Mandatory Sources and State Contracts

19.0 Mandatory Sources

The Procurement Authority Memorandum of Understanding between Radford University and the Commonwealth of Virginia (Appendix A1), Rules Document (Appendix C), and/or State policies require that certain goods and services be procured, where applicable, from designated State agencies or State contracts. Whenever such a mandatory source is designated, the University is required to use that source. Departments must check with the Department of Procurement and Contracts for an updated listing of mandatory sources or go to the eVA homepage and click on the link for contracts or click this link http://www.radford.edu/content/procurement/home.html

Many commodity groups are supplied by these mandatory sources and new items are constantly being added. Information on items which are available, along with pricing information or possible exemptions from the mandatory sources may be obtained by contacting the Department of Procurement and Contracts at 831-5419 or by viewing the website http://www.radford.edu/content/procurement/home.html

*Virginia Correctional Enterprises (VCE) remains a mandatory source for the purchase of furniture.

19.1 State Contracts

State contracts are preferred sources and their use is strongly encouraged. Term contracts are established by the State Department of General Services/Division of Purchases and Supply to obtain more favorable prices through volume purchasing and to reduce procurement lead-time and administrative effort. If an item is available on a State contract, it is the recommended first source for the purchase. Departments may obtain copies of State contracts from the Department of Procurement and Contracts and from the Department of General Services, Division of Purchases and Supply website at http://www.dgs.state.va.us/.

Under certain circumstances, the Director of the Department of Procurement and Contracts may authorize procurement from another source or make a determination to establish a Radford University term contract or to use a cooperative contract.

Departments are charged with the responsibility to keep abreast of the products and services under contract. The contract number must be entered by the department in the "Contract Number" block on the eVA requisition. Continued delegation of purchasing authority depends on the accurate and timely performance of procedures at the departmental level.
Although approved eVA requisitions within a department’s delegated purchasing authority will convert to purchase orders and flow directly to the vendor, the department may choose to order any or all items through the Department of Procurement and Contracts. The use of two or more purchase orders to circumvent the departmental delegated limit is prohibited. Additionally, the department may not authorize a change in the quantity or price of the items being purchased subsequent to placing the original order which causes the order to exceed the departmental delegated limit without prior authorization from the Department of Procurement and Contracts.

**eVA purchase orders instruct vendors to mail invoices to Accounts Payable, Box 6906, Radford, Virginia 24142 and to include their taxpayer identification number (FIN or SSN) and purchase order number on the invoice to facilitate payment. Accounts Payable is the default bill to address in eVA.**

References:

Appendix A1: Procurement Authority Memorandum of Understanding between Radford University and the Commonwealth of Virginia
http://www.radford.edu/content/dam/departments/administrative/purchasing/Procurement_%20Authority_MOU_dtd%2003082012.pdf