The mission of the Department of Procurement and Contracts is to support the purpose and goals of Radford University — its educational research, and public service missions — by purchasing quality goods and services at competitive prices, using proper financial stewardship for payments, and providing responsive and responsible service to all university departments.

We achieve our mission by being dedicated in customer service, providing avenues of access to businesses, processing orders in a timely manner, streamlining operations, pursuing cost savings, identifying new sources of supply, developing relationships with small, women and minority-owned businesses, and complying with all laws of the Commonwealth of Virginia.

Training Opportunities

- Introduction to Banner Finance/eVA
- Delegated Procurement Authority
- Our Turn Sessions
- Proprietary/Sole Source
- International Travel (Partner with Center for Global Education and Engagement)
- 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
- Mandatory Office Supply Contract

Mission Statement

Procurement and Contracts
501 Stockton St.
P.O. Box 6885
Radford, VA 24142
P# (540) 831-5419—Reception Desk
F# (540) 831-5946
www.radford.edu/procurement vs July 8, 2019
**PREFACE:** The Department of Procurement and Contracts website provides many of the policies, procedures, and forms referenced in this guide. Please visit www.radford.edu/procurement to obtain the most current resources available.

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

- **Less than $5,000** <3-5 business days>. One SWaM quote required.

- **$5,000 - $100,000** <7-15 business days> for unsealed bids; <30 business days or more> 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, a certified SWaM vendor has been selected, and the vendor is self-registered in eVA.

- **Over $100,000** <40-120 days or more> Departments are encouraged to use existing contracts. If contracts are not available competition shall be obtained as is required by existing policy and procedures.

An eVA purchase request or Approval to Proceed form must be submitted and approved prior to obligating university funds.

**RESOURCES:**

**Contracts:** There are several contracts available to the university: RU Term Contracts, VASCUPP Cooperative Contracts, GSA Contracts, VITA Contracts, E and I, and DP&S 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 (CA) or Point of Contact (POC). If you are designated as the CA or POC for your department, the assigned Contract Officer will schedule a “kick off” meeting to discuss your assigned responsibilities. 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-6097.

**TIPS:**

- **eVA purchase orders** — to purchase goods and/or services a valid eVA Purchase Order (PO) is required before obligating university funds. If the service is for a term contract, An Approval to Proceed form can be used. The PO process begins with the creation and submission of an eVA Purchase Requisition (PR) which follows a predetermined 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.

- **Proprietary and Sole Source** 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.