1. PURPOSE

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

2. APPLICABILITY

Any transaction involving a purchasing or contracting decision made on behalf of Radford University is subject to this policy. This is 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 section 23-155.7; 23-9.2:3.) The Board of Visitors has delegated the authority to manage the university to the President.

As a part of that management, the President, in conjunction with the Cabinet, will direct the development and implementation of university policies and procedures.

4. POLICY

A. As a public institution of higher education in the Commonwealth of Virginia, Radford University will perform procurement and contracting responsibilities in accordance with the intent of the laws of the Commonwealth, in accordance with the additional operational authority granted to the University by the Virginia General Assembly, as set forth in Subchapter 2 of the Restructured Higher Educational Financial and Administrative Operations Act, §23-38.88 et seq. of the Code of Virginia and Chapters 824 and 829, Acts of Assembly, 2008.

In accordance with the Board of Visitors Resolution dated April 23, 2009, the Department of Procurement and Contracts shall abide by:

1) The Memorandum of Understanding between Radford University and the


3) Applicable sections of the Virginia Public Procurement Act [Code of Virginia, § 2-2.4300].


B. 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 shall:

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) Ensure that procurement is conducted in a fair and impartial manner.

6) 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.

C. 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 individual/employee will contractually commit Radford University without having received prior written authorization from the Director of Procurement and Contracts.

5. PROCEDURES

The Radford University Procurement and Contracts Procedure Manual provides guidance to assist employees and students in obtaining goods and/or services required to support operations. The Procurement and Contracts Procedures Manual shall be reviewed and
revised as deemed necessary to remain in compliance with state and university policies and procedures.

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

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

7. INTERPRETATION
The authority to interpret this policy rests with the President of the University and the President's Cabinet.

8. REFERENCES
See Corresponding PROCEDURE # FA-PR-1201

9. APPROVAL AND REVISIONS
The Radford University 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.

Approved by: The President's Cabinet

Penelope W. Kyle, President

Date: 5/10/12

Publisher: President's Cabinet

For information, contact Policy Coordinator – (540) 831-7122