1. PURPOSE

The Procurement and Contracts Policy for Radford University (University) defines the requirements for the execution of a procurement or contracting decision and/or transaction made on behalf of the University.

2. APPLICABILITY

The Procurement and Contracts Policy applies to any transaction involving a purchasing or contracting decision made on behalf of the University regardless of the source of funds, or the presence or absence of monetary consideration in the decision.

3. AUTHORITY

University policies fall within a greater hierarchy of laws, statutes, and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University. (See Code of Virginia § 23.1-1301, 2102)

The Board of Visitors, in the Board Bylaws, has delegated much of the authority to manage the University to the President, who serves as the agent of the Board and as the Chief Executive Officer of the University. As a part of that management, the President, in conjunction with the President’s Cabinet, will direct the development and implementation of University Policies and Procedures.

4. DEFINITIONS

None.

5. POLICY

A. As a public institution of higher education in the Commonwealth of Virginia, the University will perform procurement and contracting responsibilities in accordance with the intent of the laws of the Commonwealth and with the additional operational authority granted to the University by the Virginia General Assembly, as set forth in the Restructured Higher Educational Financial and Administrative Operations Act, § 23.1-1000 et seq. of the Code of Virginia and Chapters 824 and 829, Acts of Assembly, 2008.
B. In a Board of Visitors (Board) resolution dated April 23, 2009, the Board delegated procurement operational authority to the President and authority to negotiate memoranda of understanding with the Cabinet Secretaries designated by the Governor. The original memorandum of understanding for delegated procurement authority was entered into effective July 6, 2009, for a period of three years and expiring on July 5, 2012. In a Board resolution dated May 4, 2012, the Board granted authority to the President and the Chief Financial Officer & Vice President for Finance & Administration to continue the delegated authority and responsibility for management of the procurement functions of the University upon approval of subsequent memoranda of understanding. A memorandum of understanding for continuation of the delegated procurement authority, originally authorized in 2009, was finalized and is effective through June 30, 2017, with the potential for automatic renewal for additional five year terms.

C. In accordance with the aforementioned Board resolutions, the Department of Procurement and Contracts will abide by:

1. The Memorandum of Understanding between the University and the Commonwealth of Virginia, dated March 8, 2012, and the original Memorandum of Understanding dated July 6, 2009;


3. Applicable sections of the Virginia Public Procurement Act (Code of Virginia, § 2-2.4300, et seq.);


D. Recognizing the public trust placed in the University, as a governmental body, procurement will be carried out in an effective, open, fair, and impartial manner. In all cases where there is to be a contract between a governmental body and nongovernmental body, regardless of the source of funds by which the contract is to be paid, or in the absence of any monetary consideration flowing to either party, procurement and contracting decisions made on behalf of the University will:

1. Support the mission of higher education;

2. Maximize competition;

3. Comply with the Code of Virginia;

4. Ensure that all qualified vendors have access to public business;

5. Contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in procurement activities;

6. Utilize, as appropriate, cooperative and collaborative contracts which leverage combined resources and buying power.
E. Authority relating to purchases of all goods and services, except those purchases under Capital Outlay procedures, is vested in and will be exercised by the Department of Procurement and Contracts under the direction of the Director of Procurement and Contracts, or designee. No other employee or person will contractually commit the University without having received prior written authorization from the Director of Procurement and Contracts.

6. PROCEDURES
See Corresponding PROCEDURE # FA-PR-1201
(Include Appendices with Procedure)

7. RESPONSIBILITIES
See Corresponding PROCEDURE # FA-PR-1201

8. INTERPRETATION
The authority to interpret this policy rests with the President of the University and is generally delegated to the Chief Financial Officer & Vice President for Finance and Administration.

9. EXCLUSIONS
None.

10. REFERENCES
Code of Virginia, Title 2.2, Chapter 43 (§ 2.2-4300 et seq.), “Virginia Public Procurement Act.”
Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors

11. APPROVAL AND REVISIONS
The University President and the President’s Cabinet have approval authority over this policy and all subsequent revisions.

This revised and reformatted Procurement and Contracts Policy replaces the previous version of the Radford University Purchasing Manual, dated July 2000. The policy is reviewed at least every two years or sooner if required by newly enacted legislation. The Policy and Procedure were approved by Cabinet and signed by the President on May 10, 2012.
Effective October 13, 2016, the *Procurement and Contracts Policy* and related procedure were reviewed by the oversight department and the Office of Policy Compliance. Minor editorial changes were made, but no substantive changes were made that would affect the content or intent of the policy.

For general information concerning University policies, contact the [Office of Policy Compliance](#) at (540) 831-5794. For questions or guidance on a specific policy and/or procedure, contact the Oversight Department.
1. BRIEF POLICY DESCRIPTION

The Procurement and Contracts Policy for Radford University (University) defines the requirements for the execution of a procurement or contracting decision and/or transaction made on behalf of the University.

2. APPLICABILITY

The Procurement and Contracts Policy applies to any transaction involving a purchasing or contracting decision made on behalf of the University regardless of the source of funds, or the presence or absence of monetary consideration in the decision.

3. PROCEDURE

All procedures related to this policy are contained in the Radford University Procurement and Contracts Procedures Manual (see Appendix) and must be followed.

4. RESPONSIBILITIES

Authority relating to purchases of all goods and services, except those purchases under Capital Outlay procedures, is vested in and shall be exercised by the Department of Procurement and Contracts under the direction of the Director of Procurement and Contracts, or designee. No other employee or person will contractually commit the University without having received prior written authorization from the Director of Procurement and Contracts.

5. APPENDICES

Appendix: Radford University Procurement and Contracts Procedures Manual

APPROVED BY: _______________ Signed _______________ DATE: 6/22/2012

Signature

NAME: Richard S. Alvarez

TITLE: CFO & Vice President for Finance and Administration