

Business Operations Series—6000

PURCHASING AND EXPENDITURES

Purchasing Process

Originator:

1. Determines appropriate purchasing method per Community College Rules of Procedure (CCRP). Seeks assistance from **Purchasing** for further clarification.
2. Completes requisition, check request or bid/solicitation document utilizing alternate contracting method, technical specifications, and evaluation criteria, if applicable.
3. Obtains authorized signature.
4. Returns completed form to **Purchasing/Accounts Payable**.

Purchasing/Accounts Payable:

1. Processes requisition, check request, or bid/solicitation document utilizing alternate contracting method specifications, if applicable.
2. Generates purchase order or other form of contract, check, bid or solicitation document utilizing alternate contracting method, if applicable.

Assistant Chief Financial Officer:

1. Signs purchase orders and other forms of contract or delegates authority to designee to do so.

Receiving Department:

1. Receives and inspects goods.
2. Processes paperwork.
3. Delivers to ordering department
4. Submits invoices/packing slips to **Accounts Payable** for payment.
5. Files freight claims.

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PURCHASING AND EXPENDITURES (continued)

Competitive Bidding

Purchasing:

1. Is responsible for award of any contracts for college materials, standard services, or equipment for contracts less than \$100,000.
2. Submits recommendations for award to the **Board** for contracts greater than or equal to \$100,000, except for contracts awarded:
 - 2.a. through intergovernmental agreements;
 - 2.b. to qualified nonprofit agencies providing employment opportunities for disabled individuals, or any other nonprofit agencies;
 - 2.c. directly to vendors as a result of existing contract(s) between a public entity and a cooperative through “piggybacking” opportunities;
 - 2.d. for utilities (including electricity, telephone, garbage, sewer, water, telecommunications, internet service provider, etcetera);
 - 2.e. to Northwest Innovations, Incorporated;
 - 2.f. from the expenditure of grant funds.
 - 2.g. for the purpose of purchasing goods or services for a consortia of colleges or other non-profit entities where the college acts as the facilitating agent;
 - 2.h. for rental or lease of space;
 - 2.i. for the purpose of maximizing revenue.
3. Submits Special Procurements and Exemptions from competitive procurement to **Board** for contracts greater than or equal to \$100,000.

Originator:

1. Prepares technical specifications and evaluation criteria, if applicable, and submits to **Purchasing**.

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PURCHASING AND EXPENDITURES (Continued)

Purchasing:

1. Reviews specifications to determine if they meet criteria for competitive bid or solicitation utilizing alternate contracting method. Works with the department to modify specifications as necessary.
 - 1.a. If item does not require competitive bid or solicitation utilizing alternate contracting method, proceeds with contractual or purchasing arrangements.
 - 1.b. If item requires competitive bid or solicitation utilizing alternate contracting method, completes bid or solicitation utilizing alternate contracting method and publishes.

Purchasing and Originator:

1. Reviews vendor bids or solicitation utilizing alternate contracting method and recommends contract award.

Purchasing:

1. Prior to award, notifies each submitting offeror by mail of college's intent to award the contract.
2. Completes contract award.
 - 2.a. If complaint is received within five (5) working days of mailing, initiates appeal procedure.
3. Prepares a monthly report for the **Board of Education** on the status of formal competitive solicitations for contracts awarded under \$100,000.

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PURCHASING AND EXPENDITURES (Continued)

Appeal Procedure

- Protester:**
1. Provides written notice of any complaint regarding contract award or intent-to-award to **Purchasing** within five (5) working days.
- Purchasing:**
1. Reviews complaint and telephones the protester to attempt to resolve the complaint.
 2. Provides written notice of determination to the protester within five (5) working days of receipt of the written complaint from protester. Advises protester of right to appeal determination before the **Board of Education**, if written request is received within five (5) days.
 3. If appeal is not received, completes contract award.
- Assistant Chief Financial Officer:**
1. If appeal is received, notifies the **vice president/chief financial officer** of the protester's decision to appeal the intent-to-award the contract.
- Chief Financial Officer:**
1. Schedules the appeal of intent to award on the **Board of Education** agenda and notifies the protester of the time/place of the board meeting.
- Protester:**
1. Appears before the **Board of Education** to appeal the contract award or intent-to-award based on written concerns received in **Purchasing**.
- Board of Education:
(acting as contract review Board)**
1. Makes final decision regarding the contract award or intent-to-award.
- Chief Financial Officer:**
1. Notifies the protester in writing of decision made by **Board of Education**.

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PURCHASING AND EXPENDITURES (Continued)

Purchasing:

1. Based on **Board of Education's decision**, awards contract or republishes public notice.

June 25, 1985

Adopted College Council

June 10, 1998;

February 9, 2005 (Effective March 1, 2005);

June 7, 2006

Revised