

## Overview

The administrative procedures contained herein apply to all purchases made in the name of the College of William and Mary or the Virginia Institute of Marine Science, regardless of the source of funds. These guidelines include general policies and procedures for the College community in accordance with the Restructured Higher Education Financial and Administrative Operations Act of the Code of Virginia, which includes the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia. The intent of these procedures is to provide a summary of the guidelines when handling the purchasing function.

In support of the operational and administrative needs of the College of William and Mary, the acquisition of goods and services must be accomplished in a manner that ensures the Commonwealth will obtain high quality at an economical cost. Additionally, procurement procedures must be conducted in a fair and impartial manner and fully conform to state law, executive orders, appropriation acts, and the Purchasing Manual for Institutions of Higher Education. The Rules Governing Procurement mandates that competition in procurement is utilized to the maximum feasible extent and that product or service specifications accurately reflect the College's needs rather than favoring any particular vendor. When conducted properly, competitive procurement is responsive to the end user's needs, promotes public confidence in the integrity of public purchasing, and results in favorable prices being obtained by the institution. An accurate description of what and how much is to be procured is one of the most important elements in the procurement process because it establishes the method of procurement, the degree of competition, source, price, and difficulty in contract administration.

### I. Definitions:

**Bid:** A competitively priced offer made by a potential contractor, usually in reply to an Invitation for Bids.

**Brand Name or Equal:** A reference used to convey the general style, type, character, and/or quality of the goods desired: any good determined to be an approved "equal" of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended shall be accepted.

**Contractor:** An individual or firm that has entered into an agreement to provide goods or services to an agency of the Commonwealth.

**Emergency Purchase:** A purchase required to protect personal safety, life or property. This category of purchase is made in response to an occurrence of a serious and urgent nature that demands immediate action.

**eVA:** The Commonwealth of Virginia's electronic procurement website, [www.eva.virginia.gov/](http://www.eva.virginia.gov/).

**Goods:** All material, equipment, supplies, hardware, software, or printing, i.e. any purchase whereby the estimated cost of materials, equipment and supplies amount to more than 50% of the total purchase price.

**Invitation for Bids (IFB):** A document containing or incorporating by reference, the specifications or scope of work and all contractual terms and conditions, that are used to solicit written bids for a specific requirement of goods and nonprofessional services.

**Professional Services:** Work performed by an independent contractor within the practice of accounting, actuarial, architecture, land surveying, landscape architecture, dentistry, law, medicine, optometry, pharmacy, or professional engineering.

**Proprietary Specification:** One that restricts the acceptable products/services to those of one manufacturer or vendor, i.e. one which excludes the consideration of "equal" bids from different

manufacturers or vendors. This type of purchase is normally used only when the product required must be compatible with existing products. Proprietary items are usually available from several distributors by competitive bidding.

**Request for Proposal (RFP):** All documents, whether attached or incorporated by reference, utilized for soliciting proposals when the actual requirements to complete the scope of work are based upon factors other than price. This procedure permits negotiation of proposals and prices as distinguished from competitive bidding when using Invitations for Bid.

**Services:** Any work performed by an independent contractor wherein the estimated cost of materials, equipment, and supplies amount to less than 50% of the total estimated cost.

**Sole Source:** A product or service, which is practicably available from only one vendor. When the requesting department believes that only one source exists for a specific item or service, a signed statement to that effect, supported by factual data, must be submitted to the Office of Procurement. The Director of the Office of Procurement has approval authority for sole source procurements up to \$10,000. Sole source procurements greater than \$10,000 are reviewed by the Director of the Office of Procurement and, if recommended for approval, are forwarded to the Vice President for Administration for final approval.

**SWAM:** Small, women-owned and minority businesses. The College's SWAM Plan includes expenditure goals and is available at [www.wm.edu/procurement/swam.php](http://www.wm.edu/procurement/swam.php), then click on [2009-2010 Plan for Participation by Small Businesses and Businesses Owned by Women and Minorities](#) (pdf).

### II. Requisition Form

To assist the Office of Procurement in proficiently obtaining goods and services, requesting departments must submit accurate and complete information via

eVA which is the College's e-procurement system. The following information is required:

- accurate specifications and/or drawings
- quantity required
- estimated cost
- required delivery or completion date (ASAP/RUSH/EXPEDITE are not appropriate)
- index and account code to be charged
- appropriate approvals

### III. Mandatory Procurement Sources

The Code of Virginia requires certain goods and services to be purchased from designated state agencies. For information regarding which items are mandatory from a particular source, contact the Office of Procurement prior to making a purchase under the purchasing authority delegated to departments. Two key mandatory sources are Virginia Correctional Enterprises (VCE) for furniture and Virginia Information Technology Agency (VITA) for telecommunications goods and services.

### IV. Procurement Methods

Depending upon the category of the purchase and the estimated cost, the College shall use one of the following methods to procure goods and services. Departments are to use established contracts or solicit certified SWAM firms in accordance with the College's SWAM plan.

#### Goods and Services

Estimated cost of \$1-\$5,000: requires one verbal or written quotation. Estimated order lead time is 5-15 days (purchasing authority to this level is delegated to departments). A certification of insurance must be signed by the vendor when the work is to be performed on campus.

Estimated cost of \$5,000-50,000: conducted by the Office of Procurement; requires solicitation of a minimum of three sources. The request with suggested sources must be forwarded to Procurement Services for processing. Estimated lead time is 18-45 days.

Estimated cost of \$50,000 or more: conducted by the Office of Procurement; requires written solicitation of a minimum of six sources with response by sealed bid. Estimated lead time is 45-120 days. Requests for Proposals for more than \$50,000 require newspaper advertisement. Lead times are based on complexity of the goods or service requested.

**Splitting orders** of like items to circumvent the dollar limitations provided above **is prohibited**. Therefore, all goods or services purchased by the College must be in strict conformance to the above limits. Splitting orders and exceeding the delegated dollar limits are serious violations of Commonwealth purchasing procedures that may result in a loss of the department's delegated purchasing authority.

**V. Purchase Authority and Approvals**

Authority to approve requisitions and purchase goods and one-time nonprofessional services with an estimated total cost under \$5,000 is delegated to deans, department chairs, and administrative directors. Requisitions exceeding the dollar limits stated above must be approved by the appropriate authority and forwarded to the Office of Procurement for processing. In addition to the required approval by the dean, director or department chair, the following approvals must be obtained prior to submission of a purchase request to the Office of Procurement:

Type of Purchase	Required Approval
Printing	Publications Office --1-2632
Radio	Campus Police -----1-1152
Telephones (including cellular)	Telecommunications – 1-1761
Pagers	Facilities Mgmt. ----- 1-2265
Copiers	Central Copy – -----1-3952 (Procurement)

Purchases with Grants and Research  
Grant Funds Admin. – -----1-3968

**VI. Small Purchase Charge Card (SPCC)**

The small purchase charge card is as an alternate method for procuring low dollar goods and services and simplifying the payment process. The small purchase charge card cannot be used for personal charges, cash advances, or travel and entertainment related expenses except airline or railway tickets. Purchase charge cards will be issued to individuals who are designated by their vice president, dean, director, or department head. Authorized use of the card is limited to the cardholder in whose name the card is issued. Limits vary per card, but the maximum is \$5,000 per transaction.

**VII. Vendor Visits**

Vendors will periodically contact personnel in an attempt to sell their products. Caution must be exercised to ensure the College is not committed to the purchase of any product without following the correct purchasing procedures. Technical assistance from vendors is helpful for many purchase transactions; however, their visit should be coordinated with the Office of Procurement.

**VIII. Receiving**

Supplies and equipment ordered shall be received directly by the department or office at the College of William and Mary and by Shipping & Receiving at Virginia Institute of Marine Science. Under certain circumstances, equipment for the College may be delivered to W&M Facilities Receiving and will then be delivered per a work order to the requesting department or office; prior delivery arrangements must be made with Facilities Receiving. VIMS Shipping & Receiving handles outgoing shipments in addition to incoming deliveries.

**IX. Travel, Lodging, Conference Arrangements**

For official College travel, lodging and conference arrangements may be made through the travel

agencies currently under contract with the College. The College's contractors for travel services are the preferred service for the purchase of railway and airline tickets; however, it is allowable to use the Small Purchase Charge Card to purchase tickets over the internet.

**X. Central Copy**

Central Copy, a function of the Office of Procurement, coordinates convenience (fleet) copier purchases and leases and manages the vendor invoice process and copy charges to departments.

**XI. Property Control**

Property Control, a function of the Office of Procurement, manages all fixed assets including equipment, buildings, property, and infrastructure. Surplus property is managed by Property Control. Surplus equipment not needed for re-use is disposed of by various means of public sale.

**Office of Procurement Staff & Phone Numbers**

(Unless otherwise indicated, #'s are in 757 area code with prefix 221-)

Linda Orr, Director	3954
Mary Hicks-Coston, Associate Director	3960
Nancy Rowe, Associate Director	7636
Lynnette Jenkins, E-Procurement Officer	3957
Gary Hundley, Senior Procurement Officer	3956
Sherrene Moore, Senior Procurement Officer	3958
Sandra Eatmon, Senior Procurement Officer	1579
Kathy Mabe, Senior Procurement Officer	1636
Susan Gilligan, Central Copy Manager	3952
Scott Polk, Property Control Manager	3953
Annette Washington, Property Control	2052
Debbie Acheson, Property Control	2055
Faith Smith, Property Control	2053
Maxzine Lewis, VIMS Storekeeper	804-684-7032

**Facsimile Numbers:**

Office of Procurement	757-221-3959
W&M Property Control	757-221-3959
VIMS Property Control	804-684-7097



# Pocket Guide For Procurement Policies



[www.wm.edu/procurement](http://www.wm.edu/procurement)

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