

SUNY Guidelines for Authorized Benefits Vendors

The following guidelines apply to all Authorized Vendors who are currently doing business with SUNY, including their agents and representatives. Please note that adherence to these rules is a requirement of maintaining status as an Authorized Representative or Vendor and access to SUNY employees and facilities.

1. Authorized Contract Vendors seeking access to SUNY employees, facilities, or property must have any agent or representative assigned to SUNY accounts approved in advance by SUNY System Administration and added to a listing of Authorized SUNY Benefit Vendor Representatives. It is the responsibility of each Vendor to notify both SUNY System Administration and the hosting campus when representatives change. SUNY reserves the right to limit the number of agents who will be allowed access at each location in order to better manage our business operations. Unauthorized agent or representative contact or access may subject that agent to removal by SUNY Police and/or criminal prosecution.
2. All visits to SUNY facilities must be cleared with each campus Human Resources office in advance. Any room reservations, equipment set-ups, etc. must also be coordinated through each campus HR office. Each campus HR office has the discretion to establish their own guidelines regarding Vendor access to employees, facilities, and review and distribution of any communications materials.
3. Unsolicited contact with non-client employees by phone, email, written correspondence, door-to-door, etc. without the advance consent of the applicable campus HR office is strictly prohibited under any circumstances.
4. The content of any information or communications materials that Vendors wish to disseminate to employees must be forwarded to the campus HR office in advance for review and approval. Each campus HR office will decide, if approved, how best to handle any dissemination of information to their employees.
5. Designated representatives may work for only one Vendor at a time unless approved in advance by System Administration and may only discuss or share information with our employees that is directly related to the purposes for which they have been approved as Authorized Vendor Representatives. No cross-marketing of products or services whatsoever is permitted without prior SUNY consent.
6. Former employees of the University or its affiliates may not serve as Authorized Vendor Representatives for a period of one year after their separation from SUNY service, except by advance approval of SUNY System Administration.

7. Authorized Vendors must provide and maintain clear, comprehensive, and up-to-date marketing and communications materials for any products and services to be offered to our employees. These materials must be approved by System Administration and the applicable campus HR Office prior to any distribution.
8. Any requests for access to or communication with non-client employees must be submitted in writing to the applicable campus Human Resources Department in advance; specifying the nature, content, and reason for the request. Please note that regardless of status as an Authorized Vendor Representative, individual SUNY campuses are under no obligation to grant access to their premises or to their employees during business hours, and that such access is a courtesy extended as a benefit to our employees and to our business partners.
9. Failure to comply with these guidelines may lead to removal of access for individual representatives, elimination or restriction of access for all vendor representatives, or could place status as an Authorized SUNY Vendor in jeopardy.
10. SUNY campuses are places of business and learning and we have an obligation to protect both the safety and privacy of our employees and our business operations. As such, no unauthorized access to employees or SUNY property can be permitted or tolerated. All vendors, including their representatives and agents, must adhere to all SUNY, State, and campus policies and procedures at all times, or may be subject to removal from campus property by SUNY Police and/or arrest and criminal prosecution.

For questions or further assistance, please contact:

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