**Campus Initiatives** ▼

**COLORADO** 

COLLEGE

• VISIT **✓** APPLY

**Diversity** 

<u>Leadership</u> ▼

Our History ▼

**Forms** 

**Procurement and Purchasing** Procurement and purchasing activities support the educational and research

CC Home / Welcome to CC / Leadership / Policies & Compliance

### objectives of the college. Accordingly, individuals across campus are involved in purchasing goods and services as well as entering into contracts on behalf of the

Welcome to CC

Mission and Vision \*

/ Procurement and Purchasing

Overview \*

college. This policy and these procedures provide assurance that purchases are made in the best interests of Colorado College and in compliance with any external requirements. **Responsible office** Finance & Administration, Provost Responsible party Vice Provost and Vice President for Finance & Administration

Last revision August 2013 Approved by The Cabinet Approval date August 2013 Effective date August 2013 Last review August 2013 **Additional references** None Scope All financial and administrative policies involving community members across campus, volunteers, and the Board of Trustees are within the scope of this policy. If there is variance between departmental expectations and the common approach described through college policy, the college

### objectives of college policy. Policy

Authorities delegated and retained/administrative responsibility The president of the college delegates administration of the college's purchasing to the vice provost, the vice president for finance and administration, and the vice president of information management. **Ethics** 

will look to the campus community, volunteers and the Board of Trustees to support the spirit and the

Purchasing is performed by the Purchasing Department, Facilities Services, Information Management, Student Life, Athletics, and other campus entities. Considerable authority has been entrusted to departments to make purchasing decisions. The convenience afforded by this decentralized environment is coupled with full responsibility for decisions and complete understanding of the

### college's procurement and purchasing policies and procedures. All purchasing decisions should be made in light of the college's best interests.

Conflict of interest The college expects that all procurement is administered in accordance with its Code of Ethical Conduct and Conflict of Interest.

Colorado College generally does not enter into contracts with students, faculty, and staff or members of their immediate families. In those instances in which a purchase is in the best interest of the college, documentation of the reasons for the decision need to be sent to the director of purchasing for

approval before the transaction or purchase with a student, faculty, staff, or members of their immediate families. 1. b. Confidentiality When discussions arise between vendors and the college, representatives of the college are to protect

### Purchasing programs and initiatives 1. Purchasing agreements

1. c. Segregation of duties

terms, or conditions quoted by other vendors.

purchasing agreements. The director of purchasing approves these memberships. 1. Supplier diversity The college is committed to developing mutually beneficial relationships with small, minority-owned,

women-owned, disadvantaged, veteran-owned, and local business enterprises. This creates

value decision to do so. Factors included in the decision are: energy efficiency; shipping materials

programs, and other initiatives). Colorado College's preference is to purchase EPEAT Gold registered

products whenever possible and asks that vendors quote EPEAT Gold registered electronics whenever

As a 501 (c)(3) entity, Colorado College is exempt from paying sales tax in the city of Colorado Springs,

the state of Colorado, and other states where the college has filed for an exemption. The current list of

(returnable, reusable, or made from recycled content); and environmental performance of the

supplier/producer (waste prevention, waste reduction, pollution prevention, clean air/water

and authorizing payment for goods or services are not performed by the same individual.

### When possible, Colorado College considers environmental impact in purchasing decisions. The use of products and services with less environmental impact will be considered favorably when it is a best-

Tax exemption

states is in the procedures section.

**Purchasing methods** 

issuance and concluding with card deactivation.

documentation of competitive bidding. Three bids are required.

possible.

1. Sustainable procurement

not worked directly or indirectly with the college.

Once the need for goods or services has been identified, those authorized to purchase have several purchasing methods available to them: a. Purchasing card

The college's Purchasing Card Manual describes appropriate use of purchasing cards beginning with

Purchase requisitions/orders are required for all single purchases in excess of \$25,000, along with

college-issued purchasing card. Purchase orders or authorizations must be completed before the time

Direct or pay purchase: prohibited by the college, this is a purchase initiated without a purchase

Regular order: created from purchase requisitions. The purchase requisition and the supporting

of purchase and forwarded to the Purchasing Department for review and approval.

documentation of the purchase requisition become support for the purchase order.

### c. Purchase orders The Purchasing Department reserves the right to issue a purchase order or make payment with the

order.

b. Purchase requisitions

Blanket purchase order: This should be used for repetitive purchases, or for a particular supplier of goods or services which may include multiple shipments. Blanket purchase orders should include: the period of time for the performance; clear indication of the purpose of the blanket; the not to exceed amount for the blanket; the scope of goods or services to be included or excluded; the person

and reopened with new blanket purchase order numbers. Each department is responsible for the re-

issuing of all blanket orders for the following fiscal year; prior approval from the person initially

approving the transaction is required to extend expenditures beyond the fiscal year end.

### authorized to issue releases against the blanket. At the end of the fiscal year, all blankets will be closed

**Purchases** 

Policy.

Leases

Vehicles

Sign."

counsel to perform a review.

protocol on these grants.

**AMOUNT** 

0-\$2,500

\$2,501-\$10,000

\$10,001-\$25,000

\$25,001–\$250,000

\$500,001-plus

0-\$25,000

\$25,001-plus

Any amount

Any amount

Any amount

available on the Research Compliance website.

Services processes the lease/purchase via a purchase order.

accurately coded (fund, organization, account, and program).

Approval and authorization

Purchases on government grants and contracts

• Change order: issued to document an amendment to an existing "open" purchase order. Changes may pertain to product specifications, scope of work, standards, terms of agreement, unit pricing, or total cost. Change orders will not be processed once an order is complete; a new requisition/purchase order is required.

Colorado College receives federal and state grants and contracts for academic research. In carrying out

1. Terms and conditions: A grant or contract may require the college to include certain contractual

clauses in purchase orders or subcontracts issued under the award. The director of faculty

research identifies when these requirements need to be included in the purchase order;

its sponsored projects, the college complies with the terms of the agreement. These terms may be

stated in the sponsored project agreement or in statutes, regulations, and policy statements.

goods or services before the college places the order; (1) Offices needing documentation – The requesting department is responsible for maintaining records of approval documentation. When required, the Purchasing Department may request copies of these documents. If a purchase requires government approval of subcontract provisions, the buyer will obtain necessary approval and retained that documentation.

1. Pre-requisition screening: Existing inventory of capital equipment should be screened for

the title or designation of the document: e.g. "proposals," "award agreements," and

"amendments" are all covered herein. Please see the college's Sponsored Projects Signatory

Purchases made when procuring property or services under a Federal award and made with Federal

Funds must follow the Procurement Standards under the Federal Uniform Guidance, located at 2CFR

200. The procurement standards are located within the Uniform Guidance in sections 200.317-

200.326. Detailed information on the procurement standards under the Uniform Guidance is

A-110, this prevents the purchase of "unnecessary or duplicative items."

Information technology All technology, software and audio/visual equipment that will be purchased with college funds must be acquired through Information Management.

Facilities Services coordinates the lease or purchase of vehicles and obtains approval from the vice

president for finance and administration. Once the required reviews have been completed, Facilities

Equipment Equipment may be financed using various types of leases. Generally, equipment leases originate during the capital equipment request process. Facilities Services issues a purchase order for the overall amount of the lease and provides oversight of the lease until the exchange of ownership documentation takes place. Roles and responsibilities

The requestor has first-hand knowledge of the good or service being purchase. The college relies on

the requestor to have made determinations of appropriateness before initiating the purchase.

The approver is the supervisor, manager, vice-president, or dean of the requestor. As part of the

approval process, the approver ensures that the purchase is consistent with college policies, and

The college has guidelines in place that if the college receives a prepared contract, review and approval

authority takes place in accordance with the college's Contract Authorization Guidelines. Reviewers

shall use the college's standard contract checklist review guidelines "Questions to Ask Before You

If a contract is complex, the requestor should follow the college's protocol to retain external legal

for its expectations on processing these grants. If a contract is a grant from a government agency or is

a sponsored project, please consult with the director of faculty research support for the vice provost's

COLORADO COLLEGE CONTRACT AUTHORIZATION GUIDELINES

Employee

Director level

Division VP

**AUTHORIZATION** 

VP/Finance. Legal review (if needed)

Board. Legal review (if needed)

VP/Finance. Legal review (if needed)

VP/Finance. Legal review (if needed)

VP/Advancement

Vice provost

VP/Advancement

**TYPE** 

One-time/non-recurring

One-time/non-recurring

One-time/non-recurring

Development

Development

grants)

grants)

grants)

(donations, private

(donations, private

Sponsored projects (i.e.,

state or federal research

Sponsored projects (i.e.,

state or federal non-

Intellectual property

research grants)

If a contract relates to Information Technology, the requestor should receive feedback from the vice president of information management before executing the contract. If a contract is a grant from a private foundation, please consult with the Foundation Relations Office

\$25,001-\$250,000\_IT VP/IM. Legal review (if needed) President. Legal review (if needed) \$250,001-\$500,000

### VP/Finance. Legal review (if needed) Amy amount Construction contracts VP/Finance. Legal review (if needed) Real estate contracts Any amount (sale, lease, use, rental, donation) VP/Finance and president. Legal review **Employment contracts** Any amount (if needed) **Procedures** Waiver of competitive bidding The Request for Waiver of Competitive Bidding form must accompany a requisition for goods or services in excess of \$25,000. Bids may be waived under the following circumstances: **Sole source**: the vendor being used is the only one who provides the good or service needed by the college. Emergency: the good or service is needed immediately to address an environmental, safety, or health emergency Economic: goods or services from another vendor would result in incompatibility with existing goods or services; require substantial time of money to use due to training requirements, retrofitting, etc.; and/or goods or services are offered at a substantial discount. States other than Colorado where the college has successfully filed for tax exemption Alabama New Mexico Utah Iowa Alaska Kansas New York Vermont Arkansas Kentucky North Carolina Washington State California Louisiana North Dakota Wisconsin Connecticut Michigan Ohio Wyoming Oklahoma Delaware Missouri Florida Oregon Montana

Rhode Island

South Dakota

Tennessee

Texas

a strategic approach to sourcing and purchasing of goods and services. This involves all stages of a

purchase, from the recognition of a need through to disposal of the requirement. Specification

administration of contract, and control of inventory, traffic, receiving and stores are part of

development, value analysis, supplier market research, negotiation, marketing, buying activities,

the act of buying within the boundaries already set up by procurement (i.e., buying or paying for

### should be used for repetitive purchases, for a particular supplier of goods or services which may include multiple shipments. **Contract:** an agreement between the college and another party, which consists of stated prices, terms, and

**Purchase order:** 

Signature authority:

Georgia

Idaho

Illinois

Indiana

**Definitions** 

procurement activities.

Blanket purchase order:

goods and services with the purchasing card).

conditions for the purchase of specific goods/services

**Procurement:** 

**Purchasing:** 

Nebraska

Nevada

New Hampshire

New Jersey

behalf of the college. Single source: a vendor selling items for which price competition may be available but to whom a contract is awarded without price competition because of reasonable circumstances (e.g., quality or familiarity

permission given or delegated to sign (i.e., execute) procurement contracts and other agreements on

written offer for the college to purchase goods/services with set terms and conditions.

### competitive bidding is not feasible because the goods to be procured are unique or proprietary, or a vendor has an exclusive or territorial agency. Supplier:

**Sole source:** 

with the college).

the purchase of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

14 East Cache la Poudre St.

**(**719) 389-6000

Map & Directions

Colorado Springs, CO, 80903

a person or organization that provides goods or services to the college. "Supplier" is used

# **Vendor:**

interchangeably with "vendor."

Sustainable procurement:

a person or organization that provides goods or services to the college. "Vendor" is used interchangeably with "supplier." Report an issue - Last updated: 01/21/2022

t a @ b 2 +

## Made with Federal Funds

**Related Exhibits &** 

• <u>ContractReviewGuidelines.pdf</u>

• Procurement Guidelines for Purchases

• <u>BidWaiver.pdf</u>

- Signature Authority for Government

## **Related Policies**

<u>Grants</u>

a vendor's confidentiality as well as the interests of the college by refraining from disclosing prices, Departments involved in purchasing are to ensure that the responsibilities of purchasing, receiving, Where there are cost savings and no fees associated with the membership, the college participates in diversification in the college's contractor pool through increased opportunities for vendors who have

2. Prior approval: If a government-sponsored project agreement is a funding source, a government representative may be required to approve a proposed purchase of capital equipment or complex availability before ordering. Per the U.S. Government Office of Management and Budget Circular 2. Signatory authority: The president of the college has delegated institutional signatory authority to all documents that obligate the college to activities featuring federal sponsors, irrespective of

**Students** 

**Faculty & Staff Alumni** 

**Parents & Families** 

Accessibility **Campus Safety Consumer Info Diversity Employment Privacy Policy** 

Title IX