Aims Community College Procedure

Administrative Services

Procurement

This procedure outlines the approved process for completing purchases on behalf of Aims Community College. Conformity with this procedure will ensure compliance with the rules and regulations of the State of Colorado Procurement Code, State Statutes and the Policies and Procedures of Aims Community College. Any questions pertaining to the procurement process or appropriate method should be addressed to the Purchasing Department**.**

STANDARD OF CONDUCT AND ETHICS: The College expects that all employees will comply with the Standard of Conduct and Ethics for the Procurement Process, detailed in Procedure 204-01.

A conflict of interest exists when an employee or another party stands to gain or benefit personally from the College's buying power, vendor relationships, or business practices. Hiring a family member or friend as a vendor, owning an interest in a firm providing services to the College, and earning personal credit card rewards are examples of conflicts that must be avoided. No employee may participate in the selection, award, or administration of a Contract if he or she has a real or apparent conflict of interest.

RESPONSIBILITIES: Throughout the procurement process, both Originating Department and Purchasing Department have specific responsibilities which must be met to ensure compliance with this procedure.

Originating Department Responsibilities:

- Use the **Procurement Threshold Chart** as a reference to determine which method of procurement is required. Contact Purchasing with any questions or for assistance.
- All purchases must be authorized by the Cost Center Administrator and may not be split into smaller purchases or adjusted in order to circumvent purchasing requirements and procedures.
- For purchases that require a purchase order, a requisition must first be entered and approved in Workday and purchase order issued prior to ordering or pre-ordering goods, scheduling service, or committing to a vendor (verbally or in writing).
- Excluding purchase card transactions, any purchase made without a purchase order is considered an unauthorized purchase. If an unauthorized purchase occurs, the following actions may be taken:
    - The responsible person/department will be directed to return the item to the supplier and reorder using the correct procedure.
    - If unauthorized purchases continue to be made, a written notice of violation will be issued.
    - Repeat offenders may be held personally financially responsible.
- When price quotes are required, a minimum of three quotes must be obtained with each quote from a different vendor. A Purchasing Quote form must be completed and submitted to Purchasing along with the requisition and vendor quotes. Purchasing will assign a quote number which must be referenced on the requisition.

    - The Purchasing Department will regularly review total annual cumulative spending by vendor for specific goods and services college-wide to ensure spending does not exceed thresholds listed in the Purchasing Threshold Chart below. If the cumulative spending exceeds the threshold listed, Purchasing may require additional quotes.
- If any changes to the order occur (quantity, price, etc), a change order must be requested using the Change Order Request Form. Price quotes may be necessary depending on the amount of the Change Order.
- Notify Purchasing with any damaged items, incomplete orders, or other vendor challenges.
- Purchases made under a federal grant or using federal funding must align with federal procurement regulations and standards.

Purchasing Department Responsibilities:

- Review requisition submissions, verify required documentation, and contact departments if additional information is needed.
- Issue purchase orders and send them out to originators and vendors via email.
- Retain all procurement documentation, including quotation information, as required by the Records Retention policy.
- Process all change order requests. Review threshold levels to determine whether additional price quotes are necessary.
- Manage vendor relations. Contact vendors with any order discrepancies or issues.
- Review cumulative spending by vendor and goods to ensure appropriate procurement requirements are being followed.
- Review purchases made using federal funding to ensure proper compliance with federal procurement regulations and standards.

PROCUREMENT AND PAYMENT PROCESS:

Purchase type and cost will determine the required purchasing procedure. The following Purchase Threshold Chart includes requirements regarding method of procurement, documentation, and competition requirements.

Type	Cost	Method/Requirements
Small Purchases – **Goods**	Up to $9,999	Requisition OR Purchase Card OR Supplier Invoice Request
Small Purchases – **Services**	Up to $9,999	Requisition
Mid-Range Purchases **- Goods**	$10,000-$49,999	• Obtain 3 quotes on Doc Sheet • Complete a Requisition • Purchasing will issue a PO • Vendor requested contracts must be submitted through SpringCM (Admin. Services Office)

Mid-Range Purchases - **Services**	$10,000-$99,999	• Obtain 3 quotes on Doc Sheet • Complete a Requisition • Purchasing will issue a PO • Vendor requested contracts must be submitted through SpringCM (Admin. Services Office)
Large Purchases - Goods	$50,000 +	Formal Bid Process
Large Purchases- Services	$100,000 +	Formal Bid Process
Certain categories may require additional documentation (i.e. Official Functions, etc).		

Definitions:

***Goods* -** Tangible, physical items purchased for use by the College

***Services* -** The hiring of a vendor to provide professional, qualified expertise, advice or other offerings to the College. Examples of services include but are not limited to maintenance, technical services, personnel services, consultation, and cleaning services.

Procurement/Purchase Card (P-Card)

In addition to following Purchasing requirements, purchases using a purchase card (p-card) must adhere to the following guidelines:

- Prior to any p-card use, training may be required through Accounts Payable.
- All p-card orders must be delivered to Central Receiving.
- Orders must include the name and department on the order to assist in processing and on-campus delivery. Satellite campuses may have deliveries sent to their campus.
- Home deliveries are not allowed.

Supplier Invoice Request

A Supplier Invoice Request is a Workday process that may be used for requesting payment of an invoice for one-time purchases under $10,000. If paying a supplier more than once throughout the fiscal year, the purchase is over $9,999, or requires a contract, a requisition and purchase order are required. The Purchasing department and/or Accounts Payable department may require a Supplier Invoice Request be canceled and a requisition and purchase order be completed. Any questions pertaining to supplier invoice request processing should be addressed to the Accounts Payable department or Purchasing department.

Purchase Orders

All purchase orders begin as a requisition that will go through an approval queue in Workday to ensure that all budgetary and general permissions for the purchase are given. Based on the amount of the requisition, additional documentation may be required or requested. Once Cost Center Manager approval of the requisition has occurred, Purchasing will issue a purchase order and send it to the vendor and the requisition originator. To request purchase order distribution in another way, contact Purchasing. If you have a specific vendor contact that you would like a copy sent to, enter that in the internal memo section of the requisition. A purchase order must be issued prior to any purchase being made, services scheduled, or commitments made to any vendor.

Purchasing Quote Form

For purchases over $9,999, price quotes from at least three different vendors may be required. Once the quotes are obtained, complete the Purchasing Quote Form and send to Purchasing or attach to the requisition. Not all vendors will need quotes, contact Purchasing for information.

Change Order Request Form

Change order requests are required when the original purchase order has a needed change or correction. Use the Change Order Request Form to request a change in pricing, quantity, description, or coding information. Purchasing will create a change order on the existing purchase order, which will go through the approval queue again. Change orders that change the purchase order amount to the next threshold may require additional processes prior to completion.

Sole Source and Single Source

Sole source and single source status will be determined by the Purchasing department only. Vendor letters stating sole or single source are not accepted. Contact Purchasing regarding required documentation or processing.

Formal Bid Process

Purchases of goods totaling over $50,000, and services totaling over $100,000 require a formal bid process. Purchasing may require this formal process for purchases that approach each threshold. Purchasing will lead and be the contact for all aspects of the formal process. Please allow 6 to 12 weeks for total completion of the formal bid process. No employee may participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest.

1. Purchasing will receive a request from the department with the purchasing need.
2. Purchasing will meet with the requesting department regarding the process, specifications, evaluation committee information, goals, and terms of the requested purchase.
3. Department specification will be written into a formal document by Purchasing and will be submitted to the originating department for final approval.
4. Purchasing will publicly post the formal bid. Allow at least seven (7) days for document review and a question/clarification opportunity period by potential offerors.
5. Purchasing will respond to any questions submitted during the review period. Formal bids must be listed for two to four weeks, depending on the bid type for submissions.
6. Once responses are received, a formal opening process occurs. Purchasing will then distribute submissions, conflict of interest forms, and score sheets for evaluators.
7. Scoresheets will be reviewed and discussed by the evaluation committee. Vendor demos or interviews may be held. A vendor will be recommended for award.
8. The contract review and approval process will begin, requisitions entered and processed in Workday.

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