



Section PURCHASING	Subject Vendor Demonstrations – No Active Procurement
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I. PURPOSE

The purpose of this policy is to provide departments with guidelines on vendor product demonstration, trial loan(s) of vendor products and/or free consultant services. It is the policy of Pace to promote integrity in the solicitation and acquisition process to procure goods and services without prejudice, and strive to obtain the maximum value of each dollar of expenditure. To accomplish this, it is critical that vendors are not given undue advantage in the pre-solicitation process. This policy applies only in the case where no official procurement action has been initiated. In the case where procurement has been initiated, the scope document and procurement policies and procedures will determine any demonstration requirements.

II. ADMINISTRATIVE POLICY

- A. Contractors are required to be registered to do business with Pace by completing an online vendor application through Pace’s website.
- B. Vendor presentation and demonstration must be requested and scheduled with procurement and/or end user personnel.
- C. Vendors who are contracted (valid PO/contract) by departments to develop a design and specification document will not be allowed to bid in the solicitation for which they prepared. Similarly, vendors who actively participate with or assist Pace departments in the development of the specifications or statement of work will be excluded from participating in the solicitation process.
- D. Pace does not accept any financial responsibility for vendor(s) time and efforts in marketing products or working with Pace departments in an attempt to sell their equipment or services, not is Pace obligated to make a Purchase Order award(s) or service contract(s) based on the criteria.
- E. Vendors are expected to know that Pace departments are not authorized to commit Pace to purchase goods from, or contract services with Vendor(s) without valid purchase order or contract executed by the Chief Procurement Officer (CPO) and signed by the Executive Director as appropriate.

III. DEFINITIONS

None



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IV. RESPONSIBILITIES

- A. Departments are responsible to schedule Vendor presentation and demonstration with Procurement and other personnel as required.
- B. Departments are responsible to ensure Vendors who are contracted (valid PO/contract) by departments to develop a design and specification document are not allowed to bid in the solicitation for which they prepared. Similarly, vendors who actively participate with or assist Pace departments in the development of the specifications or statement of work shall be excluded from participating in the solicitation process.
- C. Pace shall not be financially responsible for vendor(s) time and efforts in marketing products or working with Pace departments in an attempt to sell their equipment or services, nor is Pace obligated to make a Purchase Order award(s) or service contract(s).
- D. Prior to the vendor demonstration, the department shall be responsible to advise the Vendor that they are not authorized to commit Pace to purchase goods from, or contract services with Vendor(s) without valid purchase order or contract executed by the Chief Procurement Officer (CPO) and/or signed by the Executive Director as appropriate.

V. PROCEDURES

- A. The Departments shall obtain a completed Vendor Demonstration Agreement (located on Procurement’s SharePoint) from the Vendor prior to the vendor demonstration.

Executive Director Signature

Date