

The Salk Institute for Biological Studies

Supplier Guidelines

The Salk Institute for Biological Studies (“Salk”) Procurement Department Services team has outlined the following basic supplier guidelines (“Supplier Guidelines”) for all third-party suppliers of goods, products, equipment and/or services (“Supplier(s)”) to ensure a positive working relationship with Salk’s personnel, employees, visitors, clients and/or invitees. Suppliers of Salk must be dedicated to providing Salk with high-quality goods, products, equipment and/or exceptional service with trained, skilled and knowledgeable Supplier representatives at a fair and equitable price. As directed by Salk’s President and members of the Board of Trustees, it is the policy of Salk to endorse positive efforts to procure goods, products, equipment and/or services consistent with current applicable federal, state and local governmental guidelines as related to procurement practices. Consistent with this policy, the Salk Procurement Services Department is designated to secure these goods, products, equipment and/or services. In general practice, the official commitment of Salk funds for these materials and services shall be made only through authorized Salk Procurement Services Department personnel. Where applicable, Salk encourages its personnel to engage in business with small, minority owned, women owned, veteran owned and other diverse businesses.

Code of Ethics

Salk operates under the guidance of the Institute for Supply Management’s Principals and Standards of Ethical Supply Management Conduct (“ISM Principals and Standards”). The Salk Procurement Services Department uphold these ISM Principals and Standards for Salk personnel and all Suppliers are expected to assist the Salk Procurement Services Department in upholding these ISM Principals and Standards, promote the highest ethical standards and maintain integrity in all dealings with Salk personnel. Suppliers attempting to engage Salk personnel and/or its affiliates, visitors and/or invitees in any behavior contrary to the ISM Principals and Standards and/or ethical guidelines and integrity may be removed immediately from Salk premises and banned from doing further business with Salk.

Buying and Signature Authority

Generally, to do business with Salk, Suppliers must contact the Salk Procurement Services Department and a “Buyer” in the Salk Procurement Services Department will be assigned as Supplier’s procurement contact person depending upon the Supplier’s sellable goods, products, equipment and/or services commodities.

All Suppliers are hereby put on notice that only the Procurement Services Department Senior Director and specific designated Salk Senior Executive Officers are authorized to sign all agreements, contracts, quotes and/or other procurement related documents unless official delegation for specific documents or circumstances has been granted to another Salk employee by the Board of Trustees, one of the Senior Executive Officers or their direct delegate(s). All signature requests must be forwarded to the Salk Procurement Services Department or the Office of Technology Development for evaluation. Suppliers are not authorized to contact any other Salk personnel to ask for signatures, without pre-authorization from the Salk Buyer. If a Salk employee that is not the Procurement Services Department Senior Director, a Salk Senior Executive Officer, or a Salk employee with specific delegated signing authority executes any agreements, contracts, quotes and/or other procurement related document, Supplier understands that such execution may not be authorized, and Supplier must immediately contact their assigned Salk Buyer. The Buyer will then investigate to determine if the execution of such execution of the documentation was authorized.

Visiting Salk

Salk is a secure campus that is locked from public access and all non-badged visitors should be registered in advance to indicate authorized access. If a Supplier does not comply with all the requirements described herein, entry to Salk’s premises may be denied by Salk. Except as otherwise agreed to in writing by Salk, all Suppliers must have an appointment with the appropriate Salk personnel and must do the following to be allowed access to Salk property:

1. Check in with Salk’s Security Services at the main East Gate and provide the Salk security guard with photo identification card (i.e., driver’s license or Supplier’s company photo identification card).
2. Provide the security guard the purpose of the visit and the name and phone number of the Salk employee with which the Supplier has the appointment.
3. Suppliers that have been granted authorized entry onto Salk’s premises will receive one of three entry badges:
 - a. Suppliers requiring a single day of access will be issued a self-expiring “Visitor Sticker.”
 - b. Suppliers that will be on Salk’s premises daily for up to two (2) weeks or less will receive a “Temporary Badge.”

- c. Suppliers that will be on Salk's premises for more than two (2) weeks will receive a "Contractor Badge."
4. Display the Salk provided Visitor Sticker or applicable Temporary or Contractor Badge at all times while on Salk premises.

For urgent visitor access with less than 24-hour notice, Supplier may contact Security Dispatch directly at 858-453-4100 x1206 or dispatch@salk.edu.

Public Health Safety

In order to help protect the safety of Salk's personnel, employees, visitors, clients, invitees and/or other suppliers, everyone entering the Salk's premises is required to strictly follow all public health and safety measures implemented by Salk to comply with federal agency, State of California and/or the County of San Diego public health and safety orders or recommendations. These measures will be updated in accordance with any applicable changes in such federal, state or local public health and safety orders or recommendations. By entering any Salk Premises, Supplier agrees to adhere to all posted safety rules and health precautions. Salk's Crisis Management Team ("CMT") will regularly post updates regarding the status of operations online at www.salk.edu.

Parking

There is no Supplier parking at the parking lots located on Salk's premises. All Suppliers may park for free on Torrey Pines Scenic Drive, the public portion of Salk Institute Road, and in the Torrey Pines gliderport parking lot (open 6am to 10pm). Paid public parking is also available for an hourly rate at the Sanford Consortium public parking lot located north of Salk's premises, at the corner Torrey Pines Scenic Drive and North Torrey Pines Road. All Supplier parking is at its own risk and Salk has no responsibility for Supplier parking on public streets and/or pay parking.

Promotions

Salk receives federal, state and other governmental agency grant funding for its scientific research operations. Therefore, Salk personnel are not authorized to receive gifts and/or gratuities with a value of \$25.00 or more, including but not limited to personal gifts, dinner dates, entertainment tickets and/or anything that may appear to influence any buying decisions or quote/proposal evaluations. Any promotional and/or free items with a value of under \$25.00, including gift cards, whether offered in conjunction with the purchase of goods, product, equipment and/or service or not, must be of a general nature and not a personal nature that would seek to benefit or reward any individual Salk personnel. All promotional items sought to be provided to any Salk personnel must be preapproved in writing by the Procurement Services Department by contacting procurement@salk.edu before offering any such promotional items. Raffles are allowable provided they are pre-approved by the Salk Procurement Services Department and not tied to the purchase of a goods, product, equipment and/or service. Within reason, Suppliers may bring snacks and non-alcoholic refreshments for consumption on Salk's premises during presentations and/or seminars.

Conflict of Interest

Because Salk receives funding from federal, state and other governmental funding source, Salk must comply with the procurement regulations as set forth by the U.S. Government Office of Management and Budget. Regulations include that no employee, officer, or agent shall participate in the selection, award or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved which would interfere, or appear to interfere with, that person's ability to be completely impartial and loyal to Salk's best interests. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the Supplier submitting quotes, proposals and/or participating in a formal bid process or being selected for the transaction. In addition, the officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

Quotes and/or Proposals

All quotes and/or proposals must be sent directly to the interested Salk personnel and to the Salk assigned Buyer, or, if no such Buyer has yet been assigned, to procurement@salk.edu. All quotes and/or proposals shall be considered redeemable by any Salk personnel willing to meet the conditions of the quote and/or proposal with regards to configuration, quantity, price, timing, etc. Supplier must note on the quote and/or proposal if any special equipment or "New Lab Start-Up" quotes are not transferable to other Salk clients.

Purchase Orders and Order Confirmations

Purchases by Salk for any and all goods, products, equipment and/or performance of services must have a valid Salk Purchase Order ("PO") prior to Supplier shipping any such goods, products equipment and/or providing such services. The Salk PO provides Suppliers with the confidence that any Salk request for such goods, products, equipment and/or services have been approved for purchase. If a Salk PO has not been issued by a Salk Buyer and received by Supplier, Supplier is not authorized to ship such goods, products, equipment and/or perform services. POs are generally placed electronically by the Salk Buyer through Salk's e-procurement system, Jaggaer. In the event of an emergency or outage, Salk reserves the right to place POs verbally or by email. Suppliers are required to send order confirmations. These confirmations must be emailed to orderconfirmations@salk.edu within 24 hours after receipt of the Salk Purchase Order.

Invoicing

Specific invoicing processes will be identified in the agreement or contract executed by Salk and Supplier. Generally, invoices are not to be sent directly to Salk personnel, departments and/or labs. If Supplier is not enabled to submit invoices electronically in Salk's e-procurement system, all Supplier invoices must be scanned and/or emailed to accountspayable@salk.edu to ensure prompt payment. Suppliers are hereby notified that invoices may not be received by Salk and/or paid if invoices are submitted by any other means.

Sales and Use Tax

Salk is subject to California sales or use tax on the purchase of goods, products, equipment and/or services considered taxable by the California State Board of Equalization. If Supplier's principal place of business is located outside the State of California and is not licensed to collect sales or use tax, Salk will accrue the tax and directly pay the state of California. Any Supplier doing business within the State of California, as defined by the California State Board of Equalization, is subject to audit by the California State Board of Equalization on any of its transactions with California entities. Purchases by Salk are generally not for exempt use or resale. Supplier must make its tax determination based upon each individual procurement transaction. However, some of Salk's equipment purchases may qualify for a partial tax exemption. All such purchases will be discussed with the Salk Buyer prior to the transaction taking place.

Sustainability

Salk is committed to protecting our environment for future generations by utilizing sustainable practices and environmentally friendly products whenever feasible. In an effort to promote Salk's 'green initiative' at Salk, Salk requires all Suppliers to cease paper catalog and direct marketing promotional mailings, unless specifically requested by an individual Salk personnel. If Suppliers do not comply, such paper mailings will be returned at the sender's expense.

Ethical Conduct and Integrity

Suppliers must uphold and promote the highest ethical standards and maintain integrity in all dealings with Salk. Suppliers must report any questionable behavior or requests to the Salk personnel identified under Communication Channels and Escalation.

Communication Channels and Escalation

Suppliers are highly encouraged to bring to Salk's attention any issues or concerns about potential misconduct or other matters that require attention so they may be addressed. If there is a preference to communicate any concerns in an anonymous fashion, or the normal channels of communication are ineffective or inoperative, Supplier's may send written inquiries to 10010 N. Torrey Pines Road, La Jolla, CA 92037, to the attention of any of following: Melanie Showalter, Senior Director Procurement Services Department; Sarah Canfield, Senior Director, Human Resources; or Julia Miller, General Counsel and the inquiry will be routed to the most appropriate person for investigation.

Please see additional information on Salk's General Policies & Procedures page at supplierinfo.salk.edu. **If any Supplier wishes to discuss any of these Supplier Guidelines further, please contact Melanie Showalter, Senior Director, Procurement Services Department, at mshowalter@salk.edu.**