Although there is not a consistent model throughout higher education, I would like to provide direction to UCSD as follows:

1. From this point forward, please do not allow your name to be used in written or promotional materials from suppliers.  If suppliers wish to reference UCSD in a generic sense, please refer them to the University Communications Department.  If your name has already been incorporated into supplier materials without your knowledge, I suggest that you ask the supplier to remove it from future printings.
2. You may serve as a verbal-historical reference for suppliers during a solicitation process where they are a candidate.  In this case, you can provide general information regarding UCSD’s overall experience with the supplier, but should not provide specifics on pricing or the structure of our contract with the supplier.

Please share this information with your team and with your internal customers.  Please feel free to contact me with any questions.

Best Regards,

Ted