1.0 Administrative Responsibilities

A. Procurement of Goods and Services

Goods and services that cost $5,000 or less may be purchased by individuals with delegated purchasing responsibilities and must follow established guidelines and procedures.

The Department of Procurement and Contracts is responsible for purchasing and renting/leasing all goods and services for the University that cost more than $5,000, except:

- Those associated with the capital outlay process that exceed two million dollars;
- Real estate acquisitions, rentals, and leases.

B. Delegated Authority

The Director of Procurement and Contracts has unlimited authority to execute the following:

- purchase orders for goods and services;
- blanket and term contracts for goods and services;
- hotel accommodation and related service agreements;
- non-capital construction;
- sole source and emergency procurements;
- revenue contracts;
- purchase order changes and contract modifications;
- delegation of signature authority; and,
- delegation of purchasing authority to the departmental level.

Delegation of procurement authority is the responsibility of the Director of Procurement and Contracts. Documentation supporting specific departmental delegated levels of authority above $5,000 is on file in the Department of Procurement and Contracts and is included as Appendix I, Memorandum For The Record: Authority to Contract for Radford University.

The Director of Procurement and Contracts may re-delegate this authority to those deemed appropriate and in the best interest of the University. Any personnel holding delegated purchasing authority shall be responsible for using that authority in
conformance with the policies and procedures for procurement and contract services.

In the absence of such written authorization, university employees and students are not permitted to sign contracts or make obligations on behalf of the University. If an individual takes such actions without proper authority, the individual may be held personally liable of the financial commitment of the contract or obligation.

C. Contract Administration

A Contract Administrator will be designated in writing, by the appropriate Contracting Officer, to monitor and support contracts for delivery of goods and/or services, which may also include revenue payments to the University. Contracts may cover an extended time period. The contract administration process delegates authority to the University representative that is receiving the goods and/or services to directly communicate with the contractor for the purpose of facilitating and verifying desired performance standards. Active contract administration and written annual evaluations of the vendor’s performance are the cornerstones of effective outsourcing. Contract Administrators are restricted from making any commitment or conducting any negotiations which may change the scope of the contract or may result in modified financial arrangement. Contracting Officers in the Department of Procurement and Contracts are available to consult with Contract Administrators on any matter and must be involved to issue written change orders and renewals and to formally address performance shortcomings, non-renewals, and contract terminations.

Contract Administrators, or their supervisors, must notify the Department of Procurement and Contracts if there is a change in responsibilities, such as leaving the university, or a re-assignment of this requirement. See Chapter 32 for more information on Contract Administration.

D. Planning

Proper planning, including careful review of procurement policies and procedures and early involvement of the Department of Procurement and Contracts staff is recommended and will better ensure timely receipt of needed items and/or services.

E. Compliance.

Failure to comply with these procedures may result in revocation of departmental delegated purchasing authority by the Director of Procurement and Contracts.

F. Updates/Revisions

The Director of Procurement and Contracts is responsible for the day to day administration of the Procurement and Contracts Procedures Manual and has the
authority to update and revise the Manual as needed. Substantive changes will be reviewed by the Associate Vice President for Finance and Administration.

Changes to this manual will be tracked with a number and date through the issuance of a written memorandum.

G. Department Responsibilities

Department of Procurement and Contracts

It is the responsibility of the Department of Procurement and Contracts to organize and administer the procurement function for all Radford University departments, in accordance with the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors (Appendix B) and the applicable State policies and procedures. These responsibilities include the following:

- Management of major procurements;
- Establishment and renewal of university contracts;
- Approval and monitoring of departmental delegated purchasing authority;
- Providing proper quantity and quality of products and services at the appropriate time and location required by the university;
- Securing such products and services at competitive prices, consistent with prevailing economic conditions;
- Providing excellent customer service to university employees and students with timely information and advice as to how market conditions and trends could affect the future availability and price of materials;
- Ensuring professionalism is promoted and that the university’s Code of Ethics is upheld by the procurement staff;
- Ensuring open access to university business and that all procurements are conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety.
- Establishing, reviewing, and approving all university contracts and agreements;
- Strategic business development that includes small, women and minority-owned businesses;
- Compliance with all laws of the Commonwealth of Virginia.

University Departments

To ensure that goods and/or services are obtained in the most cost efficient and timely manner, university departments have the responsibility to:

- Anticipate departmental needs in advance of the actual delivery requirements to allow all interested vendors time to compete;
- Anticipate departmental needs in advance to avoid last minute rush orders as well as numerous small repetitive orders over a short period of time;
- Consolidate similar items that can be supplied from one vendor onto a single
requisition;

- Provide clear and complete specifications on items to be purchased, including the important features or functional requirements of the items, in addition to the brand name and model number;
- Identify a required delivery date when delivery time is to be a consideration in the evaluation of bid responses;
- Identify “equal” brands and models which can perform the required functions, whenever possible;
- Use only current catalogs and catalog numbers for items to be requisitioned;
- Document and communicate poor to unsatisfactory vendor performance to the Department of Procurement and Contracts (Appendix R Radford University Contractor Noncompliance Form (Form R4));
- Ensure professionalism is promoted and that the standard of conduct in the university’s Code of Ethics is upheld; and
- Procure goods and services within departmental delegated authority, in accordance with stated policies and procedures.

References:

Appendix B: Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors
https://vascupp.org/hem.pdf

Appendix R: Radford University Contractor Noncompliance Form (Form R4)
http://www.radford.edu/content/dam/departments/administrative/purchasing/contractor-noncompliance-form.pdf