

Morgan Community College

Purchasing Guidelines

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PURCHASING GUIDELINES FOR EMPLOYEES

This is a guide to assist you with day to day handling of purchases on behalf of Morgan Community College. By following these guidelines you will be complying with the rules and regulations of the State of Colorado Procurement Code, State Statutes, and Morgan Community College's Policies. Remember these are only guidelines; if you have any doubts as to which processing method to use do not hesitate to contact the Purchasing Office for assistance.

THREE (3) OPTIONS TO PURCHASE FOR MCC

If are unsure which method is best for your situation, please contact the Purchasing BEFORE you make the purchase.

Options	Guidelines	Paperwork Required (forms can be found on MyMCC Portal)
1. Procurement Card (PCard)	1. Used only for goods. (Do not use for services unless Pre-Approved by Purchasing) 2. Cannot exceed authorized single transaction and monthly cycle limits. 3. Cannot be used for travel	1. <u>PCard Pre-Approval email or blanket Pre-Approval</u> from Authorized Fiscal Delegate(s) of org code. 2. Must retain <u>original documents</u> as proof of purchase and receipt. See <u>PCard Handbook</u> for all rules and requirements
2. Direct Pay	1. Reimbursement Tool 2. \$5000 or less, one-time payment. 3. Approved advanced pays-i.e. subscriptions, dues 4. Use when payment is given to vendor immediately after service. (i.e performances)	1. <u>Direct Pay Form</u> with approvals by Authorized Fiscal Delegate(s) of org code. 2. <u>W-9</u> must be on file
3. Purchase Order	1. Service or Good, but vendor must accept MCC form 2. Vendor must be given terms and conditions	1. <u>Self Service Requisition</u> with signature of Fiscal Delegate(s) of org codes. 2. Obtain applicable quotes 3. <u>W-9 Form</u> 4. <u>Food/Official Function Form</u> whenever food is purchased. 5. For Personal Services the following must be completed: <ul style="list-style-type: none"> • <u>Scope of Work</u> • <u>Certificate of Insurance</u> (if service is performed on MCC grounds) • If no waiver on file, <u>Certification for Personal Services Agreement</u> for Personal Services by a vendor >\$5000 over a 12 month period. 5. <u>Signed acknowledgement</u> of receipt to process payment. 6. <u>Invoice</u> must be obtained 7. Contract required for purchases >\$100,000, or lower based on risk assessment.

STATE PRICING AGREEMENTS

The State Purchasing Office has negotiated many pricing agreements with vendors. This information can be found at: <https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>. *Always* check the State pricing agreements before ordering anything. If an agreement is MANDATORY you have no choice – this is where you need to order from. If the agreement is PERMISSIVE you can contact Purchasing to discuss waiver options.

ADDITIONAL REQUIREMENTS BASED ON TYPE OF PURCHASE

Type of Purchase	Additional Paperwork Required (forms can be found on MyMCC portal)
Food or Drinks	Food/Official Function Form CCCS Mandatory Contract exists for use of Pepsi products. Therefore, if you are paying for catering and a drink is provided with the meal, you MUST ask for Pepsi products. If the request cannot be met you must document that you made the request. In efforts to comply with the Governor’s Greening Initiative, use pitchers of water, rather than bottled water whenever possible.
Insurance Requirements	For any service that requires vendors to come on campus.
Furniture	Coordinate with Purchasing Office. Must order from Colorado Correctional Industries. Must use a PO regardless of amount.
Furniture Repairs	Complete a Work Order form and forward to Purchasing Office.
Personal Services	If a Personal Service Waiver is not on file, and the amount paid to a vendor will be >\$5000 over a 12 month period, vendor must complete a Certification for Personal Services Agreement and HR must approve.
Paper & Office Supplies	Purchase through MCC Bookstore whenever possible. For other needs use OfficeMax State Pricing Agreement.

WHEN BIDS ARE REQUIRED (PURCHASING DOES ALL BIDDING)

Type of Purchase	Dollar Amount	Type of Solicitation/Timeframe
Goods	\$10,000-\$150,000	Documented Quote Timeframe: Approx. 2 wks
Goods	\$150,000 or more	Invitation to Bid (IFB) or Request for Proposal (RFP). Timeframes: Approx. 4 weeks (IFB) Approx. 8 weeks (RFP)
Services	\$25,000-\$150,000	Documented Quote Timeframe: Approx. 2 weeks
Services	\$150,000 or more	Invitation to Bid (IFB) or Request for Proposal (RFP) Timeframes: Approx. 4 weeks (IFB) Approx. 8 weeks (RFP)
Professional Services (Architect, Engineer, etc	Up to \$50,000	State Architect as Needed List Timeframe: Approx. 4 weeks
Professional Services (Architect, Engineer, etc	\$50,000 or more	Request for Qualifications Timeframe: Approx. 8 weeks