KASKASKIA COLLEGE

PURCHASING AND CONTRACTS PROCEDURE

Board Bylaw:
Policy Number: 3.6002
Subject Area: Business Services and Finances
Adopted: 11/28/2016
Revised: 10/12/2022

I. Overview

All purchases of supplies, services, equipment, and other materials will be made centrally by the Purchasing Department, on the basis of approved purchase requisitions. A purchase requisition from any Kaskaskia College fund must be submitted by the designated budget officer with appropriate signatures. No orders shall be placed until a purchase order has been assigned for that purchase. Kaskaskia College is not responsible for any purchases occurring outside of the approved college purchasing policy and procedures, and reserves the right not to provide reimbursement for any such purchase.

The Purchasing Department will work with the designated budget officer in the preparation of an analysis of any items for which a formal price quotation or bid is required. All purchases must align with one or more of the institutional and/or departmental goals, include sufficient documentation for the purchase, and have sufficient funds budgeted for the purchase. Prior to awarding a bid/RFP to any vendor, the System for Award Management (SAM) website will be checked for grant funded purchases only to ensure the vendor has not been excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefits. The College will not accept COD orders. For informational purposes, all purchases up to the formal bid threshold will be included in the monthly disbursement report provided to the Board.

II. Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/1)

The College understands that participation and commitment for participation in the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act is critical to the success of the program. Therefore, the College commits to the aspirational goal of thirty (30) percent of the College's budget to contracts for businesses owned by minorities, females, and persons with disabilities, and the development of minority providers via the State of Illinois Business Enterprise Program.

The Director of Purchasing and Auxiliary Services serves as the designated Purchasing Officer, as well as the designated Business Enterprise Program liaison, and will provide information to the Business Enterprise Program as required.The College will inform potential contractors and vendors of the goals to utilize businesses owned by minorities, females, and persons with disabilities, as certified by the Business Enterprise Program, and will make contractors and vendors aware of the resources provided by the Business Enterprise Program to locate such businesses. Furthermore, contractors and vendors are required to make good faith efforts to meet contract goals, and develop a process to justify contract goal exemptions, modifications and waivers.

The Director of Purchasing and Auxiliary Services will file with ICCB an annual report of the College's utilization of businesses owned by minorities, females, and persons with disabilities during the preceding fiscal year, pursuant to the requirements of the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act.

III. Procedures for Purchases Requiring a Formal Invitation to Bid or Request for Proposal (> $25,000)

Pursuant to the Illinois Public Community College Act (110 ILCS 805 3/27.1) the "award of all contracts for purchase of supplies, materials or work involving an expenditure in excess of $25,000" shall be awarded "to the lowest, responsible, responsive bidder considering conformity with specifications, terms of delivery, quality, and serviceability; after due advertisement" except those goods or services identified as being exempt. If the goods or services are exempt, and the purchase is greater than $25,000, Board approval is still required.

Therefore, unless exempt, when the cost of the goods or services to be purchased exceeds $25,000, College policy requires that a formal Invitation to Bid (ITB) or Request for Proposal (RFP) process be followed. For items requiring a formal ITB or RFP, the following procedures shall be followed:

1. Working in conjunction with the designated budget officer, the Purchasing Department will prepare specifications for the goods or services to be procured, and will confirm funding sources and other procurement details with appropriate personnel. The Purchasing Department shall establish a schedule of events to include final approval by the Board of Trustees.
2. Advertisement soliciting bids/RFPs includes, but is not limited to, at least one public notice at least ten (10) days before the due date in a newspaper published in the College district. The advertisement will include the time, date and location of the bid/RFP submission deadline and public opening. The Purchasing Department maintains a list of potential vendors by business type and will forward bid/RFP materials to such vendors as appropriate.
3. After a public bid/RFP opening, the Purchasing Department, with the assistance of the designated budget officer requesting the

goods or service, will evaluate all bids/RFPs for compliance with the bid/RFP specifications and/or other criteria. Once the vendor to be awarded has been determined, the Purchasing Department shall submit a resolution and recommendation memo, to include rationale justifying the purchase, to the Vice President of Administrative Services for review and approval, and then to the President. In keeping with statutory requirements, purchases for goods or services will be made from the vendor submitting the lowest, responsible, and responsive bid, unless the purchase meets one of the statutory exemptions.

4. Upon approval by the President, the resolution and recommendation will be included in Board materials for approval.
5. Upon approval by the Board, the Purchasing Department will notify the designated budget officer that the purchase has been approved, and the designated budget officer shall submit a purchase requisition and any supporting documentation to the Purchasing Department. Following submission, vetting and approval of the purchase requisition, a purchase order and/or approved contract will be issued to the vendor by the Purchasing Department.

IV. Procedures for Purchases Requiring a Formal Price Quotation (> $5,000 and <$25,000)

When the goods or services to be purchased are estimated to cost between $5,000.00 and $25,000, the following procedures shall be followed:

1. Upon receipt of a request from a designated budget officer, the Purchasing Department will exercise due diligence in obtaining a minimum of three (3) written formal price quotations, when available.
2. After quotations are received, the Purchasing Department will compile an analysis of the quotations for evaluation with the designated budget officer requesting the goods or services. Quotations will be evaluated for compliance with the specifications and other relevant criteria. If a vendor other than the vendor submitting the lowest price quotation is recommended, a rationale providing justification for the purchase shall be prepared by the designated budget officer and attached to the purchase requisition. In keeping with statutory requirements, purchases for goods or services will be made from the vendor submitting the lowest, responsible, and responsive price quotation.
3. Once the vendor has been identified, the designated budget officer will initiate a purchase requisition and submit to the Business Office via email (kcbusoff@kaskaskia.edu). The requisition must include the signature of the designated budget officer, dean and/or vice president. When necessary the Purchasing Department will obtain the signature of the President.
4. Once the purchase requisition has been approved, the Purchasing Department will issue a purchase order and/or approved contract to the awarded vendor.

V. Procedures for Purchases Costing Less Than $5,000.00

When the goods or services to be purchased are estimated to cost less than $5,000.00, the following procedure shall be followed:

1. The designated budget officer making the request may choose to seek comparable prices or may be required to seek comparable prices by their immediate supervisor. The Purchasing Department may assist in obtaining formal price quotations.
2. Once the vendor has been identified, the designated budget officer shall initiate a purchase requisition and submit to the Business Office via email (kcbusoff@kaskaskia.edu).
3. Once the purchase requisition has been approved, the Purchasing Department will issue a purchase order and/or contract to the vendor.

All bids or formal price quotes as outlined above will be awarded to the lowest, responsible, responsive bidder considering conformity with specifications, terms of delivery, quality, and serviceability. RFPs for goods and services will be awarded based on both financial considerations and adherence to the criteria that have been developed through the RFP process.

Additional Signature Requirements: Deans, Vice Presidents and the President have the discretion to establish additional signature requirements regarding purchasing procedures.

VI. Credit Card Payments

1. Any purchase requiring payment by credit card will require the submission of a purchase requisition following the procedures identified above. Once the purchase requisition has been approved, the designated budget officer will come to the Business Office to place the order using the college's credit card. Employees shall not use their personal credit card for payment of online orders.

VII. Contracts

1. All contracts are to be submitted to the Director of Purchasing & Auxiliary Services for review. If necessary, the Director of Purchasing & Auxiliary Services shall submit the contract to the college's legal counsel for review.?
2. Once the contract has been approved, it will be forwarded to the Vice President of Administrative Services / CFO for approval.
3. Following approval by the Vice President of Administrative Services / CFO, the contract will be forwarded to the appropriate Dean, Vice President, or President for signature.
4. After obtaining the signature of the Dean, Vice President, or President, the contract will be forwarded to the designated budget officer for submission to the vendor.

VIII. Travel

1. Refer to college policy # 4.9000

Approval History: Replaces Purchasing and Contracts Procedure 4.2 approved May 20, 2010 and November 28, 2016
Revised 10/12/2022