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To: John Jay College Community  
From: Mark Flower, Vice President and Chief Operating Officer  
Date: June 30, 2025  
Subject: University Procurement Policies and Guidelines

As we launch into the new 2025-2026 Academic Year, I'd like to remind the College Community about the University's Policy regarding procurements of commodities (goods) and services using Tax-Levy funds, and for contracts funded by \*Non-Tax Levy sources entered into by the University or College.

#### University Policy

<https://www1.cuny.edu/sites/selltocuny/wp-content/uploads/sites/50/2020/01/CUNY-Procurement-Policy-Amendments-Adopted-by-Board-of-Trustees-12-16-19.pdf>

It is the policy of the University to procure commodities and services in a manner that promotes:

- the wise, prudent, and transparent use of the resources of the University and the taxpayers of the City and State;
- compliance with all provisions of law governing procurements by the University;
- the acquisition of quality commodities and services at reasonable prices in a timely and efficient manner;
- the maximum feasible participation of New York State-certified minority- and women-owned business enterprises ("MWBE") and service-disabled veteran-owned business enterprises ("SDVOB") in University procurements, as required by law and University policy; and
- the prevention of favoritism, extravagance, fraud, and corruption, or the appearance thereof.

#### General Purchasing Requirements

All University procurements, regardless of size, must adhere to the following general requirements:

1. complying with all applicable ethics rules, including purchasing commodities and services in the best interest of the University and adhering to the University's Conflict of Interest Policy and Sections 73 and 74 of the New York State Public Officers Law;
2. complying with all laws, rules, regulations, and intergovernmental directives and agreements, that apply to the University, whether or not specifically described in this Policy, including the applicable provisions of the New York State Education Law and State Finance Law;
3. conducting all purchases through the College's Procurement office. No other office or department may conduct procurements or otherwise bind the College or University to any purchase of commodities or services;
4. estimating the applicable dollar value of a potential purchase to ascertain what procurement methods may be required (and prohibiting the artificial division of purchases in order to use the less formal procurement methods available to smaller purchases), and monitoring actual purchases made of the same commodity or service to determine whether additional procurement requirements may apply in the future to the same purchase;

5. ensuring that the commodity or service sought satisfies the University's required form, function, and utility, and determining whether an Existing Contract (as defined in Section V(G) of policy) offers commodities or services that can satisfy these requirements;
6. using competitive solicitation methods (such as quotes, sealed bids, and sealed proposals) to the maximum extent practicable when conducting individual University procurements;
7. only using form solicitation documents issued by the University's Office of the General Counsel;
8. promoting the maximum feasible participation of MWBEs and SDVOBs in University procurements including, where applicable, setting participation goals on procurements to encourage MWBEs and SDVOBs to participate as subcontractors or suppliers and ensuring prime contractor compliance with such participation goals, as required by law and University policy;
9. obtaining all necessary internal and external approvals required by applicable laws, rules, regulations, intergovernmental directives and agreements, and University policy, including those of the New York State Office of the State Comptroller (the "State Comptroller"), the Board of Trustees, the Office of the General Counsel, and the Office of Budget and Finance;
10. advertising procurements as required by applicable law and University policy;
11. maintaining a record of the procurement that demonstrates that all requirements of this Policy and of applicable law have been met;
12. awarding contracts to "responsive" and "responsible" vendors, as defined in applicable law;
13. complying with the University's and College's contract signing authority policies, as set forth by the Board of Trustees and as further delegated by the Chancellor and the General Counsel of the University;
14. only executing contracts and other agreements that have been approved as to form by the Office of the General Counsel; and
15. following such other procedures, manuals, memoranda, directives, and the like issued by either or both of the Office of the General Counsel and the Office of Budget and Finance that relate to this Policy.

To ensure compliance with New York State's and the University's purchasing requirements, please reach out to the College's Procurement Office for guidance on appropriate purchase methods. If purchasing requests or plans are communicated as soon as feasible or in a timely manner, Procurement can assist with finding problem-solving solutions. The College's Procurement contacts:

- Michella Danner, Associate Director, 212-237-8639, [mdanner@jjay.cuny.edu](mailto:mdanner@jjay.cuny.edu)
- Wendy Fan, Finance Purchasing Specialist, 212-237-8007, [wfan@jjay.cuny.edu](mailto:wfan@jjay.cuny.edu)

Thank you.

Enjoy your summer! I'm looking forward to a successful academic year.

Copy: Helen Ceden0, AVP for Finance, 212-237-8485, [hcedeno@jjay.cuny.edu](mailto:hcedeno@jjay.cuny.edu)

\*Non-Tax Levy Sources: The John Jay College Foundation, Auxiliary Services Corporation, Student Activities Association, Children's Center