

BEFORE THE BOARD OF TRUSTEES

FOR THE COLLEGE OF EASTERN IDAHO

In the Matter of Approving a)
Purchasing and Procurement)
Policy for College of Eastern Idaho)

RESOLUTION NO.: 17-07

BE IT HEREBY ORDERED BY THE BOARD OF TRUSTEES FOR THE COLLEGE OF EASTERN IDAHO, as follows:

WHEREAS, on September 20, 2017, the Board of Trustees met in a regular meeting and considered a Purchasing and Procurement Policy for the College of Eastern Idaho (CEI); and

WHEREAS, at said hearing, the Board of Trustees approved the following Purchasing and Procurement Retention Policy;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED, AND ORDERED as follows:

That the Board of Trustees hereby approves the following language as the Purchasing and Procurement Policy for CEI:

A. Overview.

1. Purpose. To provide for oversight and responsible stewardship of CEI funds by setting forth guidelines for purchasing goods and services.

2. Scope. Applies to the Board of Trustees and all employees and staff of CEI who are authorized to make purchases on behalf of CEI.

3. Responsible Party. Vice President of Finance.

B. Policy Statement. Efficient and cost-effective procurement of goods, services and public works construction is an important aspect of local government operations. CEI will

purchase goods, services and public works construction by way of a publicly-accountable process that respects the shared goals of economy and quality. All purchases will be made within the terms of the approved institutional budget. Administrators and professional support staff who administer budgets within their department or program are responsible for and will be accountable to the Vice-President of Finance at CEI to ensure that purchases are made within the means of their budget. This policy and its procedures define the roles and responsibilities of the departments as they apply to the procurement of goods and services by CEI.

Staff shall prepare procedures consistent with these policies for all purchases, including but not limited Requests for Proposal (RFP), Requests for Quotation (RFQ), Invitations to Bid and the competitive bidding process, sole source purchases, allowable and disallowed purchases, and any other procedures which are appropriate for clarification of these policies and of the purchasing process.

C. Conflict of Interest. All purchases must be based on the best interests of CEI. College personnel are expected and required to take the initiative to report promptly, with sufficient detail, all activities or situations that may involve, or appear to involve, a conflict of interest. All employees involved in purchasing activities must adhere to Idaho Code § 74-401 (Ethics in Government).

D. Purchasing Overview.

1. Preliminary Cost Analysis. Prior to making a purchase the requestor shall work with the department head to research the good or service to determine the cost range of the procurement. Purchases are divided into dollar amount thresholds. For CEI, the following are the dollar threshold requirements:

- Below \$5000, a Request for Payment or P-Card is required

- \$5,000 and above, a Purchase Order is required
- \$10,000 to \$49,999, three Quotes and a Purchase Order are required
- \$50,000 and above, a Formal Sealed Bid and a Purchase Order are required. In the case of professional services, Request for Proposals/Qualifications for Professional Services shall be used.

Regardless of dollar amount, Purchase Orders are the preferred method of purchasing whenever possible and when working with federal funds.

E. Purchases that Require Board Approval. The following purchases shall always require board approval prior to completing the purchase:

- All real property (exempt from bid requirements under Idaho Code § 67-2803(5)).
- Any purchase of \$100,000 and above
- Capital purchases that will cause a Division to exceed their Board approved annual budget

F. Emergency Purchases.

1. The policies governing purchasing procedures for the college system and its institutions shall be waived when the Vice President of Finance or other person delegated that authority, determines that an emergency requires such action. An “emergency” means when the immediate demand for supplies, materials, or services is such as to seriously hamper the operations of the institution, and in spite of all remedial action possible, would result in more costly damage than the purchase involved, if purchased through normal procedures. The nature of the emergency and determination that the circumstances justified waiver of purchasing procedures shall be documented in writing.

ADOPTED THIS _____ DAY OF _____, 2017.

BOARD OF TRUSTEES:
