

DOING BUSINESS WITH CSUSM

Thank you for your interest in doing business with California State University San Marcos (CSUSM). CSUSM was founded in 1989 as the 21st campus in the 22-campus California State University system. CSUSM enrollment is over 16,000. CSUSM is located in northern San Diego County on a 304-acre hillside overlooking the city of San Marcos.

For more information about CSUSM Procurement & Contracts, please visit:

<https://www.csusm.edu/procurement/procurementservices/index.html>.

For more information about CSUSM Accounts Payable, please visit: <https://www.csusm.edu/ap/index.html>.

For more information about CSUSM Corporation, please visit:

<https://www.csusm.edu/corp/businesssrvcsandfinance/corpprocurement/index.html>

REGISTRATION:

All suppliers interested in working with CSUSM are required to register as a supplier in CSUBUY.

Please read the Supplier Guidelines, Conflict of Interest, and CSUSM Insurance Requirements to ensure you understand supplier guidelines and requirements prior to registering.

Registering as a supplier for Purchase order/payment purposes. Registration is by invitation only. Invited suppliers will be able to register and complete a CSUBUY profile. The Supplier Guides for registering as a supplier or updating your existing supplier profile in CSUBUY can be found at: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement/Pages/vendor-resources.aspx>.

Registering as a supplier to view/participate in CSUSM posted solicitations for goods and services. The CSUBUY portal provides a list of open, closed, and awarded formal solicitations for goods and services across the twenty-two campuses of the CSU and the CSU Office of the Chancellor. A list of solicitations can be viewed at:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=CalState>.

To view the specifics of the solicitation, or to submit a response to an open solicitation, you will need to register for an account. Register as a supplier or update your existing account at:

<https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=CalState>

SUPPLIER GUIDELINES:

1. Commencement of Services. Supplier shall not provide goods or services until Contractor has received a fully executed Contract or a Purchase Order and been given written approval to proceed.



2. Invoices. Invoices shall reference a valid purchase order number. Invoices must match the purchase order, or they cannot be matched and paid, which can cause delays in payment. Any PO or Contract revisions must be authorized in writing by Procurement & Contracts. CSUSM reserves the right to delay, withhold, or refuse payment for goods or services provided without a purchase order or contract signed by Procurement & Contracts.
3. Delegation of Authority. CSUSM Faculty and Staff are not authorized to sign contracts or otherwise obligate university resources. Contracts for services or materials must be reviewed, approved, and signed by Procurement & Contracts.
4. Gifts/Gratuity. University employees are prohibited from receiving any gift or gratuity as a result of the award of any purchase or contract to ensure fair and ethical practices.
5. Terms & Conditions. The CSU Terms & Conditions of Purchase govern purchases made by CSUSM. The CSU Terms & Conditions of Purchase and Riders can be found at: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement/Pages/vendor-resources.aspx>. CSUSM Corporation General Terms and Conditions can be found at: https://www.csusm.edu/corp/businesssrvesandfinance/policies_proc_forms/generalprovisions.html.
6. Fair and Open Competition. It is the policy of the CSU to promote fair and open competition to the maximum extent possible. Acquisitions for IT Goods and Services, Goods, and Services equal to or greater than \$100,000 require a solicitation process. These opportunities are posted in the CSUBUY portal at <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=CalState>.
7. CSUSM Public Works opportunities are posted on PlanetBids at <https://psp.planetbids.com/g/81563/>.

CONFLICT OF INTEREST:

Supplier certifies that Supplier has no personal or financial interest and no present or past employment activity which would be incompatible or create a conflict with their ability to conduct business with the CSU or CSUSM.

Supplier fully understands and agrees to immediately disqualify themselves as soon as they are aware of a conflict of interest that may compromise their fair and impartial ability to conduct business with CSUSM.

In the event that a conflict of interest exists CSU requires a Statement of Economic Interests (California Form 700) to be filed by any Supplier who is involved in the making or participation in the making of decisions which may foreseeably have a material effect on any CSU financial interest.

CSUSM INSURANCE REQUIREMENTS:

CSUSM Insurance requirements can be located in the CSU Terms and Conditions of Purchase at the following link: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement/Pages/vendor-resources.aspx>. Valid insurance and endorsements must be received prior to the commencement of services.