Training Opportunities

◊ Introduction to Banner Finance/eVA
◊ Delegated Procurement Authority
◊ Our Turn Sessions
◊ Sole Source
◊ International Travel
  (Partner with International Education Center)
◊ Request for Proposal (RFP) Committee Training
◊ One on one session by various topics when requested or structured for an entire department.
◊ How do I purchase furniture?
◊ University Service Contracts

Ethics In Public Contracting

Radford University complies with the State and Local Government Conflict of Interest Act which establishes parameters for individuals involved in procurement transactions. The Act precludes individuals from participating in the procurement process under certain circumstances (e.g. the employee is contemporaneously employed by a company involved in the procurement transaction; the employee’s immediate family holds a position with the company involved in the procurement transaction; the employee or any member of the employee’s immediate family has a pecuniary interest arising from the procurement, etc.)

Because of the extraordinary trust and responsibility entrusted to the university employees conducting procurement transactions and because of the legitimate expectation by the public that this trust and responsibility be exercised properly, state laws dictate a higher standard of conduct for employees involved in the procurement process.

Procurement and Contracts

POCKET PURCHASING GUIDE

Located in the David E. Armstrong Complex.

vs January 10, 2017
**Planning/Resources/Tips**

**PREFACE:** The Department of Procurement and Contracts website provides many of the policies, procedures, and forms referenced in this guide. Please visit http://www.radford.edu/content/procurement/home.html to obtain the most current resources available to assist in purchasing transaction decisions.

**PLANNING:** In order to provide Procurement and Contracts sufficient time to process purchase requisitions the following Lead Times are being provided below:

- **$5,000 or less:** <1 - 3 business days>. One SWaM quote should be obtained.

- **More than $5,000 less than $10,000:** <5-10 business days for unsealed bids; 30 business days for unsealed proposals>. Must be reviewed by assigned Contract Officer. Contract Officer has discretion to approve one quote if price has been deemed fair and reasonable and a SWaM vendor has been solicited.

- **More than $10,000 less than $50,000:** <10 business days for unsealed bids; 30 business days for unsealed proposals>. Must be reviewed by assigned Contract Officer. Contract Officer must compete using small dollar purchase procedures.

- **Over $50,000:** Must be a sealed bid or proposal. Requires a ten day public posting period and/or legal advertisement.

* A purchase request MUST be created in eVA to begin the process.

**RESOURCES:**

**Contracts:** There are several contracts available to the university: RU Term Contracts, VASCUPP Cooperative Contracts, GSA Contracts, VITA Contracts, and DPBS Contracts to name a few. Contact the Procurement and Contracts Department for assistance.

**Vendor Agreements/Contracts:** Some vendors request a signed Vendor Agreement or Contract. These are defined as documents submitted to the university by the vendor and can be in either hard copy or electronic format. Electronic format can be web based agreements requiring on line acceptance. The Procurement and Contracts Department is charged with the responsibility of reviewing all such agreements and/or contracts. Often they include contractual terms and conditions the university cannot accept; therefore negotiations between the Vendor and the Procurement and Contracts Department must take place. If the Procurement and Contracts Department cannot resolve disputes a review by the Attorney General’s Office is required. **Always consult the Procurement and Contracts Department for guidance providing ample time for the review process.**

**Contract Administrators (CA):** All RU term contracts as well as VASCUPP Cooperative Contracts are assigned a Contract Administrator. If you are designated as the CA for your department, the assigned Contract Officer will schedule a “kick off” meeting to discuss the responsibilities of a Contract Administrator. Contract Administrators must be assigned for all Radford University term contracts. CA’s are the initial point of contact for the vendor once a contract has been awarded and must be part of the Evaluation Panel during the solicitation process.

**Contract Officers:** The Procurement and Contracts Department has Contract Officers assigned to specific commodities. The Procurement and Contracts website lists all Contract Officers and their assigned commodities; however, if you are unsure of which Contract Officer to contact, please call the Procurement and Contracts Department for assistance at x-5419.

**TIPS:**

- **eVA purchase orders** — to purchase goods and/or services a valid eVA Purchase Order (PO) is required before obligating university funds. This process begins with the creation and submission of an eVA Purchase Requisition (PR) which follows a pre-determined approval flow before converting to a PO. A PR is not a valid order and should NOT be provided to the vendor. Vendors may be contacted to obtain quotes and make inquiries, no commitment should be made until the PO is fully executed.

- **Use of contracts** are encouraged as they reduce turn around time, provide legal protections as well as negotiated pricing.

- **Sole Source and Proprietary** purchases require prior written authorization. Contact the Procurement and Contracts Department for guidance.

- **Emergency purchases** will be processed only when the need for supplies and/or services, if not procured immediately, will cause serious operational or financial loss, or where life and/or property must be protected.