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| Approved: | Cheryl Thompson-Stacy |
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PURCHASING POLICY

1.0 Purpose

The purpose of this policy is to set forth the criteria and procedures for the procurement of goods and services using state and local funds.

2.0 Revision History

First Revision: November, 2002

Second Revision: July, 2007

Third Revision: October, 2016

3.0 Applicability

This policy applies to all Lord Fairfax Community College (LFCC) staff and faculty.

4.0 Policy

Procurement of goods and services at LFCC shall comply with all statutes of the Virginia Public Procurement Act of the Code of Virginia, regulations issued by the Division of Purchases and Supply within the Virginia Department of General Services, policies of the Virginia Community College System, this document, and any other regulations as may be applicable including, but not limited to, federal regulations when appropriate and the State Council of Higher Education in Virginia.

LFCC President is the agency head and annually delegates authority for fiscal and procurement responsibilities. The Purchasing Agent is the college procurement specialist. The Vice President of Financial and Administrative Services (VPFAS), the authorized contracting officer for the College, must approve all contracts for purchases of goods and non-instructional services. The VPFAS may delegate in writing limited contracting authority at his/her discretion. Such delegation must specify the time period such delegation shall be in effect.

The VPFAS must give written approval prior to any procurement action for purchases that are contrary to the above-mentioned references. Persons requesting purchases of goods

and/or services shall be held accountable for propriety of purchases and for compliance with all procurement policies and procedures. No employee shall financially commit the college without prior authorization from appropriate supervision. Procurement actions taken outside LFCC policies and procedures may become the responsibility of the purchasing employee.

All purchase/procurement actions should be processed through the electronic Virginia (eVA) system and should be awarded to certified small business vendors, whenever possible.

All purchases/procurements should be paid utilizing the Small Purchase Charge Card, whenever possible.

5.0 Definitions

Charge Card: The state approved Small Purchase Card used for small purchases (\$5,000.00 or less) of frequent, over the counter, maintenance, repair, and operating items used in daily operations of any state activity, and for placing orders up to \$5,000.00 against term contracts

Goods: Material, equipment, supplies, printing, and automated data processing hardware and software (Code of Virginia, 2.2-4301).

Invitation for Bids (IFB): A document, containing or incorporating by reference the specifications or scope of work and all contractual terms and conditions, that is used to solicit written bids for a specific requirement for goods or non-professional services. This purchase method is called competitive sealed bidding and the written solicitation is also referred to as an Invitation to Bid.

Procurement: The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance and processing of a final invoice for payment.

Quick Quote: An automated eVA solicitation process used for small purchases between \$5,000 and \$100,000. Concise specifications for goods or services are posted in eVA and all vendors signed up for that commodity are notified of the request and have the opportunity to bid. Postings can be for a very limited timeframe and award is made in most cases to the lowest bidder.

Request for Proposals (RFP): A document containing or incorporating by reference the Scope of Work, terms and conditions used to solicit written proposals for non-professional and professional services. The RFP procedure requires negotiation with offerors. This purchasing method is called competitive negotiation.

Services: Services are any activities performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies. (Code of Virginia, 2.2-4301).

6.0 Responsibilities

The Purchasing Agent shall ensure:

- purchases utilize the correct procurement method and that quick quotes, RFP's, and IFB's are issued when required;
- vendors are registered in eVA;
- agency buyers utilize certified micro and small business, whenever practicable;
- purchases are appropriately approved; and
- small purchase charge card holders comply with all procurement and documentation requirements.

Small Purchase Charge Card Holders: It is the responsibility of each individual issued a Small Purchase Card to adhere to the policies outlined in CAPP Topic 20355

Supervisors of Small Purchase Charge Card Holders: It is the responsibility of each supervisor that has oversight of Small Purchase Card Holders to adhere to the policies outlined in CAPP Topic 20355.

VPFAS or their delegated authority will have signature authority on all contracts.

7.0 Procedures

Using approval processes documented in the College's purchasing guidelines document, purchases of goods and services can be accomplished by several procurement avenues.

1. **Mandatory State Contracts:** These are contracts that have been competitively solicited by the State of Virginia and awarded to vendor(s) for a particular commodity or service. No purchase of any goods or services covered by a mandatory contract can be procured from another source without a waiver being granted for that purchase.
2. **Optional State Contracts:** These contracts can be used at any time for their respective goods or services, but no waiver is required if they are not used.
3. **Competitive Purchases:** Single quotation applies for goods and non-professional services under \$5,000, whereas all other procurements methods, goods and service over \$5,000 and professional services are competitively bid by the Purchasing Agent.

The following cost breakouts for spending limits and required quotes will be read with the understanding that whenever possible the selected vendor is a Virginia Certified Small Business, which includes minority and women-owned businesses. In addition, the vendor supplying the goods or services should be a registered vendor with the State's primary procurement system, electronic Virginia (eVA). All vendors

shall be either self-registered or state-entered in eVA prior to the agency transacting business for goods or services.

Small Purchases \$0 - \$5,000: Obtain a minimum of one (1) quote from Department of Small Business and Supplier Diversity (DSBSD) certified small business, if available, in writing or electronically. Use of the Small Purchase Charge Card is encouraged. Point-of-sale, or over-the-counter purchases qualify as small purchases and are used to buy frequent, low value goods and services.

\$5,000 - \$100,000: Solicit a minimum of four (4) DSBSD certified small business sources, if available, in writing or electronically. Use of the Quick Quote Process is encouraged for purchases exceeding \$5000.00. Quick Quotes are conducted by the Purchasing Agent.

Over \$100,000: The College Purchasing Agent shall process the purchase transaction according to applicable state guidelines.

4. Purchases shall be approved by the agency buyer's supervisor, prior to making the purchase, by the following methods.
 - A. electronic Virginia (eVA) is the preferred method of procurement for state agencies. Approval process is built into the system.
 - B. Paper Purchase Request can be used for purchases done outside of eVA. Paper requests require signature approval from the appropriate supervisory level, and must be completed prior to the purchase.
5. Small Purchase Cards should be used whenever the vendor accepts credit cards as a method of payment. Cards are issued to individuals upon official request from their supervisor or appropriate vice president. All additional policies, guidelines and procedures for the issuance and use of a purchase card can be found in Commonwealth Accounting Policies and Procedures Manual, (CAPP Manual, Topic # 20355).

Exceptions to seeking competition for purchasing certain goods and services exist within state guidelines. These exemptions are listed under Department of General Services, Division of Purchase and Supply's Agency Procurement and Surplus Property Manual, Chapter 1, paragraph 1.3, 1.4 and 1.5. Internal LFCC documentation will still be required for such purchases.

8.0 Sanctions

Persons conducting purchasing actions that do not follow this policy and procedures will be held responsible for any monetary obligations incurred by the procurement.

9.0 Interpretation

The authority for interpretation of this policy rests with the Vice President of Finance and Administrative Services.

10.0 Authority/Reference

Commonwealth of Virginia's Agency Procurement and Surplus Property Manual;
Commonwealth Accounting Policies and Procedures Manual issued by the Department of Accounts, Topic 20355 "Purchasing Charge Card."; and
Lord Fairfax Community College Procurement Manual.