

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES PURCHASING	Policy 7.03.05
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I. Purchasing and Bidding

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5. The following does not address Construction or IT related purchases.

A. State Contract Items - Items on state contract are not subject to the competition requirements for non-contract items. They may be ordered from the vendor subject to any restrictions on the contract certification.

B. Non-Contract Items - Competition Requirements

- i. Non-contract items less than \$100,000, the SCC Purchasing Delegation designated by the NC DOA Office of Purchase and Contract total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract.
- ii. Small purchases: Good purchasing practices mandate that competition is to be sought for all purchases. For small purchases, where the total order is \$10,000 or less, telephone or e-quotes can be obtained to establish competitive prices. For the purchase of non-contract items more than \$10,000 but less than \$29,000, a minimum of two vendor quotes should be obtained, and attached to the purchase requisition or maintained by the user. If two written quotes cannot be obtained, users should attach justification allowed by the SCC Purchasing Manual.
- iii. Informal purchases: Non-contract items between \$29,000 the small purchase benchmark and \$100,000, the SCC Delegation, must use informal bidding. This requires at least three quotes or RFQ's with the NC Terms & Conditions. If a quote is requested and a vendor does not reply within the specified time frame, this is considered a "no quote" and will meet the requirements of a required quote.
- iv. Formal purchases: Non-contract items over \$100,000, the SCC Purchasing Delegation, require formal bidding or another approved waiver process. Bidding documents, final awards and sole source waivers for amounts over the delegation must all be approved by the NC Division of Purchase and Contract. The NC Procurement Manual and SCC Procurement Manual outline specific procedures to be used including all emergency or other approved purchasing processes.

C. Contractual Services - Refer to Division of Purchase and Contract Procurement Manual and the NCCCS Accounting Procedures Manual. Contractual Services will follow the same competition requirements and procedures as purchasing equipment and supplies. Exceptions to these procedures are referenced in NC Procurement Manual.

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Legal Citations: N.C.G.S. 115D-58.5; 1 NCAC 5B.1101 *et al.*

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