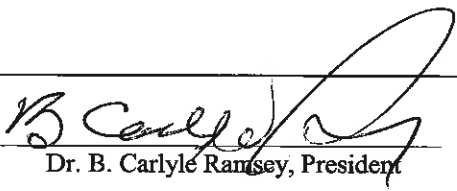
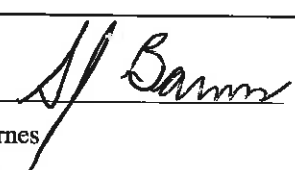


**DANVILLE COMMUNITY COLLEGE
PURCHASING POLICY**

Subject: PROCUREMENT OF GOODS AND SERVICES	Number: 001
Division: Administration	Effective Date: 03/2007
Responsible Dept/Unit: Vice President of Financial and Administrative Services	Issued: 03/01/2003 Revised Date: 11/2003, 02/2005, 2/2006, 3/2007, 9/2010, 10/2010, 3/2012
Approved by:  Dr. B. Carlyle Ramsey, President	Signature:  Scott Barnes Vice President of Finance & Administrative Services

I. POLICY:

It is the policy of DANVILLE COMMUNITY COLLEGE to procure all goods and services in compliance with state law, executive orders, appropriations, and regulations. In addition, procurements will seek economy and competition while meeting college needs in a fair and impartial manner. If there is a contract between a state agency and a nongovernmental vendor, The Virginia Public Procurement Act will apply to all procurements regardless of the source of funds from which the procurement is paid. All personnel will protect monies and property of the Commonwealth of Virginia through expenditure and accounting controls.

II. AUTHORITY

The following shall apply:

- A. Virginia Public Procurement Act of the Commonwealth of Virginia
- B. The Agency Procurement and Surplus Property Manual (APSPM) of Commonwealth of Virginia Department of General Services/Division of Purchases and Supply (DGS/DPS)
- C. The Vendors Manual of DGS/DPS
- D. The Standard Administrative Practices & Procedures of the Virginia Community College System
- E. The State Council of Higher Education in Virginia
- F. Federal Regulations when appropriate

III. PROCUREMENT AUTHORITY

- A. **AGENCY PURCHASING AUTHORITY:** The College President has the ultimate responsibility to ensure that the acquisition of goods and services does not violate or circumvent state law, executive orders, appropriations, regulations or the provisions of the APSPM.
- B. **DELEGATED PROCUREMENT AUTHORITY:** The President has received Delegated Procurement Authority for goods, services, and printing from DGS/DPS. The limitation of this authority is \$100,000 for goods; no limitation for services and \$100,000 for printing.
- C. **SIGNATURE AUTHORITY:** The President has delegated signature authority as follows:
 - 1. V.P. of Financial and Administrative Services: \$100,000 for goods and services and contracts
 - 2. Business Office Manager: \$100,000 for goods and services

3. Procurement Officer - \$100,000 for goods and services

D. **DESIGNATED CHIEF PURCHASING OFFICIAL:** The Procurement Officer is designated as the College's Chief Purchasing Official and, thus, supervises all procurements of goods and services assuring that the need exists, the best sources are utilized, and that procedures are complete and all laws, rules, and regulations are strictly followed. Only the Procurement Officer and/or her designee are authorized by the Department of Purchase and Supply to obligate the State in any discussion or negotiation to buy products or services. The college has no obligation to pay any purchase regardless of amount or purpose or intended use of the product unless the purchase was properly documented and approved by proper authority. Anyone who violates these instructions shall be liable for any resulting indebtedness.

E. **CONTRACT ADMINISTRATION:**

1. The Procurement Officer is responsible for designating all contract administrators, and therefore, supervises the preparation of all service, construction, nonprofessional, and professional contracts, reviewing requests, analyzing specifications and assuring that the contract is complete and accurate for offering to vendors.
2. The Procurement Officer appoints a contract administrator in writing who has a vested interest in the procurement and who will be responsible for the proper adherence to all contract specifications by the contractor.
3. The Contract Administrator will oversee the utilization and operation of contractual obligations and serve as the liaison between the contractor and the College.
4. The Contract Administrator is not authorized to approve any increase/decrease in the scope of work or make any changes in the provisions of the contract.

F. **DESIGNATED AUTHORITY:**

1. The President of the College has granted the Vice President of Financial and Administrative Services the authority to sign contracts. Therefore, only the President or Vice President of Financial and Administrative Services or designee can bind the college in a contractual commitment. This includes any instrument labeled 'agreement' 'maintenance agreement', 'memorandum of understanding', 'memorandum of agreement' or 'contract'.
2. The President of the College has granted the Vice President of Financial and Administrative Services the authority to sign procurements up to \$100,000.
3. The Vice President of Financial and Administrative Services has the authority to sign VBO waivers, multicolor printing, prebid or preproposal conference waivers, and written determinations to support the use of emergency, sole source, and competitive negotiation procedures.
4. The Procurement Officer (or in her absence, Business Manager) has the authority to sign agency purchase orders and agency purchase order changes. Registered eVA users have the authority to sign eVA orders up to their delegated authority.
5. Vice Presidents, Deans, and Directors or their acting designee have the authority to sign purchase requisitions/Direct Orders/Purchase Card Orders as authorized by eVA profiles with single transactions up to \$5000. Orders over \$5000 must be approved by the President or Vice President of Financial and Administrative Services.

IV. EXCEPTIONAL PROCUREMENT PROCEDURES

A. **PRESIDENT:**

May authorize the procurement of goods or services on an immediate or emergency basis to support the operations of the college, the safety of staff and students. Procurements under this paragraph are governed by the Code of Virginia, Section 11-41E, the DPS/DGS stipulations in the Agency Procurement Manual, and the VCCS Standard Administrative Practices Manual. (See V. Emergency Procurement).

B. **VICE PRESIDENT OF FINANCIAL AND ADMINISTRATIVE SERVICES:** May authorize expenditures up to \$100,000 for the procurement of goods; no limitation for services and \$100,000 for printing as delegated by the President of the College.

C. **HUMAN RESOURCE OFFICER:**

The Human Resource Officer or designee is authorized to directly order newspaper and magazine advertisements to support

recruitment. Purchase Requisition will be submitted with invoice and tear sheet as soon as available following standard procedures.

D. BUILDINGS AND GROUNDS SUPERVISOR:

May authorize expenditures up to \$5000 for the procurement of goods which are needed on an immediate or emergency basis to maintain or return to operation essential mechanical and functional systems of the College, which may be further delegated in writing.

E. INFORMATON TECHNOLOGY MANAGER

May authorize expenditures up to \$5000 for the procurement of goods which are needed on an immediate or emergency basis to maintain or return to operation essential mechanical and functional systems of the College, which may be further delegated in writing.

V. EMERGENCY PROCUREMENT: An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is NOT considered an emergency.

- A. Emergency purchases required to protect personal safety or property shall be made with such competition as is practicable under the circumstances (Code of Virginia, §2.2-4303F). This does not relieve the College from negotiating a fair and reasonable price and subsequently documenting the procurement action.
- B. Award of Emergency Procurements: The College must prepare a confirming contract or purchase order, as soon as practicable, after directing the contractor to proceed.
- C. Written Determination: A written determination for signature by the agency head or designated representative indicating the nature of the emergency and the reason for selection of the particular contractor shall be included.
- D. Emergency notices shall be posted on the DGS/DPS eVA web site. This notice shall state that the procurement has been declared an emergency, description of what is being procured, the contractor selected, and the date of the award.

VI. MANDATORY SOURCES

The College shall comply with all policies and procedures concerning mandatory sources of supply as required by not limited to the APSPM. Purchasers are responsible for determining in advance whether the items they want to purchase are mandatory source items.

The College must obtain written approval, in advance, from the appropriate official for any exception. Therefore, requestors who need an exception from mandatory source or mandatory contract requirements should contact the Procurement Practitioner. The Exemption Request form must be attached to the purchase transaction file either electronically or by hard copy.

The most frequently used mandatory sources are listed below:

- A. Term Contracts. To obtain more favorable prices through volume purchasing and to reduce lead-time and administrative cost and effort, DGS/DPS and other agencies/institutions within their delegated authority, may establish mandatory use term contracts for goods or services. Written notices of contract awards are issued notifying participants (agencies or institutions or organizational elements within) of the existence of such contracts. In accordance with the terms and conditions, purchase orders shall be issued in any amount for any goods or service on a term contract available to that participant. Agencies and institutions shall place all orders on mandatory use contracts through eVA. If an item is available on a mandatory contract, participants may not use their local purchasing authority to purchase from another source unless the purchase is exempt by contract terms such as not meeting the contract's minimum order requirement. Vendors who intentionally sell or attempt to sell goods or services to an authorized participant who is under a mandatory contract with another vendor may be suspended and/or debarred by DGS/DPS. The purchase by agency personnel of goods or services that are on DGS/DPS mandatory contracts from non-contract sources may result in reduction or withdrawal of that agency's delegated purchasing authority by DGS/DPS (see 13.7). An exception from a mandatory state contract may be granted by the DGS/DPS contract officer responsible for the contract. The Procurement Exemption Request form located in Annex 13-D should be used to request an exception. Approved exemption requests must be attached to the purchase transaction file either electronically or by hard copy.

Term contracts are for the benefit of the Commonwealth of Virginia, its agencies and institutions. They do not apply to State employees or other individuals, and ordering from state contracts or individual state agency/institution contracts by individuals directly or by using agency orders with subsequent reimbursement to the agency is prohibited.

- B. Virginia Correctional Enterprises (VCE).** Goods and services produced or manufactured by state correctional facilities shall be purchased by all departments, institutions, and agencies of the Commonwealth, which are supported in whole or in part with state funds. VCE products may also be purchased by any county, district of any county, city or town and by any nonprofit organization, including volunteer lifesaving or first aid crews, rescue squads, fire departments, sheltered workshops and community service organizations (*Code of Virginia* §53.1-47.) Products include, but are not limited to, Wood and Metal Case goods, Seating, Office Systems, Shoes, Clothing, Embroidery, Silk Screening, Vinyl Binders, Pad holders, Sign, Microfilming and Data Storage, Optical, Plastic Bags, Dentures, Laundry, Wooden Pallets, Warehousing, License Tags, Janitorial Products, and VCE Digital Works (*Corprint). Special or unique products or services requiring extensive production runs in volume are available.

Agencies may submit agency purchase orders directly to VCE through eVA. If an agency has a critical need, they should contact the VCE Customer Service Department by telephone (804) 743-4100 or VCE Digital Works (Corprint) at (804) 225-3574 to discuss product availability and delivery. Additional information concerning goods and services available from VCE is contained in the Virginia Correctional Enterprises catalog.

The following goods and services are available through VCE for purchases by state agencies, institutions, municipalities and local governments, and Not-for-Profit organizations:

1. **VCE Digital Works (Corprint):** Services include black and white and laser color copying, single color to four-color printing, bindery and finishing services. Maximum print area is 12" X 109", prints 600 dpi and 170 lpi with offset quality rosette. Printing also includes flat forms; NCR-type forms up to five-part (not snap-apart or continuous); padded forms; envelopes (regular and window) including long Kraft envelopes; color booklets up to 9" X 12"; and color brochures with no more than two folds. Desk-top publishing software supported includes: QuarkXPress, Adobe PageMaker, Adobe Illustrator, Adobe Photoshop Macromedia Freehand, CorelDraw. Images should be saved in CMYK format, not RGB or indexed color. Scanned image resolution need not exceed 300 dpi. Grayscale images should have a tonal range from 5% to 90% open mid-tones slightly. Perform all image manipulation in Photoshop, not in the layout program. Convert Duotones to CMYK before final placement. Do not save images in PICT format. Convert DSC files to TIFF format.

Convenient pick up and delivery services are available upon request. Document files storage for future access, update, re-purposing and reprinting is also available. Customers are able to submit jobs via the web, eVA, e-mail or deliver in person at the VCE Downtown Digital Print Shop located in the John Tyler Building, 1300 East Main Street, Richmond VA.

2. **Wood and Metal Case Goods:** Total offering of Office, Lounge, Dormitory, and Occasional Furniture. This includes but is not limited to: desks, credenzas, bookcases, bridges, hutches, lateral files, storage cabinets, shelving, filing cabinets, beds, sofas, loveseats, chairs, stools, and table. Custom metal and wood products are available.
3. **Seating:** A comprehensive offering of office, conference room, reception area, dormitory, lounge, and laboratory seating.
4. **Office Systems:** VCE offers a broad spectrum of component office systems including, panels, work surfaces, filing systems, table, cable management, and keyboard trays.
5. **Shoes:** All-purpose 6" and 10" top work boots made of full and corrected grain leather, Goodyear welt with cushioned insole, rubber heels.
6. **Clothing and Textiles:** A wide selection of clothing items which includes, but is not limited to shirts, pants, jackets, coats hospital scrubs, lab coats, blankets, sheets, pillowcases, laundry bags, full dress uniforms, food-service clothing, health-care provider clothing.
7. **Embroidery:** VCE provides all services needed to embroider logos or special graphics to any piece of apparel or textiles.
8. **Silk Screening:** Full service silkscreen and/or foil stamping services.
9. **Vinyl Binders, Pad Holders and Sign Products:** Full range of three ring binders, pad holders, plastic signs and decals.

10. **Microfilming and Data Storage:** Full service microfilming which includes document preparation, photography, developing, duplicating, and film delivery. Data conversion from hard copy to microfilm and DVD formatted disks.
11. **Optical:** VCE's prescription eyewear is a full service lab. The product offering includes single vision, bi-focal, and tri-focal lenses, tinting, and a large number of frames.
12. **License Tags:** State and municipal license plates are quoted on an individual design and quantity basis.
13. **Dentures:** From full dentures to simple mouth guards. VCE dental prosthetics are made to the most exacting standards. Services include: soft mouth guards, relines of upper and lower, acrylic splints, space maintainers, surgical trays, surgical splints and hard mouth guards.
14. **Laundry Services:** Laundry services may include par cart packing, pick-up and delivery, assistance with linen inventory control, water conservation. Each laundry customer has unique requirements; contact VCE for a quotation on the service required.
15. **Pallets manufacture and Repair:** Wooden shipping pallets.
16. **Warehousing:** Contact VCE for dry storage services.
17. ***Plastic Bags:** VCE manufactures a wide variety of plastic bags of various widths and lengths. Specialized bags are available in bulk directly from VCE.
18. ***Janitorial Products:** See the VCE digital catalog or web site for details.

* Order through the VCE.

Written Concurrences: Concurrences may be granted by VCE if they do not offer the desired products, do not offer a compatible product, or are unable to meet a reasonable required delivery date. Written concurrences may be given by facsimile transmission if the agency requests. Requests for concurrences are normally processed within 24 hours. When concurrences are granted, the resulting procurement, if it is within the agency's delegated authority, may be made directly by the agency using the appropriate procurement method. If it exceeds the delegated authority, it shall be forwarded to the appropriate purchasing office (e.g., DGS/DPS).

Waivers: The Director of DGS/DPS may exempt purchasing from VCE when, in the Director's opinion, an article produced or manufactured does not meet the reasonable requirements of the agency. A written concurrence will normally be requested from VCE under these circumstances. In any case, where the Director of DGS/DPS grants an exception, the Director shall submit a copy of the written justification for the exception to the Director of the Department of Corrections.

Intentional Violations: Intentional violations of the requirement to purchase from VCE, after notice from the Governor to desist, shall constitute malfeasance in office and shall subject those responsible for such violations to suspension or removal from office (*Code of Virginia*, § 53.1-47, 53.1-48, 53.1-49, and 53.1-51).

VCE Joint Ventures: VCE enters into joint ventures with private sector firms as partners in the sale, distribution, service, and development of products manufactured by VCE.

Prison Industry Enhancement: VCE enters into agreements with public or private sector firms as partners in the sale, distribution, service, development and production of products that may be sold in interstate trade. Prison Industry Enhancement (PIE) is a federally chartered and administrated program. Inmate labor must be paid minimum or prevailing wage from which deductions for victims' restitution, family support, taxes, etc. must be made.

- C. **Department for the Blind and Vision Impaired (DBVI).** Department for the Blind and Vision Impaired (DBVI). The DBVI Enterprise Division is composed of two enterprises, both of which are mandatory sources of supply unless exempted by DGS/DPS or DBVI Enterprises Managers. All such services, articles, and commodities as are required for purchase by DGS/DPS or by any person authorized to make purchases on behalf of the Commonwealth and their departments, agencies and institutions; are performed or produced by persons, or in schools or business activities under the supervision of the

DBVI; are available for sale by the DBVI; and, conform to the standards established by DGS/DPS shall be purchased from the DBVI at a fair market price without competitive procurement.

- (1) Virginia Industries for the Blind (VIB). VIB provides employment opportunities for individuals who are blind or visually impaired by employing them in a variety of service and manufacturing occupations, providing services and producing quality products at competitive prices. The following goods and services are among those available through VIB for purchase by state agencies, municipalities and institutions:
 - (a) Contract Office Services (does not include temporary employment services) - Administrative Support Personnel, Clerical, Secretarial, Order Takers, Customer Service Representatives, etc.
 - (b) Mailing Services - Inserting, addressing, sorting, order fulfillment - express delivery or postal
 - (c) Pillows
 - (d) Mattresses - Innerspring, Cellular Foam, Cotton Felt, Silicone Foam, cots
 - (e) Writing Instruments
 - (f) * Mop Heads and Handles
 - (g) * Spices, Tea
 - (h) Gloves, Exam non-sterile medical grade - Latex, Vinyl, Nitrile, High Risk EMS

* Order through the Virginia Distribution Center (VDC). See 2.1e

For information or questions, contact VIB Marketing in Charlottesville at 434-295-5168. Represented on the web at www.dbvi.org/vib/.

- (2) **DBVI Business Enterprises.** When any vending stand or other business enterprise operated in a public building becomes vacant or a vacancy is created through the construction or acquisition of new public buildings or renovation or expansion of existing public buildings, the existence of such vacancies shall be made known to the Department for the Blind and Vision Impaired at 804-371-3103. The DBVI acting on behalf of the blind shall have first priority in assuming the operation of such vending stand or other business enterprise through the placement of a properly trained blind person in such vacancy (*Code of Virginia* § 51.5-79 and 51.5-89).
 - (a) In addition to food service opportunities such as snack bars, cafeterias, and vending machine supplements, enterprises such as bookstores and other over the counter operations are also included.
 - (b) Opportunities amounting to estimated annual sales of less than \$5,000 are exempt from this requirement.
 - (c) In all cases for consideration the enterprise must be sent to the Business Enterprise program of the DBVI in the form of a statement or scope of work at least sixty (60) days prior to publication of a solicitation.
 - (d) The Business Enterprise division of the DBVI will evaluate the opportunity and either make a proposal to operate the enterprise or decline the opportunity.

When convenience or emergency requires it, the Commissioner of the DBVI may, upon request of the purchasing officer, release the purchasing officer from the obligations of this section. Any purchasing officer who violates its provisions shall be guilty of a misdemeanor and upon conviction shall be punished accordingly (*Code of Virginia*, § 2.2-1117).

- D. **Virginia Distribution Center (VDC).** The VDC purchases, stores, and distributes staple goods, canned foods, frozen foods, janitorial supplies, paper products, and other selected items for state agencies and institutions and political subdivisions. To achieve optimal savings for the entire Commonwealth, the VDC purchases products in volume and ensures consistent quality through an extensive Quality Assurance Program, which includes an on-site VDC Laboratory. An agency

may not use its local purchasing authority to purchase an item from another source that is available from the VDC without a written waiver from the VDC Director or designee.

Orders: Public bodies should submit orders directly to VDC through eVA, preferably via the VDC Punch-out Catalog. Those with special ordering needs may call the VDC Customer Service Team at 804-328-3232 ext. 0 for assistance. Additional information concerning goods and services available from VDC is contained in the VDC Dynamic Catalog (<http://shopvdc.dgs.state.va.us/catalog/>).

Products: To view the VDC product line, please go to the VDC Dynamic Catalog at <http://shopvdc.dgs.virginia.gov/catalog/>. An up-to-date catalog can be printed at any time. Customers may contact the VDC Customer Service Team at 804-328-3232 ext. 0 to request assistance and discuss product availability and delivery.

Agency Unique Stocked Items: If the VDC stocks a high volume item solely for one agency, that agency is asked to notify the VDC immediately when there is no further demand for the product.

Waiver Requests: If an item is available from the VDC, a state agency may not use its local purchasing authority to purchase the item from another source without written approval from the VDC Director or designee. To request a mandatory source waiver from VDC, e-mail or fax requests to vdcweb@dgs.virginia.gov or 804-328-3222. The request must include the following: item for which a waiver is requested, justification, time duration for which the waiver is needed and product quantity.

Specific Guidance: For VDC policies and procedures related to ordering, backorders, pickup orders, shipping and delivery, pallet exchange, exceptions and invoicing please see the sections; **Ordering and Billing Instructions, Deliveries and General Terms and Conditions** in the VDC Dynamic Catalog, <http://shopvdc.dgs.virginia.gov/catalog/>.

Special Assistance: Special assistance or problems can be discussed by calling the VDC Director at 804-328-3233 or the VDC Customer Service Team 804-328-3232 ext. 0.

- E. **DGS/DPS Office of Graphic Communications (OGC).** OGC is a mandatory source for graphic communication services in excess of \$750. OGC offers consultation, project management, design and production for a wide variety of graphic design projects which include web and print communications.

Services include concept and marketing strategies, creative writing, graphic design, desktop publishing, web graphics, photography research and art direction, illustration, and production management.

Typical projects include promotional, informational and public educational campaigns; logos and identity systems; internet sites, annual reports and strategic plans; economic development and travel publications; magazines and newsletters; training and conference materials, interactive .PDF files, PowerPoint presentations, calendars and posters; museum catalogs and brochures, etc.

All agencies planning to procure graphic communication services in excess of \$750 must first contact OGC to determine if their requirements can be provided by that office and, if not, the agency must receive written authority from OGC to procure from another source. This requirement does not apply to agencies utilizing existing in-house capabilities; however, if any portion of these services will be contracted with the private sector, or another public body, the agency must first contact OGC. To contact OGC, email paris.ashton@dgs.virginia.gov or call 804-371-8359.

If OGC gives authority to contract out the service, the vendor solicitation should specify the following vendor requirements, as applicable: research, concept, design and layout, copywriting, editing, proofreading, photography, illustration, format, management of the production process and time frame for deliverables, ownership and archive of work, billing process and hourly rate for alterations.

- F. **Virginia Information Technologies Agency (VITA).** Telecommunications services, as defined in Appendix A in the APSPM, must be procured through VITA.
- G. **DGS/Office of Fleet Management.** For the purchase or lease (exceeding thirty days) of motor vehicles, agencies must submit OFMS Form OFMS - 1 "Application for Assignment/Purchase/Lease of State Vehicle" (Replaces CP-3 and CP-15)

to the DGS Office of Fleet Management for approval to initiate the purchase process for all vehicles (*Code of Virginia* § 2.2-1176). OFMS approval of a form OFMS - 1 to purchase a vehicle does not constitute a waiver of purchasing procedures set forth in this manual or the Code of Virginia.

VII. NONMANDATORY SOURCES

- A. **Optional Use Term Contracts.** Optional use term contracts may be established by DGS/DPS or other agencies and institutions within their delegated authority. This type of contract may be appropriate because of the unique nature of the commodity or service being procured and when the demand base encompasses all agencies and institutions. An example would be office supplies that generally are ordered in low dollar increments by users at the lowest organizational level and when local storage and distribution costs exceed any bulk purchase savings. Optional use contracts may also be appropriate when erratic or rapidly dropping prices are encountered such as in the personal computer and related peripheral equipment industries. Market conditions in these limited applications create an incentive for the contractors to retain business by publishing revised price lists against which fixed discount rates can be applied throughout the contract's term. Agencies and institutions shall place all orders on DGS/DPS optional use term contracts through eVA.
- B. **Surplus Property.** DGS/DPS has statutory responsibility for administering the surplus property program for state-owned personal property, as well as the federal surplus property program which makes surplus federal property available to eligible state participants. These programs are optional use sources of supply and should always be considered prior to initiating purchase action. Substantial sums of money can be saved for goods that are often in "like new" condition. To avoid unnecessary purchases of new materials or equipment, the agency or institution's Fixed Asset Accounting and Control System (FAACS) coordinator should ensure that assets being procured are first screened against available assets from within their own agency and from other agencies and institutions by reviewing FAACS screening reports FAC30020 (agency) and FAC301 (statewide). Copies of these reports are available on request by contacting the Department of Accounts (DOA) at 804-225-2646.
- C. **Nonprofit Sheltered Workshops and Nonprofit Organizations.** (See definition in Appendix A.) State agencies may purchase selected goods and services from nonprofit sheltered workshops and nonprofit organizations serving the handicapped without competition if the goods or services:
- (1) are of acceptable quality;
 - (2) can be supplied within the time required;
 - (3) are not produced by schools or workshops under the supervision of the Virginia Department for the Blind and Vision Impaired or by inmates confined in State correctional institutions; and,
 - (4) can be purchased within ten percent (10%) of fair market value. DGS/DPS deems fair market value to be the lowest purchase price paid by the purchasing agency or other governmental entity for like items or services purchased in a similar quantity within the last six months. If this information is not available, then obtain at least one additional quote to determine fair market value.

A commodities list of available goods and services provided by nonprofit sheltered workshops and nonprofit organizations of Virginia serving the handicapped is accessible from a link on the eVA home page, www.eva.virginia.gov.

VIII. STANDARD PROCUREMENT PROCEDURES

A. PURCHASE PROCESS:

1. All requests for procurements and expenditures shall be made by submitting a DCC Purchase Requisition, eVA purchase order or point of sale purchase using the Small Purchase Charge Card (See DCC Policy 002). The purchase requisition may be a hard copy DCC Purchase Requisition or electronic version-eVA (See DCC Policy 003).
2. DCC Purchase Requisitions are numbered sequentially. The Procurement Officer can be contacted for these forms. Complete a purchase requisition for each vendor or enter eVA order.
3. Completed Purchase Requisitions Requirements: DCC Purchase Requisition must contain sufficient information to allow accurate procurement of the desired goods and/or services and are listed below. The items preceded with an asterisk (*) are required.

- a) *complete description of good or service
- b) *quantity desired or range to take advantage of discounts
- c) *unit of purchase (i.e., dozen, package, pairs, etc.)
- d) *estimated price per unit of purchase
- e) *extended estimated total price of purchase
- f) *justification for the expenditure of public funds and approval by appropriate department head
- g) catalog number of the item (copy of page from catalog)
- h) suggested source or vendor (address, phone, fax)
- i) brand name, manufacturer and model number desired
- j) catalog number, date and page (or a copy of the page/catalog)
- k) desired delivery date
- l) desired delivery location-designate any special location for delivery other than warehouse or special handling
- m) department
- n) grant title
- o) state budget code

B. PURCHASE REQUISITION BUDGETARY PROCESS APPROVALS:

1. Up to \$5000. Purchases: Small Purchase Charge Card Cardholders have delegated purchasing authority to purchase locally using a small purchase charge card (See DCC Policy 2) or eVA (See DCC Policy 3) according to their specific expense limits approved by their supervisor and/or department head in accordance with SWAM requirements (see DCC Policy 4).
Requestor → Vendor
2. Over \$5000 to \$50,000 Purchases:
Requestor → Requestor's Supervisor → Appropriate Dean/ Director/Vice President → Procurement Officer → Vendor
 - a) Deans/Directors/Vice Presidents may delegate approval authority in their absence in order to facilitate college purchasing activity.
3. Over \$50,000 up to \$100,000 Purchases:
Requestor → Requestor's Supervisor → Appropriate Dean/ Director/Vice President → College President or designee → Procurement Officer → DGS/DPS → Vendor
4. Other Approvals: IT Equipment, flammable goods, hazardous goods, equipment attached to the building, and other goods and services may be referred to other Managers, Committees or other personnel for additional approvals prior to purchase.

C. PROCUREMENT PROCESS:

1. The Purchasing Officer will review purchase requisitions for completeness.
2. The procurement threshold of the goods and/or services to be obtained will determine the procurement method used.
3. Set-asides for small businesses will be used when available according to the Procurement Threshold Requirements below.
4. Competitive Sealed Bidding and Invitations for Bids is used for procurements where specifications can be written in exact detail and price is the sole basis of selection.
5. Competitive Negotiation and Request for Proposals is the method used for purchasing goods and services usually of a complex nature or when it is not practicable or fiscally advantageous to use competitive sealed bidding.
6. Sole Source procurement is only authorized when there is only one source practicably available for goods and services required. For sole source requirements exceeding \$5000, a written quotation must be obtained from the vendor. All

sole source procurements for non-technology goods and services to \$50,000 must be approved in advance by the agency head or his designee. All sole source procurements for non-technology goods and services over \$50,000 must be approved by DGS/DPS prior to commencement of the actual procurement using the Sole Source Procurement Approval Request form.

7. In all situations for services, all contractors must present a certificate of insurance before performing work on state property.

D. PROCUREMENT THRESHOLD REQUIREMENTS:

1. Small Purchases- Goods and Services, other than Professional Services:

SET-ASIDE FOR SMALL BUSINESSES:

- a) Up to \$5000-Obtain a minimum of one (1) quote from a DMBE-certified small business, if available. (Use of the Small Purchase Charge Card is encouraged up to \$5,000.)
- b) Over \$5000 up to \$50,000- Solicit a minimum of four (4) DMBE-certified small business sources, if available, in writing or electronically using Unsealed Bidding; Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. Solicitations up to \$50,000 shall be set aside for DMBE-certified small unless exempted and documentation is required.

2. Competitive Sealed Bidding or Competitive Negotiation:

- a) Over \$50,000 up to \$100,000 (unless set-aside for small businesses only), solicit a minimum of six (6) sources, including a minimum of four (4) DMBE-certified small businesses, in writing, including electronically through eVA. If set-aside, solicit a minimum of six (6) DMBE-certified small businesses, if available. Use one of the following methods for purchases over \$100,000 unless an exception:
 - (i) Competitive Sealed Bidding.
 - (ii) Two-step Competitive Sealed Bidding.
 - (iii) Competitive Negotiation, including Best Value Acquisition. A written justification is required.

3. Exceptions to Competitive Procurement:

- a) Emergency- Take immediate action if required to protect personal safety or property. Other emergencies, seek competition to the extent practicable. Require written determination of agency head or designee.
- b) Sole Source (unlimited dollar amounts)- Over \$5,000 a written quotation must be obtained from the vendor. Requires written justification approved in advance by the agency head. Over \$50,000 requires approval from DGS/DPS. Agencies and institutions may make contract awards after appropriate approval. Purchase using noncompetitive negotiation.
- c) Used Equipment up to \$50,000 – Competition not required.

E. EXCEPTIONS TO COMPETITIVE REQUIREMENTS:

1. Purchases under \$5000
2. The following selected categories of goods and services up to and including \$30,000:
 - a) Books, preprinted materials, reprints, subscriptions (e.g. print or electronic), pre-recorded audio and video cassettes, compact discs, slide presentations, etc., when only available from the publisher/producer
 - b) Academic/research consulting services
 - c) Purchases of used equipment including used equipment purchased at public or online auction
 - d) Honoraria, entertainment
 - e) Training that is specialized, proprietary, not typically available to the general public for which competition is generally unavailable, off-site, requires a registration fee. Contact the Department of Human Resource

Management, Training Manager at 804-225-2016, to ascertain if the training being requested is available through an existing contract or another source

- f) Royalties and film rentals when only available from the producer or protected distributors
 - g) Professional Organizational Memberships; purchase orders are not required
 - h) Writers
 - i) Artists (does not include graphic artists); original works of art; and original, or authentic antique period art frames (does not include newly created replacement or reproduction frames)
 - j) Photographers other than for graduations and yearbooks, e.g. for official photographs/portraits
 - k) Contributions and donations made by a university; purchase orders are not required
 - l) Advertisements such as in newspapers, magazines, journals, radio, television, etc.
 - m) Utility charges
 - n) Conference facilities (to include conference support and related lodging and meals) only when the use of a specific facility is directed by an outside donor, sponsor, or organization
 - o) Accreditation fees and academics testing services
 - p) Exhibition Rental Fees for exhibitions of historical artifacts or original works of art. (The rental fee may include charges other than the rental of the exhibition, such as transportation costs)
 - q) Rare and historic manuscript, printed and photographic materials (e.g. books, ephemera, maps, manuscripts, photographs, and prints) that are one of a kind or exist in very limited supply
 - r) Purchases for testing or evaluation (limited to purchases of quantities considered necessary for complete and adequate testing).
3. Purchases from Federal government and other states and their agencies or institutions, and public bodies. Care must be exercised to be certain that the price is fair and reasonable.

F. LOCAL FUNDS:

Expenditures of local funds of \$10,000 or more must be signed by any two of the authorized signatures on file at the bank. Documentation must support all such cash advances for purchase and become part of the payment file maintained by the cashier. Sales tax shall not be paid on these purchases. Petty Cash may also be used for those expenditures that cannot be processed through Accounts Payable.

G. PAYMENTS:

All procurement payments will be supported by purchase order (with accompanying receiving report) or contract document (with accompanying payment document requirements) in accordance with the Prompt Payment Act. Billing problems that cannot be resolved by the Accounts Payable Clerk will be brought to the attention of the Procurement Practitioner. Payments which cannot be processed within 14 days by the Accounts Payable Clerk, or which will fail to meet the Prompt Payment Act requirements, shall be brought to the attention of the Business Manager.

H. ADVANCE PAYMENTS:

Allowable miscellaneous advance payments are subject to a maximum prepayment period of 90 days prior to due date.

- 1. Organizational Memberships (annual dues)
- 2. Subscriptions (annual subscriptions)
- 3. Convention and Educational Services (registration)
- 4. Travel by Public Carriers-air, train, bus (excludes rental vehicles)
- 5. Mail orders (prepayment required)
- 6. Human Subject Payments (research)
- 7. United States Postal Service (postage)

8. Hotel/Motel Deposits (one night's deposit)
 9. Film Acquisitions or Rentals
 10. Advertising Expenses (newspaper, magazine, journal, periodical)
 11. Telecommunication Services (telephone, pagers, cable)
- I. **INVOICES:** Invoices shall be date stamped the date they are received regardless of the department to which they are delivered. Invoices delivered to departments outside the Business Office shall be immediately forwarded to the Business Office.
- J. **GOODS RECEIPT:**
Goods normally are to be received in the central warehouse. Upon receipt of goods or services, an authorized employee, certifying the receipt of the goods and/or services signs a packing slip or bill for services. This document is then matched with the warehouse copy of the Purchase Requisition and becomes the official Receiving Report. All documents are then forwarded to Accounts Payable for processing and payment through the Department of Accounts.
- K. **REPAIRS:**
For repair work, contractual agreements are consulted and appropriate sources are contacted. Where no service contract exists, a purchase requisition is submitted detailing repairs needed. For minor repairs with estimated cost of less than \$5000, Procurement Practitioner selects source based on DMBE small certification, experience and known reputation. For major repairs and renovations, exceeding \$5000, Procurement Practitioner solicits bids according to Contractual Services Procedures. If material cost is greater than labor cost, it must be processed as a purchase of goods. If repair estimate exceeds 50 percent of replacement cost, the item should not be repaired. A replacement requisition with supporting justification should be resubmitted.
- L. **PUBLIC ACCESS TO PROCUREMENT RECORDS:**
Records are open to the public in accordance with the Virginia Freedom of Information Act.
- M. **TAXES:** The Commonwealth is exempt from paying excise taxes, except for air transportation. COV is exempt from paying state sales taxes, except that no exemption is provided for employee meals and lodging.
- N. **APPEALS AND DISPUTES:**
The VPPA provides remedies available to a vendor in the event of a challenge on a procurement action.
1. **Goods:** The DGS/DPS Procurement Appeals Board provides an impartial administrative review of contested decisions on the procurement of goods made by any agency of the Commonwealth.
 2. **Services:** Agencies may establish an administrative procedure for hearing appeals from refusals to allow withdrawal of bids, appeals from disqualification, appeals from determinations of nonresponsibility, appeals of denials of protest of award or decision to award a contract, and appeals from decisions on disputes arising during the performance of a contract.
 3. **Disputes:** Written notice of the contractor's intention to file a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.



Danville Community College
Commonwealth of Virginia

DELIVERY ADDRESS:
Danville Community College
Central Receiving - Maintenance
1000 South Main St. • Danville, Virginia 24541
Phone: 434-797-8427 • Fax: 434-797-8408

INVOICE ADDRESS:
Danville Community College - Business Office
1000 South Main St. • Danville, Virginia 24541
Phone: 434-797-8458 • Fax: 434-797-8509

Purchase Requisition/Order

Department/Requestor:	Date Submitted:	Requisition/PO Number: 00001
Phone Number:	Div. Head/Admin. Director Approval:	Date:
Justification for Expenditure:	VP Academic/Financial Approval:	Date:
Required Delivery Date:	President Approval:	Date:
Contract Number:	Vice-Chancellor/Coverage Approval:	Date:

Item No.	Catalog No.	Description	Quantity	Units	Unit Price	Extended Price

Vendor: Reference PO number on all correspondence. Delivery is FOB destination unless otherwise specified. Report any discrepancies to the buyer prior to processing order. This order is subject to the Commonwealth of Virginia Vendors Manual and any revisions thereto which have been incorporated into this contract in their entirety. Go to www.eva.state.va.us. Note: This purchase order does not constitute approval to proceed or performance in accordance with the Code of Virginia 2.2-444.81

If DCC Pays Shipping - Enter Cost

TOTAL COST

Vendor Information Name: _____	Account Name: _____
Address: _____	Account Number (if known): _____
City: _____ State: _____ Zip: _____	Grant Name: _____
Phone: _____ Fax: _____ Email: _____	Grant Budget Category: _____
Comments: _____ Vendor Federal ID# _____	
Quote Information Quote date: _____ Quote given by: _____	
Quoted delivery date: _____ Quote received by: _____	
<i>If quote was solicited attach copies or written form or a record of telephone quotes.</i>	

Order Information Order placed by: _____	Delivery Information* Deliver to: _____
eVA Status: <input type="checkbox"/> eVA <input type="checkbox"/> Non eVA, State Reason: _____	Building: _____ Room: _____
Order Method <input type="checkbox"/> eVA <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail	Comments: _____
Payment terms: <input checked="" type="checkbox"/> Net 30 <input type="checkbox"/> American Express. Cardholder Name: _____	

Receiving Information *heavily certify the items described above were received in new condition and in the listed quantity.*

Received by: _____ Comment: _____ Date: _____

White - Vendor Pink - Copy Green - Original *Required Information Form Revised 1/16/05

