



Policy Title: Procurement and Contracts Policy	Effective Date: 7/1/2009
Policy Number: FA-PO-1201	Date of Last Review: 1/3/2019
Oversight Department: Procurement & Contracts	Next Review Date: 1/1/2022

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. DEFINITIONS

None

4. 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.
- B. 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 (see *Radford University [Procurement and Contracts Procedures Manual](#), Chapter 2*);
 2. The Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors;
 3. Applicable sections of the Virginia Public Procurement Act (Code of Virginia, § 2-2.4300, et seq.); and
 4. The Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia, hereafter referred to as Rules Document.

- C. 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; and
 6. Utilize, as appropriate, cooperative and collaborative contracts which leverage combined resources and buying power.
- D. 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.

5. PROCEDURES

All procedures related to this policy are contained in the *Radford University [Procurement and Contracts Procedures Manual](#)* and must be followed.

6. EXCLUSIONS

None

7. APPENDICES

Appendix: [Radford University Procurement and Contracts Procedures Manual](#)

8. REFERENCES

[Code of Virginia, Title 2.2, Chapter 43 \(§ 2.2-4300 et seq.\)](#), "Virginia Public Procurement Act."

[Code of Virginia Title 23.1, Chapter 10 \(§ 23.1-1000 et seq.\)](#), "Restructured Higher Education Financial and Administrative Operations Act."

[Chapter 824, Acts of Assembly, 2008](#), "Restructured Higher Education Financial and Administrative Operations Act"

[Chapter 829, Acts of Assembly, 2008](#), "Restructured Higher Education Financial and Administrative Operations Act"

[Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors](#)

9. AUTHORITY AND INTERPRETATION

Procurement and contracting is managed under delegated operational authority granted to the University by the Virginia General Assembly, as set forth in the Restructured Higher Education Financial and Administrative Operations Act, § 23.1-1000 et seq. of the Code of Virginia, and Chapters 824 and 829, Acts of Assembly, 2008. The Board of Visitors (Board) approved the University to operate under this delegated authority in Board resolutions dated April 23, 2009, and May 4, 2012. Accordingly, the authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

10. APPROVAL AND 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.

Effective January 3, 2019, the *Procurement and Contracts Policy* was reviewed by the oversight department and the Office of Policy and Tax Compliance. The policy was modified to conform to the most recent University policy template with only minor revisions that did not require approval of the President's Cabinet.

For general information concerning University policies, contact the [Office of Policy and Tax Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.