University System of New Hampshire
Financial and Administrative Procedures

USNH CONTRACTS DATABASE

Procedure: 6-011
Issued By: USNH Director of Purchasing
Issued Date: 07/01/2005
Revised Date: 07/01/2005

The purchasing and contracting offices of USNH utilize a central database for storing data and images for bid processes and contracts/agreements. The purpose of the database is threefold: (1) to leverage each campus purchasing office by sharing information and resources so that they can benefit from each other's work; (2) to enable the USNH/UNH Director of Purchasing & Contract Services to analyze the data to look for opportunities for collaboration on System-wide contracts to negotiate more favorable pricing; and (3) to enable the Treasurer and his/her staff to exercise broad oversight over the authority delegated.

Coupled with the central database, is an integrated document imaging system for all bid processes, contracts/agreements, and their related addenda. The images are accessible by all staff within each of the campus purchasing and contracting offices within USNH.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.