



Human Resources and Payroll

4400 University Drive, MS 3C3, Fairfax, Virginia 22030

Phone: 703-993-2600; Fax: 703-993-2601

## Vendor Solicitation Procedure

This procedure covers advertising, promotion, solicitation and sale of benefit products and services such as insurance, savings and investment programs, tax-deferred savings programs, wellness/fitness programs, legal services, and other similar products to George Mason University employees.

Neither, the University nor Human Resources & Payroll endorses or recommends any benefit product or service for purchase or use by Mason employees. All such purchase and use is solely at the employee's discretion. Human Resources is, however, permitted to support in various ways and facilitate representations to University employees from the vendors of its primary benefit components such as the authorized primary retirement programs, the health care insurance provider and any authorized health maintenance organizations, the disability insurance provider, and the flexible benefits provider. Such support and facilitation, however, does not represent endorsement or recommendation with regard to any particular product or service provided by a primary benefit vendor.

The following procedures must be followed by all solicitors for products and services not identified in the preceding paragraph:

Any product which requires payroll deduction must have Human Resources approval.

Employees are not to be interrupted at the worksite in person or by telephone during their work-time.

Authorized solicitation or sales are allowed in the Johnson Center and other areas defined by Auxiliary Enterprises. Contact the Student Centers office at 703-993-2921 to arrange space.

Employees may be informed of a benefit vendor's presence on campus or the availability of their products or services in the following ways:

1. U.S. Mail.
2. Mason's Office of Community Relations' Community Connections program. This website offers a range of ways for businesses and community organizations to connect to Mason including advertising options, event participation, and more. For details please visit [http://communityrelations.gmu.edu/community\\_connections.html](http://communityrelations.gmu.edu/community_connections.html)
3. Brochures left in Human Resources, University Hall, 4th Floor 4400 University Drive, Fairfax, VA 22030, for passive distribution to visitors.

### Additional Rules:

The University prohibits unauthorized solicitation for sale or distribution of material related to benefit products and/or services during an employee's work time. Work time is defined as any time when the employee being solicited is supposed to be at work.

Companies selling insurance or other benefit products or services are not permitted to direct employee inquiries to the benefit counselors in Human Resources. Such companies are not allowed to make representations to employees that infer that their products and services have been approved by or recommended by George Mason University or its Human Resources office. The value of any product or service will not be evaluated or discussed by Human Resources, and no recommendation to purchase or not to purchase will be made.

The University cannot provide information on names, addresses, telephone numbers, or e-mail addresses of employees to any unauthorized benefit provider. The University cannot bar the receipt or fail to deliver valid U.S. mail, telephone calls, or e-mail messages utilizing name and address information obtained from sources outside the University. The handling of any such communications is at the sole discretion of the employee.

Human Resources will not consult with benefit vendors about strategies to utilize in soliciting University employees. Human Resources will make no evaluation or recommendation with regard to the effectiveness of any solicitation strategy except to note potential violations of this procedure. The sole responsibility of Human Resources in this matter is to make this procedure available to vendors and to answer questions about it.

All policies or follow-up information must be sent to the employee's home address. Human Resources will not be responsible for the distribution of items and campus mail may not be used.

No placards or free-standing signs may be hung on University property (except in connection with the rental of a room or table at the Johnson Center or other officially designated location).

All vendors interested in offering a product or service to Mason faculty and staff must be approved by the HR Benefits Committee. The committee meets quarterly to review all pending requests. Should a vendor be approved to come to a Mason campus or offer a discount to the Mason community, their presence on campus is at the discretion of the university and can be withdrawn at any time. Approved discount requests are contingent upon satisfactory customer service to the Mason community.

Vendors may forward relevant information describing their product or service for consideration to:

HR Benefits Committee  
George Mason University  
Department of Human Resources & Payroll  
4400 University Drive, Mailstop 3C3  
Fairfax, VA 22030

The decision of the Benefits Committee is final.

Violators of this procedure will be reported to George Mason University Public Safety who may escort such persons off campus.

All Commonwealth of Virginia and George Mason University policies and procedures regarding purchasing apply. This includes, but is not limited to, eVA, Virginia Association of State Colleges and University Purchasing Professionals (VASCUPP), and RFP procedures as applicable.

Questions regarding this procedure should be directed to either the Purchasing Department at 703-993-2580 or Human Resources & Payroll at 703-993-2600.

*I acknowledge receipt of Mason's Solicitation Procedure.*

*Signature:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Company/Organization:* \_\_\_\_\_

*Date:* \_\_\_\_\_