



PURCHASING AND CONTRACTS PROCEDURE

Policy Number: 3.6002

Subject Area: Business Services and Finances

Adopted: 11/28/2016

Revised: 11/28/2016

I. Overview

- All purchases of supplies, services, equipment, and other materials will be made centrally by the Purchasing Office, on the basis of approved purchase requisitions. A purchase requisition from any Kaskaskia College fund must be submitted with appropriate signatures. No orders shall be placed until a purchase order has been assigned for the purchase. With such approvals, requisitions may be submitted by any member of the faculty, staff or administration.
- The Purchasing Office will work with the department in the preparation of and analysis of any items for which the College receives bids/RFPs. All purchases must meet departmental priorities 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 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 twenty (20) 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

- When the cost of the goods or services to be purchased exceeds \$25,000, College policy requires that a formal bid or Request for Proposal (RFP) process be followed. For items requiring a formal bid or Request for Proposal, the following procedure shall be followed:
 - The Purchasing Office is notified by the department requesting the purchase of items or services through submission of an approved Bid/RFP Authorization Form.
 - The Purchasing Office will prepare specifications with the assistance of the department requesting the items or service to be purchased. The Purchasing Office, to coincide for approval at regularly scheduled meetings of the Board, shall establish Timelines for formal bids/RFPs.
 - 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 Office maintains a list of potential vendors by business type and will forward bid/RFP materials to such vendors as appropriate.
 - After a public bid/RFP opening, the Purchasing Office, with the assistance of the department requesting the item 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 Office shall submit a resolution and recommendation memo, to include rationale justifying the purchase, to the President and the Vice President of Administrative Services (VPAS) for review and approval.
 - Upon approval by the President and the VPAS, the resolution and recommendation will be presented to the Board for their consideration.
 - Upon approval by the Board, a purchase order and/or approved contract will be issued by the Purchasing Office.
- When the goods or services to be ordered are estimated to cost between \$2,500.00 and \$24,999.99, the following procedure shall be followed:
 - Upon receipt of a request from a department, the Purchasing Office will obtain a minimum of three (3) written formal price quotations, when available.

- After quotations are received, the Purchasing Office, with the assistance of the department requesting the item or service, evaluates all quotations for compliance with the quote specifications and other criteria. If a vendor other than the lowest vendor is recommended, a rationale providing justification for the purchase shall be attached to the purchase requisition.
- Once the vendor has been identified, the department will initiate a purchase requisition. The requisition must include the signature of the department representative and the designated budget officer (if different from the department representative), dean and/or vice president, the President, and the Director of Purchasing and Auxiliary Services.
- Once the requisition has been approved, the Purchasing Office will issue a purchase order and/or approved contract to the approved vendor.
- When the goods or services to be purchased are estimated to cost less than \$2,500.00, the following procedure shall be followed:
 - The department making the request may seek comparable prices or may be required to seek comparable prices by the designated budget officer. The appropriate vice president will make such determination as to whether a quote is sought.
 - Once the vendor has been identified, the department shall initiate a purchase requisition. The purchase requisition must include, at a minimum, the signature of the department representative and the designated budget officer (if different from the department representative), and appropriate Purchasing Office or Business Office representative.
 - Upon receipt of the purchase requisition, the Purchasing Office will issue a purchase order and/or approved contract to the vendor.
- All bids or quotes as outlined above will be awarded to the lowest responsible 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.

Approval History: Replaces Purchasing and Contracts Procedure 4.2 approved May 20, 2010 and November 28, 2016