

Executive Summary: Policies 241, 242, 243, 244, 245, 246, and 247 Non-substantive changes

Date: March 7, 2022
Sponsor: Linda Makin
Steward: John Richards
Policy Process: Expedited
Policy Action: **Non-substantive revisions**

Issues/Concerns (including fiscal, legal, and compliance impact):

Non-substantive revisions are required in these policies:

- Policy 241 *University Procurement*
- Policy 242 *Solicitation and Award of Procurement Contracts*
- Policy 243 *Small Purchases*
- Policy 244 *Requisitions and Purchase Orders*
- Policy 245 *Receiving Goods and Services*
- Policy 246 *Surplus Property*
- Policy 247 *Contract Review and Signature Authority*

Suggested Changes:

Policy No.	Section	Proposed Non-substantive Changes
241	2.1	Updated the titled of Utah Board of Regents’ Policy R571.
241	2.9	Added UVU Policy 247 <i>Contract Review and Signature Authority</i> to the references section.
241	3.3	Added “as defined in University Policy 247” to the definition of contract.
241	4.1	Changed “Director of Procurement Services” to “Senior Director of Procurement and Contract Service.”
241	4.3	Changed “Procurement Services” to “Procurement and Contract Services.”
241	4.4	Changed “Procurement Services” to “Procurement and Contract Services.”
241	4.4	Updated the Utah Procurement Code.

241	4.7	Changed “Procurement Services” to “Procurement and Contract Services.”
241	4.7, 5)	Changed “Director of Procurement Services” to “Senior Director of Procurement and Contract Service.”
241	4.8	Added in the phrase “Procurement and Contract Services and in accordance with the requirements of the Utah Procurement Code (63G-6a-1208, et seq.)”
241	5.1.1	Changed “Procurement Services” to “Procurement and Contract Services.”
241	5.1.1, 5)	Changed “suppliers” to “vendors.”
241	5.1.2	Changed “Procurement Services” to “Procurement and Contract Services.”
241	5.2.1	Changed “Procurement Services” to “Procurement and Contract Services.”
241	5.2.2	Changed “Procurement Services” to “Procurement and Contract Services.”
241	5.3.2	Changed “Procurement Services” to “Procurement and Contract Services.”
242	2.3	Updated the title of Utah Board of Regents Policy R571
242	3.3	Added the word “public” before “formal procurement method.”
242	3.4	Changed “Procurement Services” to “Procurement and Contract Services.”
242	3.7	Changed “offerors” to “vendors.”
242	3.7	Changed “are subjectively evaluated on criteria other than price” to “include subjective and objective evaluation criteria.”
242	3.9	Changed “reports” to “intangible work products.”
242	3.10	Changed “Procurement Services” to “Procurement and Contract Services.”
242	4.1	Changed “Procurement Services” to “Procurement and Contract Services.”
242	4.3	Changed “sole source” to “procurement.”
242	4.3	Changed “Procurement Services” to “Procurement and Contract Services.”
242	4.3	Added “and in accordance with the Utah Procurement Code and Utah Board of Regents Policy R571.”

242	4.4	Changed "Procurement Services" to "Procurement and Contract Services."
242	4.5	Changed "Procurement Services" to "Procurement and Contract Services."
242	5.1.1	Changed "Procurement Services" to "Procurement and Contract Services."
242	5.1.2	Changed "Procurement Services" to "Procurement and Contract Services."
242	5.1.4	Changed "offeror" to "vendor."
242	5.1.4	Changed "Procurement Services" to "Procurement and Contract Services."
242	5.2.1	Changed "offeror" to "vendor."
242	5.3.1	Changed "offeror" to "vendor."
242	5.3.1	Changed "Procurement Services" to "Procurement and Contract Services."
243	2.2	Updated the title of Utah Board of Regents' Policy R571.
243	3.3	Lowercased "Large-dollar purchase threshold."
243	3.3	Changed "Procurement Services" to "Procurement and Contract Services."
243	3.5	Changed "reports" to "intangible work products."
243	3.6	Lowercased "Small-dollar purchase threshold."
243	3.6	Changed "Procurement Services" to "Procurement and Contract Services."
243	3.6	Lowercased "Small-dollar guidelines."
243	4.1	Changed "Procurement Services" to "Procurement and Contract Services."
243	5.1	Changed "Procurement Services" to "Procurement and Contract Services."
244	3.1	Changed "Procurement Services" to "Procurement and Contract Services."
244	3.2	Changed "contractual document" to "contract."
244	4.1	Changed "Procurement Services" to "Procurement and Contract Services."
244	4.2	Changed "Procurement Services" to "Procurement and Contract Services."

244	4.3, 1)	Changed "Procurement Services" to "Procurement and Contract Services."
244	4.4	Changed "Procurement Services" to "Procurement and Contract Services."
244	5.2	Changed "Procurement Services" to "Procurement and Contract Services."
244	5.3	Changed "Procurement Services" to "Procurement and Contract Services."
245	3.3	Changed "reports" to "intangible work products."
245	3.4	Fixed section numbering.
245	4.2	Changed "Procurement Services" to "Procurement and Contract Services."
245	5.2.2	Changed "Procurement Services" to "Procurement and Contract Services."
245	5.2.3	Changed "Procurement Services" to "Procurement and Contract Services."
245	5.2.4	Changed "Procurement Services" to "Procurement and Contract Services."
245	5.2.5	Changed "Procurement Services" to "Procurement and Contract Services."
245	5.2.6	Changed "Procurement Services" to "Procurement and Contract Services."
246	4.3	Changed "Procurement Services" to "Procurement and Contract Services."
246	5.3, 4)	Changed "Director of Procurement Services" to "Senior Director of Procurement and Contract Service."
246	5.4	Changed "Procurement Services" to "Procurement and Contract Services."
246	5.5	Changed "Procurement Services" to "Procurement and Contract Services."
247	2.6	Delete "UVU Policy 208 Outside Vendors/Contractors on Campus" because the policy no longer exists.
247	4.3	Change "Utah Board of Regents" to "Utah Board of Higher Education."
247	5.2.1	Change "Utah Board of Regents" to "Utah Board of Higher Education."
247	5.2.2	Insert "the Provost."



Requested Approval from President’s Council: [Click here to specify which stage the policy will enter upon approval.]

Proposed Drafting Committee: [Click here to enter the names of the proposed members of the policy drafting committee.]

Target Date for Stage 1 Draft to Enter Stage 2: Click here to enter a date.

Target Date for Board of Trustees Review:

Projected Timeline: [Leave blank. To be filled in by the Policy Office.]
