


CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY PUR 107-00 |
| | Section: Ethical Considerations |
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| | Responsible office: Purchasing |
| | Origination date: 07/01/1996 |
| Subject: Public and Proprietary Information | Effective date: 07/01/1996 |
| Source: University policy Arizona Revised Statutes § 39-121, Arizona Board of Regents Policy 3-803 | Revision date: |

PURPOSE

To identify public and proprietary information.

POLICY

PUR 107-00-01: Proprietary Information

Information that is submitted by a vendor who claims exclusive ownership of that information and that is not to be disclosed publicly.

PUR 107-00-02: Public Information

All information in Contracting and Purchasing Services' files, except proprietary information, having bearing on the award of an order or contract and any agreement on file to which the ABOR is a party.

PUR 107-00-03: Timing of Public Information Release

1. Sealed Bids: Sealed bids shall be opened publicly, and the amount of each bid, along with such other relevant information as may be specified by the buyer for each procurement, shall be announced and recorded. This record shall be open to public inspection. The bids and the remainder of the bid information shall not be open for public inspection until after contract award.
2. Sealed Proposals: Sealed proposals shall be opened publicly with only the name of the proposers being recorded and announced. Information, including pricing information, shall not be disclosed to the public until after award of the contract.
3. Requests for Information: The response to requests for information from interested parties will be limited to review of the documents in Contracting and Purchasing Services at a reasonable and convenient time as designated by the Director of Procurement. Copies of documents will be furnished to interested suppliers only in extreme cases as determined by the Director of Procurement. A fee, which shall include the cost of time and materials, shall be charged for all copies.

PUR 107-00-04: Identifying Proprietary Information

If proprietary information is submitted with a bid or proposal, it must be clearly marked as such and submitted in a separate envelope. To the extent the bidder designates and the Director of Procurement concurs, this information will not be considered public information. The Director of Procurement shall be the final authority on which material is considered confidential.