

SAM HOUSTON STATE UNIVERSITY

Featured Employee Discounts Program Description

Vendors seeking to offer discounts/services to Sam Houston State University (SHSU) employees and to have such offers featured on the SHSU website, will need to review the following instructions.

Eligibility

- 1) Vendors doing business with SHSU, such as travel partners or information technology providers offering service or equipment for employee's personal use, must share the offer with university personnel or generally provide notice on the vendor's website. SHSU shall annually confirm the vendor's status and discount offer.
- 2) Businesses not otherwise engaged as a SHSU vendor must follow the application procedures detailed below. Businesses in this category will be reviewed annually and during the review process must provide SHSU with their intent to continue to provide discount programs to SHSU employees and the number of employees that utilized the discount program in the previous year.
- 3) Ineligible vendors or discounts are listed at the bottom of this document.
- 4) SHSU reserves the right to change the Vendor regulation requirements at any time.

Application for featuring vendor discount

Applications for new vendors are accepted two times per year; once during the fall semester and once during the spring semester. The following is the schedule for the vendor application, approval and removal process.

Fall Semester

- **May 1 – May 30:** Applications accepted.
- **June 1 – June 30:** Applications reviewed.
- **July 15:** Vendors will be notified in writing of the status of their application. Vendors that are approved will become effective September 1.
- **September 1:** A list of Active Vendors is posted to the SHSU website.

Spring Semester

- **November 1 – November 30:** Applications accepted.
- **December 1 – December 31:** Applications reviewed.
- **January 15:** Vendors are notified in writing of the status of their application. Vendors that are approved will become active effective February 1.
- **February 1:** A list of Active Vendors is posted to the SHSU website.

Vendor Participation Requirements:

- There must be no cost to SHSU.
- There must be no administration of the discount by SHSU employees.
- SHSU, as an institution, may not receive any compensation, premiums, or product rebates from the Vendor for use of the Vendor by SHSU employees.
- The Vendor's capabilities & services offered must align with SHSU's mission, vision, and strategic priorities.

- The Vendor's featured service must represent an added value or actual discount on the product or service offered.
- Vendor's financial stability & reputation must reflect positively.
- Internal processes, including marketing, compliance with applicable U.S. laws and regulations.
- Vendors may not use SHSU logos or seals, or other trademarked items or in any way imply that participation in the program represents an endorsement of the Vendor's products or services by SHSU. Vendors may pursue license for use of SHSU brand materials separately, see <https://www.shsu.edu/dept/marketing/licensed-brand-use-approval-process>.
- Vendors must have a physical location with a verifiable mailing address and telephone number.
- Vendors must, within 15 business days, notify the program administrator, in writing, regarding any changes that may affect the product or discount rate offered, such as product recalls or discontinuation of products or services offered. Further, vendors must keep any website information updated if the vendor uses a website to communicate information to SHSU employees regarding prices, products, services, and dates discounts are being offered.
- SHSU may remove a vendor from the discount feature program, or deny a vendor requesting participation, based on complaints from employees, students, or for any reason deemed to be in the best interest of SHSU as determined by the program committee.
- Participation may not create a conflict of interest. Officers or employees of SHSU or their family members may not have a business with discount featured on the university website (See F&O Policy HR-01).
- Vendor shall limit communication regarding the discount feature program to contact with the program committee.

Additionally, an annual review of currently featured vendor discounts will be conducted annually from **January 1 – January 15** to ensure the vendor continues to align with program requirements as detailed in this description. Based on the findings, Vendors may be removed from active status.

The review criteria is based on the following:

- Technical: Standards of compliance, innovation
- Commercial: Reputation, delivery timeline
- Records: SHSU employees served

The following products or services are not eligible to participate in the discount program:

- Discounts on professional services from accountants, law firms, real estate agencies, mortgage companies, or financial advisors;
- Discounts on physical medical service providers or vendors that may directly compete with medical, vision or dental services or products offered by State of Texas employee benefit providers.
- Discounts from vendors whose primary lines of products or services consist of alcohol, tobacco, firearms or explosives, gambling, or pornographic-related material; and
- Discounts from small independent sellers representing multi-level marketing products or services. Specific products or services offered, vendor participation or the discount program itself may be canceled at any time without advance notice.