

MEMORANDUM

To: Deans, Directors, Department Chairs and Account Managers

From: Kenneth M. Jones, Assistant Director, Institutional Services

Subject: Changes in Purchasing Practices

Date: October 15, 2004

This memorandum is to explain the effect on purchasing procedures due to recent changes in both New York State and University procurement policy regarding sports equipment, apparel, textiles, and items bearing University marks, logos or insignias.

The changes are intended to align the University's purchasing practices with institutional values regarding fair labor practices, and to standardize the use of the University's name and symbols. Provost Carlos Santiago's February 10, 2004 memorandum to the University community can be viewed at http://www.albany.edu/purchasing/santiago_memo.shtml, and provides background information leading to the adoption of these policy changes.

Implementing these policy changes has resulted in revisions to purchasing practices and procedures. There are now two requirements necessary to ensure that apparel, textiles and sports equipment are not manufactured under sweatshop conditions: a) vendor certification of compliance with fair labor conditions, and, where use of University logos, trademarks or symbols apply, b) vendor licensing through the Collegiate Licensing Company. These requirements are applicable to purchases as follows:

1) **Apparel, textile and sports equipment which do not bear the University's name and/or symbols**, must be purchased from vendors who submit a signed "Vendor Certification of Compliance with Fair Labor Conditions" form to the Office of State or Research Purchasing, certifying that the items they supply are not manufactured under sweatshop conditions.

The Office of Purchasing supplies this form to the successful bidder but it is recommended that any vendor that you plan on doing business with comply with this requirement in advance of a particular procurement. A vendor will not be issued a Purchase Order until this certification is on file. Please recognize the process of sending and returning the form can add a short time to the purchasing process.

To help inform you regarding the ability and willingness of vendors to comply with the fair labor conditions standards, contact the Office of State or Research Purchasing to find out if a specific vendor has previously submitted a compliance form.

2) **Apparel, textile and sports equipment which bear the University's name and/or symbols**, must be purchased from a supplier which meets both requirements: a) the vendor has submitted a fair labor standards compliance form to the Office of State or Research Purchasing **and** b) the vendor is licensed through the Collegiate Licensing Company.

Vendors who are not yet licensed may become licensed by contacting the Collegiate Licensing Company through their website at www.clc.com, or by contacting the University's representative at CLC, Aaron Coldren, by telephone at (770) 799-3255, or by e-mail at acoldren@clc.com.

Notwithstanding the requirements set forth above, in an effort to control and monitor the use of the University's name and/or symbols we request that any department that uses the University's name and/or symbols on anything other than apparel, textile and sports equipment notify the vendor that they should apply for a license through the Collegiate Licensing Company pursuant to the University's collegiate licensing program.

Please contact Julia Filippone at jfilippone@uamail.albany.edu, or at 442-5950 for general questions regarding the University's collegiate licensing program. For questions related to the procurement practices of the Research Foundation, please contact Janice Kehn at 437-4570. For procurement practices of the State, please contact me at 437-4570.

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