any non-required documents not included in the submission. Once collected, the OC&P will complete the onboarding process.

### **Commencement of Work**

Rowan University or the awarded vendor may choose to enter a contract based on the bid submission. The RFP/IFB may also be used as a contract.

**No work should commence before a purchase order has been issued by Rowan University.**

## **COOPERATIVE AGREEMENTS AND STATE CONTRACTS**

### **Cooperative Agreements**

The State of New Jersey has approved the use of nationally recognized, governmental sponsored cooperatives. Cooperative Purchasing is a collaborative effort to obtain benefits in pricing, product quality and contract process efficiencies for public purchasing entities throughout the State of New Jersey.

The University is permitted to utilize Cooperative Contracts from State approved cooperatives only. The following is a list of approved cooperatives. These have been vetted for compliance with State regulations and University policies.

Let the OC&P know if you have been awarded a cooperative agreement from any of the following cooperatives:

- ESCNJ
- GSA
- NASPO
- NJ Edge
- NJ Start
- Omnia Partners
- Sourcewell

### **NJ State Contracts**

The State of New Jersey Division of Purchase & Property sometimes advertises a public bid. The awarded vendor(s) will then enter a contract with the State of New Jersey. As a body corporate and politic of the State, Rowan University is authorized to utilize these contracts.

Let the OC&P know if you have been awarded a NJ State contract.

## SUPPLIER DIVERSITY & INCLUSION (SDI) PROGRAM

### Overview

Rowan recognizes the importance of supplier diversity in its procurement practices. The University has a diverse student, staff, and faculty population. In conjunction with the University's overall commitment to diversity and inclusion, the University is committed to contracting with qualified suppliers from all parts of the business community in procuring needed goods and services. By encouraging the participation of small and diversely-owned businesses in the procurement process, the University strengthens contracting opportunities while at the same time providing a value-added strategy that increases competition to ensure that the University's funds are maximized.

The Supplier Diversity & Inclusion (SDI) Program serves as a liaison between small and diversely-owned business enterprises and the Rowan University community. In addition, we recruit, educate, and advocate for vendors who qualify for the program.

### Certifications We Acknowledge

- Small Business Enterprise (SBE)
- Small Disadvantaged Business (SDB)
- Disadvantaged Business Enterprise (DBE)
- Small Business Program 8(a)
- HUBZone Small Business (HUBZONE)
- Minority-Owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)
- Woman-Owned/ Economically Disadvantaged Small Business Enterprise (WOSB)
- Veteran-Owned Business (VOB)
- Disabled/Service-Disabled Veteran-Owned Business Enterprise (DVOB/SDVOB)
- Veteran-Owned Small Business/Service-Disabled Veteran-Owned Small Business (VOSB/SDVOSB)
- Lesbian, Gay, Bisexual, and /or Transgendered-Owned Business Enterprise (LBE/LGBTBE)
- Disability/Service-Disabled Disability/Veteran Disability-Owned Business Enterprise (DOBE/SDV-DOBE/V-DOBE)

### How to Become Certified

Click [here](#) for a list of certifying agencies recognized by Rowan University. For assistance applying for certification, email [supplierdiversity@rowan.edu](mailto:supplierdiversity@rowan.edu).

## Becoming a Rowan University SDI Vendor

1. Complete the certification process from a Rowan University-recognized certifying agency.
2. Email [supplierdiversity@rowan.edu](mailto:supplierdiversity@rowan.edu) with the following documents\*:
  - W9
  - Vendor Intake Packet
  - NJSTART Vendor ID
  - Business Certificates (MBE, WBE, SBE, etc.)
  - Capability Statement
3. Once your company's documents are collected and verified, a Rowan University Vendor ID will be assigned.
4. All Rowan University SDI Program participants will be added to our Supplier Diversity Business Directory. The Office of Contracting & Procurement and University community are encouraged to utilize this guide as a source of potential suppliers to consider when an appropriate opportunity arises in the University's sourcing process.

\*Additional documentation may be requested should certain State-regulated spend thresholds be met.

*Note: Participating in the Rowan University Supplier Diversity & Inclusion Program does not guarantee business with Rowan University.*



## RESOURCES

### Websites

Rowan University  
[www.rowan.edu](http://www.rowan.edu)

Office of Contracting & Procurement  
[www.sites.rowan.edu/procurement](http://www.sites.rowan.edu/procurement)

Accounts Payable  
[www.sites.rowan.edu/accountspayable](http://www.sites.rowan.edu/accountspayable)

Internal Revenue Service  
[www.irs.gov](http://www.irs.gov)

NJ Department of Purchase and Property  
[www.nj.gov/treasury/purchase](http://www.nj.gov/treasury/purchase)

NJSTART  
[www.njstart.gov/bsa](http://www.njstart.gov/bsa)

Prevailing Wage  
[www.nj.gov/labor/wageandhour/prevailing-rates](http://www.nj.gov/labor/wageandhour/prevailing-rates)

### Rowan University Contact Information

Vendor Onboarding, Changes, or Inquiries  
[suppliers@rowan.edu](mailto:suppliers@rowan.edu)

Submit Invoices  
[invoices@rowan.edu](mailto:invoices@rowan.edu)

Update Banking Information  
[directdeposit@rowan.edu](mailto:directdeposit@rowan.edu)

Supplier Diversity & Inclusion Program  
[supplierdiversity@rowan.edu](mailto:supplierdiversity@rowan.edu)