

**TOPIC:** University System of Maryland: USM Procurement Policies and Procedures—Revisions to Appendix A: USM Uniform Terms and Conditions

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** June 8, 2017

**SUMMARY:** The Board of Regents approved revisions to the USM Procurement Policies and Procedures (Section VII-3.00) on February 12, 2016. This was part of a comprehensive review of the Efficiency and Effectiveness Group (E&E 2.0). The revised policies and procedures were reviewed by the Joint Committee on Administrative, Executive and Legislative Review Committee of the Maryland General Assembly and became effective July 1, 2016.

As part of the second phase of this initiative, a workgroup was formed with representatives from USM, UMB, UMCP, UMUC and TU in conjunction with the Office of the Attorney General to review Appendix A of the USM Procurement Policies and Procedures: USM Uniform Terms and Conditions. The purpose of the review was to update and streamline the terms and conditions based on best business practices as well as updates related to policy or statutory requirements. The detailed amendments to the Uniform Terms and Conditions can be found on the USM website at:

<http://www.usmd.edu/usm/procurement/2017/policy-review/>

As was the case with the USM Procurement Policies and Procedures, the Uniform Terms and Conditions have not been updated since their adoption by the Board of Regents on December 3, 1999. Many of the amendments are technical in nature and could be considered “housekeeping” revisions. The workgroup focused on reorganizing much of the material that was repetitive resulting in condensing the material from fifty-one (51) pages to twenty-eight (28) pages. Also included were checklists to guide which provisions apply to certain contracts. The revisions also included hyper-links to certain provisions to reduce volume and make them more user friendly both to the institutions and also the business community.

**ALTERNATIVES:** This is an information item.

**FISCAL IMPACT:** This is an information item.

**CHANCELLOR’S RECOMMENDATION:** This is an information item.

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COMMITTEE RECOMMENDATION: ACCEPTED FOR INFORMATION

DATE: 6/8/17

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BOARD ACTION:

DATE:

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SUBMITTED BY: Joseph F. Vivona (301) 445-1923

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