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UNIVERSITY

PROCUREMENT SERVICES

Official Memorandum

To: Christopher Newport's eVA Users, SPCC Cardholders and Approvers

From: Danielle Henley, Director of Procurement Services

CC: Erin Babcock, Assistant Director of Procurement Services and Jen Fowler,
Procurement Administrative Coordinator

Date: April 2, 2026 (Revision)

Subject: Guidance on Use of SWaM Brokers/Resellers and Procurement Compliance

The Office of Procurement Services would like to **provide clarification and guidance** regarding the use of SWaM brokers/resellers (e.g., Advantage Supply, Interlink Computers, One Source Supply) for the purchase of goods, regardless of funding source.

Please note that this memo is not intended to reprimand, but rather to inform end users and support more informed, fiscally responsible purchasing decisions.

The University strongly supports the utilization of SWaM-certified vendors; however, all purchases—regardless of vendor status—must comply with applicable procurement policies and procedures. Use of a SWaM broker/reseller does not exempt a transaction from standard requirements or override mandatory source obligations. All purchasing decisions must reflect the best interest of the University and sound fiscal stewardship.

Cost Reasonableness Guidance

Our office conducts daily micro-audits to ensure compliance with procurement regulations. Through this review process, we have observed a significant increase in expenditures with SWaM brokers/resellers. Please be reminded that many brokers/resellers may apply a markup—often as high as 20–25%—to provide goods or facilitate services. As a general standard, total procurement cost through a SWaM broker/reseller should not exceed 5% above pricing available from a comparable non-SWaM vendor.

When a lower-priced option is available—regardless of additional administrative steps such as purchase logs or documentation—selecting that option is the fiscally responsible course of action. Vendor selection must be based on cost reasonableness and overall best value.

Exception Guidance

While the 5% threshold serves as the standard for cost reasonableness, there may be limited circumstances where exceeding this threshold is necessary. In such cases, proceeding with a higher-cost option is at the discretion of the department; however, the decision must be clearly justified and to be in the best interest of the University.

Appropriate justification should include a documented business need, explanation of why lower-cost alternatives were not selected, and how the purchase provides overall value. These transactions remain subject to review, and insufficient justification may result in additional scrutiny or denial.

Mandatory Sources

SWaM brokers/resellers may not be used to procure goods from mandatory sources (e.g., office supplies or other designated contracts). Users must comply with all mandatory source requirements prior to purchase.

The Bonfire contract management system contains nearly 300 contracts for various goods and services; users are encouraged to familiarize themselves with these agreements, as they are designed to provide competitive pricing and administrative efficiency.

Breakroom Supplies Reminder – SEE UPDATED PROCUREMENT MEMO DATED 10/6/2026

~~Purchases of breakroom supplies (e.g., microwaves, toasters, cutlery, plates, coffee supplies, etc.) with state funds are prohibited unless prior approval is obtained from the Business Office. Approved exceptions must be attached to the requisition at the time of submission.~~

Procurement Exemptions Reminder

End users should review the current list of procurement exemptions to ensure purchases are processed appropriately and in accordance with policy. While exemptions streamline procurement by removing competition requirements, users remain responsible for ensuring purchases are reasonable in cost and represent best value.

We appreciate your cooperation and continued commitment to compliance, transparency, and responsible stewardship of the University's funds. For questions regarding procurement procedures or vendor selection, please contact the Office of Procurement Services prior to making a purchase.

Thank you.

Sincerely,
Office of Procurement Services
Email: procurement@cnu.edu