Chapter 4

Overview for the Procurement of Goods and Services

4.0 Overview for the Procurement of Goods and Services

The Department of Procurement and Contracts supports the University community by procuring desired goods and services. The goal is to satisfy each department’s procurement requirements in a timely manner at the lowest available cost, while adhering to university policy and state procurement guidelines and regulations.

Generally, requirements, regardless of dollar amount, must be processed in eVA, the Commonwealth’s electronic purchasing portal. Vendors should be encouraged to become self-registered with eVA prior to doing business with the University. eVA vendor registration information can be located at https://eva.virginia.gov/pages/eva-i-sell-to-virginia.htm. eVA purchase requests resulting in fully approved purchase orders integrate with Radford University’s accounting system Banner Finance. The only exception is purchases made using a University assigned Small Purchase Charge Card for local point of sale transactions.

Vendors are required to submit a W-9 to eVA when they register. The Commonwealth of Virginia Substitute W-9 (COVA W-9) is required in lieu of the IRS W-9 form for each individual who is a US citizen or US resident alien and from each corporation, company, partnership, or association created or organized in the US or under US laws. The COVA W-9 includes additional information that is required by the Commonwealth Vendor Group (CVG) to ensure the vendor is properly established in Cardinal, the Commonwealth of Virginia accounting system. After establishing a vendor in eVA the vendor information is shared with Cardinal.

The Department of Procurement and Contracts’ responsibilities vary depending on dollar amount and method of the procurement, vendor registration, and commodity. The majority of goods purchased are delivered initially to Warehouse Services where they are received and then delivered to the final destination as specified in the purchase order.

Receiving reports document the satisfactory receipt of goods, materials, equipment, supplies and services. Receiving reports provide an auditable source of verification that goods and/or services are received in a manner acceptable to the conditions and requirements of the contract or purchase order. All receiving’s are processed through the eVA system unless prior authorization is given to use an alternate method. The use of the eVA receiving ensures information is maintained electronically with the purchase order and provides a clear record of items that are received and ready for payment processing. Receiving should be processed as soon as possible, but in no case more than (3) days after delivery. Receiving dates should reflect the actual date goods and/or services are received. Additional guidance can be located on the Procurement and Contracts website by
clicking on this link - eMall Receiving Guide The receiving date and the invoice date are used to determine payment due date.

### 4.1 Planning the Procurement

#### 4.1.1 Department Responsibilities

- **A.** Department identifies a valid need for goods and/or services.
- **B.** Department ensures funding/budget is available.
- **C.** Department determines availability from existing contracts by contacting the contracting officer, reviewing the university’s contract listing as well as reviewing available cooperative contracts listed at [VASCUPP](#).
- **D.** Department representative should contact the appropriate Contract Officer in Procurement and Contracts as early as possible in the planning process for assistance and guidance.
- **E.** Department seeks and researches sources of supply.
- **F.** Department develops specifications.
- **G.** Create Purchase Requisition (PR) in eVA.
- **H.** Required approvals are obtained through the PR approval flow associated with the eVA user name, NIGP commodity code selection, account code selection, budget code, vendor selection, and dollar amount or by execution of an Authorization to Proceed form which can be located on the Procurement and Contracts web site. Radford University internal procedures utilize the eVA approval flow to obtain approvals for such items as printing, apparel, furniture, facility renovations, telecommunication devices, and restricted items.
- **I.** Department ensures compliance with all university policies, including but not limited to the following:

  Clickable links are provided; however, departments are encouraged to navigate Radford University’s Office of Policy Compliance, ARMICS and Special Projects Policy and Procedure website as well as Accounting Services website to locate all policy and procedures referenced below.

  - [Small Purchase Charge Card Procedures (SPCC) AS-SPCC-01](#)
  - [Food and Beverage Policy FA-PO-1207 Apparel Policy](#)
  - [Promotional Items Policy](#)
  - [Improper University Expenditures](#)
  - [Appropriate Sources for University Spending](#)

#### 4.1.2 Department of Procurement and Contracts

Employees in the Department of Procurement and Contracts are available to assist in the planning process, especially for services, furnish and install purchases, large volume purchases such as furnishing a renovated building, and software related purchases.
4.2 Procedures for Procurement of Goods and Services

4.2.1 Use of Contracts

The use of state-issued contracts by the Department of General Services Division of Purchases and Supply (DPS) or cooperative contracts issued by VASCUPP institutions are preferred. Cooperative contracts issued by other public or private organizations or entities, including other educational institutions; public-private partnerships, public bodies, charitable organizations, health care provider alliances and purchasing organizations are allowed only when those contracts are procured competitively with comparable processes as noted below.

At the discretion of the Department of Procurement and Contracts, purchase orders may be approved against active contracts even when the contract will expire prior to receipt of goods/services.

4.2.2 Small Dollar Purchase Procedures (less than $50,000)

The Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act) (Appendix C: Rules Document) permits a public body to establish small dollar purchase procedures, if adopted in writing, not requiring competitive sealed bidding or competitive negotiation for purchases of goods and services or the establishment of a term contract if the purchase is not expected to exceed $50,000. However, such small dollar purchase procedures must provide for competition wherever practical.

The following small dollar purchase procedures have been established by Radford University when acquiring materials, supplies, and equipment, printing, or non-professional less than $50,000. Procurements made pursuant to these procedures do not require public bid opening or newspaper advertising of competitively negotiated procurements.

A. Purchases less than $5,000. Purchases of goods and services costing less than $5,000 are procured through the department’s delegated procurement authority granted to authorize designees. Detailed procedures in this category are listed below in Section 4.3.

B. Purchases $5,000 or more but less than $50,000.

1) Competitive Requirements

   a) Unsealed Bidding
   An unsealed Invitation for Bid (IFB) may be used to solicit bids or
quotes for goods and non-professional services from $5,000 but less than $50,000.

b) Unsealed Proposals
An unsealed Request for Proposal (RFP) may be used to solicit proposals for goods and non-professional services from $5,000 but less than $50,000.

Proposals may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and hour stated in the solicitation.

In lieu of an evaluation committee, the buyer, or end user in consultation with the buyer, may solely evaluate and rank proposals. Upon completion of the evaluation, negotiations shall be conducted with the offeror(s) selected.

C. Purchases less than $50,000 restricted to Small, Women, and Minority-Owned vendors.

a) Purchases of goods and one-time services costing less than $50,000 may be procured as directed in section 4.3 Procedures.

4.2.3 Purchases $50,000 and Above

Purchases of goods and services costing $50,000 and above shall follow the procedures as set forth in the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors found here at this link https://vascupp.org/hem.pdf VASCUPP

F. Buyer Determination to Award without Competing when in the best interest of the University

For purchases of goods and services $10,000 and less, the appropriate Contract Officer in the Department of Procurement and Contracts may, in their discretion, without requiring additional approvals, process the order with a suggested source without seeking further competition. The assigned Contract Officer must collectively work with the end user to obtain all required supporting documentation. Documentation must include: eVA vendor registration status – self registration is the preferred status - SWaM outreach attempt, written quote from supplier that includes shipping and payment terms, and fair and reasonable price validation. This documentation must remain in the electronic procurement file

Determination to award without seeking competition for goods and
services less than $50,000, not procured from a certified SBSD SWaM vendor, and are not a sole source may only be approved by the Director of Procurement and Contracts, a designee, or the Chief Financial Officer and Vice President for Finance and Administration. A written justification will be maintained with the procurement record documenting why it was in the best interest of the University to award without competing.

G. Exceptions to Normal Competitive Requirements (Exempt Procurements)

Competition normally is either not practicable or available for purchase of the following goods or services when less than $50,000. This exception does not eliminate the requirement for procurement review and execution of associated agreements, contracts, etc. that require signature by the university.

1) Books, pre-printed materials, reprints and subscriptions (e.g., print or electronic, pre-recorded audio and video cassettes, compact discs, slide presentations, etc., when only available from the publisher/producer.

2) Library books, electronic magazines, publications and other items for the Libraries’ collection as per applicable Library acquisition procedures.

2) Academic research services or academic consulting services.

3) Training that is specialized, proprietary, not typically available to the general public for which competition is generally unavailable, off-site, and requires a registration fee.

4) Honoraria, entertainment (speakers, lecturers, musicians, performing artists).

5) Royalties and film rentals when only available from the producer or protected distributors.

6) Professional organizational membership dues.

7) Writers.

8) Artists (does not include graphic artists); original works of art, and original, or authentic antique period art frames (does not include newly replacement or reproduction frames).

9) Photographers (other than graduation and yearbook
photographers).

10) Advertisements in newspapers, magazines, journals, radio or television, or billboards.

11) Utility charges.

12) Conferences, Exhibits, Fairs and Product Shows (to include conference, exhibit, fair and product show support, and related lodging and meals) only when the use of a specific facility is directed by an outside donor, sponsor or organization.

13) Booth space, and related items at conferences, exhibits, fairs and product shows.

14) Conference fees/course fees/seminars/training sessions/tuition and other registration fees when attended by university employees.

15) Accreditation fees.

16) Exhibition rental fees for exhibitions of historical artifacts or original works of arts. (The rental fee may include charges other than the rental of exhibition, such as transportation costs).

17) Academic testing, tests and evaluations.

18) Pass-through-procurements. (Examples include contracting for alumni functions for which the institution is reimbursed by the alumni and materials purchased for students by a faculty member using State funds and for which the students fully reimburse the institution).

19) Televised or radio programs (e.g., athletic events, televised conferences, etc.) whereby specific stations are selected because of market demographics.

20) Fees associated with participation in intercollegiate athletic tournaments and events including team lodging, registration and game guarantees for all athletic events.

21) Referees, officials and umpires for athletic events.

22) Pharmacies participating in pharmacy student in-service programs wherein all qualifying facilities are eligible.

23) Purchases of used equipment. This also includes used equipment purchased at a public or online auction, if determined in writing
that the purchase would be in the best interest of the public.

24) Purchases from the federal government, other states and their agencies or institutions and public bodies.

25) Surplus property.

26) On Demand Renovation and Construction Projects not to exceed $50,000 where the award is made to a single trade vendor or general contractor that has been pre-qualified by the University through an open solicitation qualification process. The vendor must meet the requirements to complete the unplanned, on demand renovation or construction project under the timeline and specifications dictated by the project to insure the safety of the University and the ongoing daily operations continue without concern. All such on demand, unplanned projects will be overseen by a University Engineer from Facilities Planning and Construction and all direct awards will be issued by the appropriate Contracting Officer in the Department of Procurement and Contracts.

27) Specialized software that is not already available on campus, but has been approved by Radford University’s IT Department DOIT.

28) Specialized software, website or browser plugins, website or desktop applications or subscriptions, electronic databases, software-as-a-service (SAAS), mobile apps for software already purchased and in use at the University. Any and all software purchases require Radford University’s IT Department DOIT approval before purchasing.

29) Software maintenance contracts for software that has already been purchased and is in use at the University.

30) Software site licenses.

31) Software upgrades and consulting services related to existing software provided the purchase if made from the existing exclusive supplier.

32) Maintenance contracts for service of mainframe and supercomputers for which there is no competitive source available to service the equipment.

33) Maintenance contracts for high-cost, sophisticated, equipment
where there is no known competitor and service must be purchased from the manufacturer of the equipment or an authorized agent of the manufacturer.

34) Direct payment to a vendor providing specialized technical training on their equipment and/or software. Requires approval by Procurement.

35) Court Reporters.

36) Facilitators.

37) Mediators.

38) Specialty Delivery Services to include but not be limited to refrigeration specialized packaging, etc.

39) Employee moving and relocation.

40) Real estate leases.

41) Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition. Contracts and purchase orders between the agency or institution and temporary service providers or independent laboratory testing companies are not exempt from purchasing through eVA.

42) Contracts with public and private hospitals, medical practices, and medical clinics that are licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to medical students enrolled in state institutions or higher education.

43) Local funds owned by trust-agent organizations (e.g., student organizations). These funds are non-state and are not owned and controlled by the university. The university’s sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds. This exclusion does not include Auxiliary Enterprises.

44) Testing or evaluation (limited to purchases of quantities considered
necessary for complete and adequate testing).

H. Exemption from Competition Regardless of Dollar Amount

Competition is not required at any dollar amount for the purchase of the goods or services listed below. One quote must be obtained and documented and a purchase order is to be issued prior to purchase. GOVERNING RULES – (Governining Rule §37).

1) The purchase of goods or services that are produced or performed by or related to:
   a. Persons, or in schools or workshops, under the supervision of the Virginia Department for the Blind and Vision Impaired;
   b. Nonprofit sheltered workshops or other nonprofit organizations that offer transitional or supported employment services serving the handicapped;
   c. Private educational institutions; or
   d. Other public educational institutions.

2) Speakers and performing artists;

3) Memberships and Associations dues;

4) Sponsored research grant sub-awards and contract sub-awards, not to include the purchase of goods or services by the Institution;

5) Group travel in foreign countries;

6) Conference facilities and services;

7) Participation in intercollegiate athletic tournaments and events including team travel and lodging, registration and tournament fees;

8) Royalties; or

9) The purchase of legal services, provided that the Office of the Attorney General has been consulted, or expert witnesses or other services associated with litigation or regulatory proceedings;

I. Price-Reasonableness Determination

When competition is restricted or lacking or the prices offered appear excessive, the Contract Officer is responsible for further analysis to determine in writing if the prices are fair and reasonable. This applies to sole source, single response, contract changes or contract modifications,
contract renewals, contract extensions, items exemption from competition, or anytime a single price is agreed upon.

4.3 Procedures
The objective of effective procurement is to obtain high quality goods, supplies, and services, at the lowest possible cost. Individuals must procure goods and services fairly and impartially to avoid impropriety or the appearance of impropriety. Employees and other individuals involved in the procurement for the University are expected to exercise prudent judgement. Each procurement decision must sustain the test of public review and inspection.

The Guide to Dollar Threshold table provides departmental procedures and lead times for the various dollar thresholds.
Guide to Dollar Thresholds

<table>
<thead>
<tr>
<th>Goods and Services</th>
<th>Department Procedure</th>
<th>Procurement Methods - Lead-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All goods and non-professional services $4 Less than $5,000</td>
<td>One or more quotes are required for purchases of goods and services costing less than $5,000 (exceptions: see Mandatory Sources – Chapter 19.) Departmental users create eVA purchase requisitions (PR) after obtaining and documenting at least one written or telephone quotation from a certified small, minority owned or woman owned business (SWaM) if available. See Virginia Department of Small Business and Supplier Diversity (SBSD) for potential certified sources. <strong>Department delegation information:</strong> Never split PRs under any circumstances in an attempt to keep cost under $5,000. Departments are encouraged to use eVA self-registered vendors. If the vendor is not self-registered, departments must first encourage the vendor to self-register before agreeing to add them as a state-entered vendor.</td>
<td>Lead-time: 3-5 Days</td>
</tr>
</tbody>
</table>
| $5,000-$10,000 | The Department of Procurement and Contracts may receive one quote from a SBSD SWaM certified and eVA self-registered vendor. | Lead-time: 7-15 Days  
- eVA Requisition submitted by Department to include quotes received.  
- Procurement will verify vendor SWaM certification and eVA registration status and approve purchase requisition. |
| Goods and non-professional services $5,000 to $50,000 | Competition may be obtained by the Department of Procurement and Contracts including SBSD certified SWaM vendors if available using informal bid or informal proposal procedures, eVA Quick Quote for non-complex purchases or fax-back quotes for more detailed purchases. | Lead-time: 10-30 Days  
- eVA Requisition submitted by Department for processing by Procurement. |
<table>
<thead>
<tr>
<th><strong>Goods and Services</strong></th>
<th><strong>Department Procedure</strong></th>
<th><strong>Procurement Methods - Lead-time</strong></th>
</tr>
</thead>
</table>
| All goods and non-professional services more than $50,000 | Departments are encouraged to use established Radford University contracts or to work with the appropriate Contract Officer in the Procurement and Contracts Department to locate existing cooperative contracts. If contracts are not available competition shall be obtained by the Department of Procurement and Contracts. | Lead-time: 40-120 Days or more.  
- eVA Requisition or Authorization to Proceed Form must be submitted by the Department  
- Procurement will compete using established procurement procedures. |
| Goods and non-professional services less than $50,000 procured from a SWaM vendor certified by SBSD. | One or more quotes for purchases of goods and services costing less than $50,000 (exceptions: see Mandatory Sources – Chapter 19). Departmental users create eVA purchase requisitions (PR) after:  
- Obtaining a quote from a (SWaM) vendor certified by SBSD. See Virginia Department of Small Business and Supplier Diversity for potential certified sources.  
- Self-registered in eVA.  
- All service procurements require validation of vendor licenses, certificates of Insurance and other applicable certifications depending upon the services procured prior to submission of the purchase request.  
- Documented price reasonableness. | Lead time: 3-15 Days  
- eVA Requisition submitted by Department inclusive of all supporting documentation (i.e., quotes, license, etc.).  
- Procurement will verify SWaM certification and eVA registration status as well as price reasonableness and inclusion of all applicable required certifications and licenses. |
| **NOTE:** Do not use this method of procurement to circumvent the competitive process to procure repetitive service requirements regardless of the projected spend. | | |


<table>
<thead>
<tr>
<th><strong>Goods and Services</strong></th>
<th><strong>Department Procedure</strong></th>
<th><strong>Procurement Methods - Lead-time</strong></th>
</tr>
</thead>
</table>
| Professional Services means work performed by an independent contractor within the scope of the practice of:  
  - Accountant  
  - Actuarial  
  - Architect  
  - Land Surveying  
  - Landscape Architect  
  - Law  
  - Dentistry  
  - Medicine  
  - Optometry  
  - Pharmacist  
  - Engineer | Procured through competitive negotiation as required by State Law. | • Notify Procurement of needs |

4.4 eVA

4.4.1 Radford University is required to use the Commonwealth of Virginia’s electronic-Procurement System, referred to as eVA. Generally, purchase requirements, regardless of dollar amount, shall be processed in eVA. The eVA purchase order will integrate to Radford University’s accounting system, Banner. The selection of bypass integration box is allowed when using a small purchase charge card (SPCC), and for some change orders at the discretion of Procurement and Contracts.

Items that are exempt from competition are still required to be procured through eVA.

4.5 Open Commitments

Integration of the purchase order to the Banner Finance system establishes an encumbrance to the applicable fund/organization/account/program (FOAP). University departmental designees responsible for departmental budgets must carefully track open commitments to ensure payment to the vendor occurs in a timely fashion, and the purchase order is fully closed and liquidated. Any discrepancies or irregularities should be reported to the Department of Procurement and Contracts immediately.
4.6 Construction or Renovation Procurements

4.6.1 State (Department of Professional and Occupational Regulation - DPOR) and University procedures require that renovation or construction related procurements must be reviewed in advance by Facilities Planning and Construction or Facilities Management and Administration to ensure compliance with university space planning, safety and maintenance requirements. Call the appropriate office for assistance. The telephone number for Facilities Planning & Construction 540-831-7817. The telephone number for Facilities Management and Administration is 540-831-7803.

4.6.2 Contractor’s License. If a procurement of $1,000 or more involves construction, removal, repair or improvement of any building or structure permanently affixed to real property or any other improvement to such real property, the contractor performing the work must possess an applicable contractor’s license by the State Board of Contractors for the type of work involved Code of Virginia Section 54.1-1103 and Code of Virginia Section 54.1-1115

- **Class A contractors** – perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is $120,000 or more, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12 month period is $750,000 or more.

- **Class B contractors** – perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is $10,000 or more, but less than $120,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12 month period is $150,000 or more but less than $750,000 (Contractor license C for all such work exclusive of electrical, plumbing, and HVAC).

- **Class C contractors** – perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is over $1,000 but less than $10,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12 month period is $150,000. The Board of Contractors shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. (Contractor license B or A for all such work including electrical, plumbing, and HVAC).

Contractors must be licensed in the proper classification and specialty to perform the work required. If there is any question whether a licensed contractor is required for a specific procurement, call Procurement and Contracts at 540-831-6097.
If you have questions whether a vendor has a valid contractor’s license, call the Commonwealth of Virginia Department of Professional and Occupational Regulations (DPOR), Board of Contractors at 804-367-2785 or use the license lookup feature on their website at DPOR.

4.7 Purchases of Information Technology Equipment, Software, and Services

Purchases of Information Technology equipment, software, and services must be approved by the Division of Information Technology. The approval will be required by the selection of the proper commodity code (NIGP) when creating an eVA requisition.

Updated 12.5.2018