



Administrative Policy

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| Policy Title: | Purchasing |
| Policy Number: | LC-1209 |
| Date Adopted: | 04/04/2012 |
| Version: | 3.0 |
| Review Cycle: | Bi-Annual |
| Date Last Reviewed: | 04/13/2022 |
| Office Responsible: | Business Office |
| Reviewing Committee: | Leadership Council |
| Related Policies: | Credit Card, Travel & Mileage, Board Policy Executive Limitations – Financial Conditions |
| Related Laws: | N/A |
| Related Code of Regulation: | N/A |

Policy Summary: Jackson College (JC) needs to make acquisitions of goods and services to support the strategic operation of the College. The College's public nature makes it necessary to abide by guidelines when making purchases and make every effort to obtain competitive pricing on goods and services.

Scope: This policy applies to all College departments, programs, facilities, faculty and staff.

Policy Statement: College purchasing shall occur within defined authority, approved policies and procedures and in accordance with State and Federal guidelines and rules.

Purchasing Methods: Purchasing is permissible, in accordance with this policy using the following methods:

1. Purchase Order,
2. JC Credit Card,
3. Check Request (Voucher),
4. Out-of-Pocket, or
5. Cash/Travel Advance.

Grant Purchases: All purchases made with grant funds shall follow purchasing requirements as stated by the Federal Grant Purchasing Procedure.

Purchasing Thresholds: The Business Office shall maintain procedures that define competitive and sealed bid processes. The Business Office shall also establish and administer procurement monitoring procedures to



assure system-wide compliance. Thresholds apply to project aggregate and should not be broken up to circumvent policy. The use of local/national pre-bid contracts shall be permitted.

Stipulations for Competitive and Sealed Bid Requirements

All purchases are to be made with prudent protection against conflict of interest,

1. Purchases of \$100,000 or less:
 - Do not require competitive bids or quotes
2. Purchases over \$100,000:
 - Require three competitive bids, if available, submitted on prepared specifications.

Reoccurring Services: The purchasing threshold for a multiyear agreement shall be based on first year expected cost. Any service(s) that occur on a multiyear agreement, that exceed the multiyear threshold of three years, shall be rebid every 3 years.

The President, through the BOT Governance Policy, reserves the right to renew a service without a sealed bid if the service is unique to the operation of the college; or the vendor/ provider meets sole source definition.

Bid Solicitations – Solicitations for bids should be done in a manner that allows potential vendors access to information to their receiving equitable consideration in competitive bidding.

Bid/Quote Evaluation: Bids/quotes shall be awarded based on the following criteria listed in order of priority:

- a) Long-term quality
- b) Cost
- c) Financial support provided to College by bidder
- d) Local Vendor Preference.

Bid evaluation criteria shall be defined in advance of quote/bid receipt. The College reserves the right to reject any and/or all bids, to waive any irregularities, informalities and/or defects in bidding/quotes and to make an award or contract that is in the best interest of the College.



Sole Source Purchases: Sole source purchases may be made in the following circumstances:

1. When products or services can be obtained reasonably from only 1 vendor.
2. When the purchase is for technical services in connection with assembly, installation or servicing equipment of a highly technical or specialized nature.
3. When the purchase is for parts or components to be used as replacements in support of equipment specifically designed by the manufacturer.
4. When the procurement involves an emergency. (See definition of emergency purchase stated below).
5. When competitive bids/quotes are solicited and no responsive bid is received, or only a single responsive bid is received.
6. When a provider of services has unique qualifications pertaining to their product or service.

Documentation of the above criteria that led to the sole source purchase must be maintained.

Purchase of Computers, Peripherals & Software:

Employees must get advance approval from Information Technology (IT) Department prior to purchasing the following items:

- Computers
- Printers
- Monitors
- Tablets
- Software
- Phones (cell or landline)
- Printer cartridges / ink

Employees may purchase the following items without advance approval of the IT Department:

- Notebook bags
- Cables (recommended to consult IT for compatibility)
- External Storage Devices (e.g., thumb drive) (Employees must adhere to the Information Security policy when using External Storage Devices)
- Digital Cameras
- Mice/keyboards
- Wireless phone headsets (recommended to consult IT for compatibility)

Emergency Purchases: An emergency purchase is defined as; a good/service



purchased to avoid disruption of business or insure the health and safety of employees, students, and guests. Emergency purchase authorization shall be approved by the Vice President of Finance or designee.

Conflict of Interest: Purchases and bid review participation shall be made in accordance with the Conflict-of-Interest policy, as updated annually.

Insurance, Licensure and Certification: Venders shall provide proof of liability insurance, licensure and certification commensurate with industry standards for the vendor/provider type. Healthcare contracts shall assure primary source verification of provider certification/licensure.

Bonds: A bond shall be requested if the project is part of a capital investment requiring board approval.

Record Keeping: Purchasing records shall be maintained in accordance with standard accounting processes and in accordance with JC's record retention policy.

Change Log:

| <u>Date Of Change</u> | <u>Version</u> | <u>Description of Change</u> | <u>Responsible Party</u> |
|------------------------------|-----------------------|---|--------------------------------------|
| TBD | 1.0 | New policy | D. Norris |
| 01/28/2020 | 2.0 | Bi-Annual | Vice President of Finance, D. Norris |
| 02/25/2022; 04/13/2022 | 3.0 | Edit Purchasing thresholds to align with board policy | VP of Finance |
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