

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

PURPOSE

The following standards and procedures have been approved by the Chancellor pursuant to VSC Purchasing Policy - 429. 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.

CONTRACTING STANDARDS AND PROCEDURES

The Chancellor's Office and each College 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 College or the VSC will do so in full compliance of VSC Purchasing Policy – 429 and these standards and procedures.

Purchases made and obligations entered into on behalf of the VSC will be made in a manner that supports the mission of the VSC and its colleges, and the efficient use of VSC and college resources.

Potential obligations under this Policy between \$25,000 and \$100,000 in total cost require solicitations of at least three quotations from responsible suppliers. The VSC requires competitive bidding for purchases exceeding \$100,000 per total transaction in the form of a Request for Proposal (RFP) process. The RFP will be issued to a minimum of three potential vendors who have been identified as having the ability to provide the goods, services or equipment at a quality level acceptable to the VSC. In order to create a standardized process for purchases in excess of \$25,000, the VSC shall create a quick reference guide and a purchase summary sheet for use in all such transactions.

Regardless of the amount of the potential obligation, the Chancellor or a President, upon written application with a detailed justification, may waive in writing the above solicitation or RFP procedures in the interests of a College or the VSC as a whole.

Selection of the vendor must take into account price, quality, terms, operating budget of the college or unit, delivery schedule, product availability, and environmental or social impact.

Before a sole-source contract may be issued, the requesting department shall complete a Non-Competitive Bid justifying the need for a sole-source contract. Use of a sole source contract may be infrequently acceptable, for example, for proprietary items that are only available from a single source or where there is significant added value from a long-term relationship.

A sole-source purchase for which competitive bidding would otherwise be required shall be approved in writing by the Dean of Administration or the President of a college or, in the case of a VSC system purchase, the VP for Finance or the Chancellor.

All payments made by the Colleges for goods and services must be supported by appropriate documentation including where appropriate an invoice, a properly authorized Purchase Order and accompanying Receiving/Verification Form, or receipts.

All purchases are exempt from Vermont Sales Tax by use of the Sales Tax Exemption Certificate.

The preferred method of purchase is the Purchasing Card (p-card). When a p-card cannot be used to make purchases in excess of \$2,000, purchases should be made using the Purchase Order Requisition process.

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 colleges;
2. Deans, CCV Regional Directors, Facility Directors, and Agency Heads (e.g., VMEC, SBCE, VIT etc.) or their authorized designees may approve purchases up to \$5,000. Lower limits may be established by the colleges;
3. At the VSC system office all purchases in excess of \$5,000 must be approved by the Chancellor or authorized designee. At the colleges all purchases in excess of \$5,000 must be approved by the President or by the Dean of Administration 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 College Chemical Hygiene Officer (CHO) or designee;

Purchase of Information Technology items: All Information Technology hardware and software must be approved in advance by the Chief Technology Officer for the college or VSC or their authorized designee.

All Goods and Services purchased from Federal Grants and/or other Federal sources must adhere to OMB Circular A-110. Section 200.110 of the Uniform Guidance states that non-Federal entities may continue to comply with the procurement standards in previous OMB guidance, instead of the procurement standards found in the Uniform Guidance, for one full additional fiscal year after December 26, 2014. A non-Federal entity must document its decision to continue to comply with previous OMB guidance for a full additional fiscal year in its internal procurement policies. Previous OMB guidance refers to OMB guidance described in 2 CFR § 200.104 inasmuch as that guidance relates to procurement.

The Vermont State Colleges (VSC) has elected to follow previous OMB guidance related to procurement standards in effect prior to December 26, 2014, for one full additional fiscal year. Therefore, the VSC will follow previous OMB guidance for procurement through the end of the fiscal year ending June 30, 2016. The VSC will take steps to ensure that the procurement standards found in the Uniform Guidance are properly implemented and effective on July 1, 2016.

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 College property to prevent or minimize serious disruption in College 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.

Jeb Spaulding

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Chancellor