

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Purchasing Approval Process
DIVISION:	Administrative Services
CATEGORY:	Fiscal
REFERENCE:	WCCA Policy: BP-304 Purchasing Approval WCCA Policy: BP-300 Delegation of Signature Authority Nebraska Revised Statute: §73-101; §77-2704.15; §81-129; §81-161; §85-1511; §85-1519; and §86-520.01
NUMBER:	PP-304
DATE OF APPROVAL:	March 10, 2020
APPROVAL:	Dr. Carmen Simone, President

Purpose

As required by Board policy, these procedures identify the required process to be incorporated to assure that purchases are legal and meet state and federal requirements.

Scope

This applies to all purchases made on behalf of Western Nebraska Community College (WNCC).

Procedure

Economy of Purchasing

The expenditure of all College funds should be handled so that the greatest ultimate value per dollar expended is achieved.

Guidelines to Bids and Quotations

Where an item has been approved by the Board, either expressly or by inclusion in the budget the Board has adopted for the College, the Vice President of Administrative Services or designee is authorized to solicit quotations and/or bids in accordance with the requirements of state and federal laws. In the exercise of this authority, the following guidelines shall be observed except in emergencies approved by the President or the Chairperson.

Bid Solicitation

It shall be the general policy of the Board to ask for competitive sealed bids on all equipment, operating, and supply purchases exceeding the amount of \$50,000 and construction projects exceeding the amount of \$100,000. The Board shall adopt plans and specifications in advance of letting bids for

any capital construction project. Such plans and specifications shall be the basis upon which the bids are received. Non-budgeted items shall be brought to the Board for review and actions.

Formal bidding (written and signed quotations or proposals from at least three (3) suppliers or contractors) must accompany equipment, operating, and supply purchases exceeding \$10,000 but less than the competitive sealed bid threshold and construction projects exceeding \$50,000 but less than the competitive sealed bid threshold

The Board may, at its discretion and in compliance with this policy, procure additional quantities of an item without competitive sealed or formal bids if substantially the same item has been formally bid within the previous six (6) months.

Informal bidding (written quotations from at least two (2) suppliers or contractors) must accompany equipment, operating, and supply purchases exceeding \$2,500 but less than the formal bid threshold and construction projects exceeding \$10,000 but less than the formal bid threshold.

The College designee may order equipment, operating, and supply purchases without formal or informal bid requirements for items up to \$2,500 and may order construction work without formal or informal bid requirements up to \$10,000.

Items shall be considered as a single whole and cannot be divided or fractionated in order to produce several contracts which are an estimated value under that required for competitive or formal bidding.

Awarding of Bids

The Vice President of Administrative Services, as Presidential designee and in accordance with Nebraska Revised Statute §81-161, shall have the authority to make the award for formal and informal bids to the lowest responsible bidder.

The Board shall have the exclusive authority to determine which competitive sealed bids provide greatest value to the Area. The Board reserves the right to consider the value of attributes exceeding minimum specifications in determining greatest value.

In the event only one bid is received, the Vice President of Administrative Services or Board, respectively, may, at its discretion, authorize competitive negotiation as the most cost-effective method of procurement.

The College reserves the right to reject any and all bids and waive informalities and technicalities.

College Designee's Authorization to Disburse Funds

The Vice President of Administrative Services/Treasurer or designee shall be authorized to make payment to any valid claim to meet the fiscal management responsibility for ensuring that vendors are paid on a timely basis.

Relations with Vendor

Only salespersons of materials, equipment, or services which normally would be used in the College are to be admitted to the College. The setting up of displays of those admitted must have approval of the appropriate administrative officers. In no case may salespersons disturb employees during work hours without approval. All salespersons and company representatives must be cleared through the appropriate administrative officers before consulting with any employee of the College.

Exceptions

The procedures specified above shall not apply to a consulting service or professional service providers who directly advise or work directly for the Board of Governors unless otherwise required by law.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws or board policy require attention.

Original Adoption Date (and Board of Governor's Minutes Item Number): 1979

Revision Date (and Board of Governors' Minutes Item Number): 2004

Prior Policy Number:

330.0100.04

330.0200.79

Schedule for Review:

Divisions/Department Responsible for Review and Update: Administrative Services

Sponsoring Division/Department: Administrative Services

Repeal Date:

Cross Reference:

Procedure(s) for Policy:

BP-304 Reimbursement of Expenses

Related Policies/References: