



The 7 Rights of Procurement: Fundamental Principles

In the world of higher education, procurement is not just about buying goods and service – it is about stewardship of public funds, ensuring transparency, and supporting the academic mission. These seven rights of procurement provide the fundamental principles for decision-making to ensure that every purchase meets institutional, legal, and ethical standards. These suggestions guarantee that your campus' needs are effectively and efficiently met to streamline the daily process and boost productivity.

1: The Right Product

Universities and colleges depend on vast range of goods and services – from lab equipment to technology systems. Understanding **detailed specifications** and ensuring products align with requirements and standards are essential in identifying the right product. Selecting the right products entails a thorough evaluation of the quality, durability, and functionality that meets the need of the campus.

2: The Right Quantity

Over-ordering can tie up limited budget resources and under-ordering can disrupt critical academic programs or campus operations. **Forecasting** the needs of the campus carefully, especially for time-sensitive purchases tied to academic, calendars, grant deadlines, or construction schedules. **Group purchasing** with other campuses can help manage quantities. Campuses can follow the ABC Analysis, Just-in-Time Inventory, and Economic Order Quantity models to help determine the right balance of inventory most efficiently and economically.

3: The Right Time

Timing is crucial, particularly when purchases are tied to a fiscal year-end budget, research deadlines or new semester launches. Building **lead times** into procurement planning, especially for complex bids, or items that required Board approvals or formal socialization, and supplier onboarding timelines.

4. The Right Place

Delivery to the correct campus, department, or lab saves time and minimizes logistical challenges. Given multiple campuses or satellite locations, it is vital to have **clear delivery instructions**.

5. The Right Price

Public procurement is not just about finding the lowest cost but also achieving the best value. The cornerstone of every financial transaction is price and value, while maintaining compliance.

Competitive bidding and negotiating pricing decisions drive cost savings to the right price with the cooperation of the right supplier.

6. The Right Supplier

Choosing supplier(s) who understand and can meet the campus' requirements is critical. Sourcing is the identification of selecting a supplier whose costs, qualities, technologies, timelines, dependability, and service. **Vetting** suppliers carefully for past performance, compliance, sustainability, data security obligations, cybersecurity requirements, familiarity with FERPA, HIPAA or other requirements.

7. The Right Technology

Procurement technology is the use of sophisticated software to boost end-to-end procurement process. Campuses will want to ensure that technology **complies** with IT standards, data privacy laws, cybersecurity frameworks, and accessibility requirements. Leveraging the transformation potential of Artificial Intelligence (AI) to achieve faster decision-making and streamline procurement operations.

Technology solutions is a fast-evolving industry, campuses should always seek the latest, updated, scalable, and support for daily operations.

These strategies ensure the selection of the right supplier will deliver the right products, with the right quantity, to the right place, at the right time, with the right technology. These define the “what,” “who,” “when” “why,” and “how” procurement activities are executed. Public procurement is stewardship. Every purchase – physical or digital – must reflect transparency, fairness, compliance, security, and support for the academic mission of Minnesota State.

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