Vendor Diversity Initiative
The university’s Vendor Diversity Initiative was implemented to ensure that all vendors have better access to and knowledge of the university’s procurement system. This initiative supports the university’s commitment to diversity being applied to procurement decisions with the objective of achieving and fostering greater minority-owned, women-owned and disabled-owned business participation. Inclusion of these businesses in the economic mainstream improves the economic stability and vitality of our community, state and nation.

Iowa State University is committed to procuring from certified Iowa Targeted Small Businesses. Any vendor desiring information regarding certification should contact:
TSB Certification Manager
Iowa Economic Development Authority
200 East Grand Avenue
Des Moines, IA 50309
(515) 725-3100 or (800) 245-4692

Vendor Registration
ISU’s procurement systems rely heavily on the information gathered from vendors via our online vendor registration. This information allows us to provide university personnel with current information about your company and the products and services you offer.

If you are a new vendor to ISU, have never submitted an online vendor registration or need to update your information, we would appreciate your cooperation in completing an online vendor registration. You can access it online at: http://www.procurement.iastate.edu/vendors/process.

For any questions regarding the registration or our vendor database, please contact our vendor desk at (515) 294-8201.

Code of Ethics
We subscribe to the National Association of Educational Procurement (NAEP) Code of Ethics.
1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

Vendor Guide to doing business with Iowa State
The mission of the Iowa State University procurement services department is to provide efficient, timely and effective services that maximize resources and support the university in making Iowa and the world a better place.
Welcome to Iowa State University
This brochure is intended to provide useful information concerning the procurement activities of Iowa State.

The Procurement Services Department procures more than $250 million of goods and services for the university annually.

Location and Hours
Suppliers and contractors wishing to conduct business with Iowa State University may contact Procurement Services, located at 1340 Administrative Services Building (ASB), Ames, IA 50011-1004, or log on to our website and complete a vendor registration. ASB is located at 2221 Wanda Daley Drive on the north edge of campus.

Our business hours are 8:00 a.m. to 11:50 a.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday. Summer hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. Before making your visit, be sure to contact the department for an appointment to confirm that a procurement agent is available.

We acknowledge vendors are integral in providing the best pricing, service and quality products and services to the university. Sales representatives will be referred to interested staff to present new product development or assist with technical information.

Procurement Authority
Procurement Services has the sole authority to procure all materials, supplies, equipment and services for the university. The university does not assume obligation or liability for goods or services ordered or furnished to departments or individuals without a properly executed purchase order, professional services agreement, or ISU purchasing card.

Iowa Gift Law
Procurement Services policy precludes our accepting any item of value from a vendor.

What We Buy
Procurement Services is responsible for procuring all equipment, supplies and services to support academic and research programs, as well as all university support operations. These operations include Utilities Generation, Facilities Planning and Management, Farm Operations, Residence Department, and many others. An abbreviated list of what we buy and the procurement agents responsible for each commodity can be found on our website at http://www.procurement.iastate.edu/staff.

Competitive Bidding
As a public institution, we are governed by state statutes and the Iowa Board of Regents’ procedures. We are accountable to the Iowa Board of Regents, granting agencies, and the citizens of Iowa.

Procurement Services is responsible for ensuring fair and open competition based on functional specifications in its bid documents. Formal competitive bids are solicited for goods and services purchases over $50,000.

At ISU, pricing is requested by either direct bidding based on known specifications and performance (Request for Quotation or RFQ), or by stating performance criteria and inviting vendors to propose equipment, systems, or services to achieve the desired level of performance (Request for Proposal or RFP).

All ISU bidding opportunities are posted on our website at: http://www.procurement.iastate.edu/vendors.

Small-Dollar Purchases
Procurement Services has delegated the authority to most departments to purchase small-dollar supplies.

Approved departmental personnel have been issued an ISU Purchasing Card to purchase these small-dollar supplies. This is a VISA credit card and is intended to reduce paperwork for vendors as well as the university.

Deliveries
Each order will designate the appropriate delivery destination. Do not ship to the Procurement Services Department address.

Vendor Payment Process
When goods or services are delivered to the appropriate consuming department, the invoice should be mailed to:

Iowa State University
Accounts Payable
1320 Administrative Services Building
2221 Wanda Daley Drive
Ames, IA 50011-1004
or emailed to: invoices@iastate.edu

The university purchase order number must appear on each invoice. We are proud of our ability to pay invoices in a timely manner. Therefore, we encourage our vendors to offer prompt-payment discounts. Our payment terms are 5% 15/Net 30, unless vendor specifies otherwise.

Sales Tax Exemption
Iowa State University, as a state educational institution, is exempt from paying state sales tax or local option sales tax on goods or services. A sales tax exemption certificate can be obtained by calling (515) 294-4860 or emailing procurement@iastate.edu.

Conflict of Interest
Under the State Board of Regents policy and Iowa Administrative Code rules, a conflict of interest vendor is any partnership or sole proprietorship of a state employee. Conflict of interest vendors wishing to do business with the university must request approval by the State Board of Regents through ISU Procurement Services. All purchases of goods or services from conflict of interest vendors, regardless of dollar value, must be handled by Procurement Services.

Construction Projects
Construction projects greater than $25,000 are publicly advertised. Bid documents for these projects are available at plan rooms located throughout the state. For further information, contact:

Manager of Contract Administration
Facilities Planning & Management
200 General Services Building
700 Wallace Road
Ames, IA 50011-4013
(515) 715-0049

Some construction projects under $25,000 may be handled through Procurement Services. These opportunities are available on the Procurement Services website.