

**STANDARDS AND PROCEDURES FOR POLICY 429:**  
**CONTRACTING FOR PURCHASES OR LEASES OF GOODS,**  
**SERVICES AND EQUIPMENT**

**I. PURPOSE**

The following standards and procedures have been approved by the Chancellor pursuant to VSC Policy 429, *Contracting for Purchases or Leases of Goods, Services and Equipment*. It is the responsibility of the Business Affairs Council to review and propose to the Chancellor revisions to these standards and procedures periodically. The terms and provisions of these standards and procedures shall be read to be consistent with the terms and provisions of VSC Policy 429. Where there is reference herein to particular job titles, the standards and procedures are not to be construed as being limited to those individuals serving in those specifically titled positions but rather to those serving in the general capacity of those titled positions, however named.

**II. CONTRACTING STANDARDS AND PROCEDURES**

The Chancellor's Office and each Institution shall, in writing, specify which officials are authorized to enter into contracts for the purchase or lease of goods, services or equipment. All those with such authority on behalf of the Institution or the VSCS will do so in full compliance with state and federal law, VSC Policy 429, and these standards and procedures.

Purchases made and obligations entered into on behalf of the C ( tã (nt)-- ( tã (nt)-u (ga)3 ( t)--S #0.56EMC /P

In selecting the vendor the following must be taken into account: price, quality, terms, operating budget of the Institution or unit, delivery schedule, product availability, and environmental or social impact.

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Purchase Approval Limits, subject to available funds, are as follows:

1. Department Chairs, Office Directors, and CCV Site Managers or their authorized designees approve purchases up to \$2,000. Lower limits may be established by the Institutions.
2. Deans, CCV Regional Directors, Facility Directors, and Agency Heads (e.g., VMEC, SBDC, etc.) or their authorized designees may approve purchases up to \$10,000. Lower limits may be established by the Institutions.
3. At the VSCS Chancellor's Office all purchases greater than \$10,000 must be approved by the Chancellor or authorized designee. At the Institutions, all purchases greater than \$10,000 must be approved by the President, the chief financial officer of the Institution (however named), or their authorized designees.
4. OTHER SPECIAL APPROVAL REQUIREMENTS:

Purchase of Chemicals: All purchases of Chemicals for academic departments must be approved in advance by the designated Chemical Hygiene Officer (CHO) or designee.

Purchase of Information Technology items: All Information Technology hardware and software must be approved in advance by the VSCS's Chief Information Officer or authorized designee.

### **III. PURCHASES FUNDED BY FEDERAL GRANTS**

All Goods and Services purchased from federal grants and/or other federal sources, including federal contracts, must adhere to 2 C.F.R. § 200 Subpart D. All VSCS Institutions and personnel must comply with the following standards and procedures when making purchases using federal funds.

#### **A. Ethical Conduct**

Along with the requirements and prohibitions of VSC Policy 207: *Trustee And Executive Conflict Of Interest Policy* and VSC Policy 210: *Employee Conflict of Interest Policy*, no employee, officer or agent may participate in the selection, award or administration of a contract expending federal funds if the employee, officer or agent, or their immediate family, partner or any organization which employs (or is about to employ) the employee or their family member or partner, has a financial or other interest in, or may otherwise tangibly benefit from, a firm considered for the contract.

#### **B. Process Prior to Procurement:**

1. Before initiating the procurement process when expending federal funds, purchasers should seek to:

- x Avoid unnecessary or duplicative purchasing of equipment, supplies or services;
- x Consolidate purchases where possible, or break-out purchases into more economical units – this should include consideration of leasing ver2 (i)-1f-12.52 55.81 Tw

proposal is most advantageous to the program with price and other factors considered.


3. **Noncompetitive proposals** - procurement through solicitation of a proposal from only one source. A waiver must be granted by submitting the [Non-Competitive Bid Form](#), documenting the rationale for making the request. The President, Chancellor, or designee will approve such sole-source contract requests only when:
  - a) The product or service is available only from a single source, for example: a work of art, a specialized piece of equipment or specialized service, existing infrastructure has specific compatibility requirements;
  - b) There is an Emergency (defined below); or
  - c) The federal agency awarding the funds in question authorizes a non-competitive bid based on a written request from the VSCS.

D. Recordkeeping:

The purchasing entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. For Small Purchases, the purchasing entity should retain the price or rate quotations from the non-successful providers.

**IV. Emergency Purchase Authorization**

On rare occasion an emergency purchase may be necessary. “Emergency” is defined as any situation involving public health, public safety, or where an immediate purchase is required for repair to an institution’s property to prevent or minimize serious disruption in an institution’s operations. Although competitive bidding is not required under emergency circumstances, officials making emergency purchases shall adhere to as many established standards and procedures as the circumstances may allow and the purchase shall be approved by the appropriate authority in advance of the emergency purchase where feasible.

  
Chancellor

| Date    | Version | Revision                | Approved By |
|---------|---------|-------------------------|-------------|
|         | 1.0     | Initiated               | Chancellor  |
| 6/26/15 | 2.0     | Uniform Guidance Waiver | Chancellor  |

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|--------|-----|--|------------|
| 8/1/18 | 3.0 | Conform to updated Uniform Guidance          | Chancellor |
| 7/3/19 | 4.0 | Conform with Policy 423                      | Chancellor |
| 7/7/22 | 5.0 | Conform with Uniform Guidance 2020 revisions | Chancellor |
| 9/1/22 | 6.0 | Adjustment to purchase approval limits       | Chancellor |