



Operating Protocol-Procedure #: 404
Category: Fiscal
Office of Primary Responsibility: Purchasing Department

Approval Date: 12/9/13
Effective Date: 12/9/13
Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define the requirements for the purchase of necessary goods and services required by Pueblo Community College employees for departmental support.

Applicability (Identify to whom this Operating Protocol applies)

All Pueblo Community College employees.

Definitions (Define abbreviations, acronyms, and technical terms)

Discretionary – the request for goods and services where formal competition by suppliers is not required prior to purchase.

Encumbrance – funds that are held in reserve as commitments for prior obligations.

Non-Discretionary – The request for goods and services where formal competition by suppliers is required prior to purchase.

Purchase Order – a document which encumbers (commits) funds for the purchase of goods and services.

Requester – a person requesting that goods or services be purchased.

Sole-Source – a purchase that would normally be non-discretionary in nature but where competition is not possible because the good or service is provided by only one supplier.

Org (abbreviated from “organization”) - financial cost center against which funds are spent, encumbered, released, and accepted. Each department or office has its own unique org number assigned to it.

Ultimus - Workflow software used by PCC for the processing of various administrative procedures within the college.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado State Procurement Rules
Colorado State Procurement Manual
Colorado State Fiscal Rules
PCC P-Card Manual (current version posted to U:\P-CARD)

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Prior to the purchase of any goods or services not purchased by P-Card, a Purchase Order must be issued by the Purchasing Office. To make a formal commitment with a supplier to purchase goods or services prior to the issuance of a Purchase Order constitutes a mandatory violation against the State of Colorado and renders all liability for payment, circumstance, event, etc. the obligation of the requester.

Because of the complexity and legal requirements which accompany procurement for Pueblo Community College, it is greatly recommended that consultation with the Purchasing Office be made far in advance to any type of purchasing.

All formal purchasing procedures shall follow the most current version of the Colorado State Procurement Code which is available for review at <http://www.colorado.gov/cs/Satellite/DPA-DFP/DFP/1251589692533>.

Procedure

Procedural Requirements for Purchasing (applies to OP-P 404-A-C)

Prior to any formal order of goods and services, a Purchase Requisition must be submitted to the Purchasing Office via Ultimus. It is highly recommended that written quotes be received by the requestor and attached to the Requisition before it is completed. The requisition will route to the required approving hierarchy before being submitted to the Purchasing Office.

Copies of all quotes obtained by a requester in lieu of quotes obtained by the Purchasing Office must be submitted as a part of the completed Purchase Requisition.

Upon receipt of the completed and approved requisition, the Purchasing Office shall verify approval(s), verify availability of unencumbered funds in the stated ORG to be charged, vendor and commodity applicability. The Purchasing Office shall then determine the procurement method by which the goods or services shall be obtained.

If the Purchasing Office determines that full authorization has not been received, that inadequate unencumbered funds are available to complete the purchase, and/or that the vendor or items are not allowable, the Purchasing Office shall halt the procedure to complete the purchase and will contact the requester and/or the approving officials for remedy.

Upon the successful determination of an award to a supplier, the Purchasing Office shall complete a Purchase Order which will be forwarded to the awarded supplier, the appropriate PCC Receiving department, and the requester.

404-A – Discretionary Spending

Goods costing \$10,000 or less may be purchased without documented quotes or bids. They may be purchased at the discretion of a requester limited only by the acceptability of the vendor, the available budget, or the approvals.

Non-construction services costing \$25,000 or less may be purchased without documented quotes or bids. These services may be purchased at the discretion of a requester limited only by the acceptability of the vendor, the

available budget, or the approvals.

404-B – Non-discretionary Spending.

Goods costing more than \$10,000 must be competitively obtained by a bid process prior to purchase.

For items which cost less than \$25,000, the requestor may obtain a minimum of three quotes from three different suppliers for the item(s) in question in order to select a supplier. Or, the requestor may have the Purchasing Office obtain quotes or bids through the formal solicitation process.

Non-construction services costing more than \$25,000 must be competitively bid through a process undertaken by the Purchasing Office. At no time will quotes obtained by the requester be accepted for services by the Purchasing Office.

Construction and professional services (legal, paralegal, architectural, engineering, or land surveying services) are governed by a separate set of guidelines. Consult the Purchasing Office for these guidelines.

All formal solicitation and bidding procedures shall follow the most current version of the Colorado State Procurement Code which is available for review at <http://www.colorado.gov/cs/Satellite/DPA-DFP/DFP/1251589692533>.

404-C - Sole-Source or Special-Circumstance Procurement

Sole-source procurement is not permitted unless a good or service is only available from a single supplier. A requirement for a particular proprietary item does not justify a sole-source procurement if there is more than one potential supplier for that item.

The Purchasing Office shall make or approve a written determination that a procurement is sole-source, setting forth the reasons. In all cases, a Notice of Proposed Sole-Source Procurement will be published through Colorado BIDS. If no responses are received by possible competing suppliers, the Sole Source Procurement shall commence. If responses from competitors are received, the Proposed Sole –Source Procurement shall be cancelled and the commodity will be put forth for competitive bidding.

All formal sole-source solicitation and bidding procedures shall follow the most current version of the Colorado State Procurement Code which is available for review at <http://www.colorado.gov/cs/Satellite/DPA-DFP/DFP/1251589692533>.

404-D - Emergency Procurement

An emergency procurement may be made if the purchase cannot be made through normal procurement methods because of an immediate need and the lack of which would seriously threaten the functioning of the College, its programs, the preservation or protection of property, and/or the health and safety of any person or persons.

The exercise of an emergency purchase must be discussed with the Purchasing Office immediately, if possible, and no later than the next working day under any circumstances.

The above definition covers bona fide emergencies and does not cover forgetfulness or other failure to initiate timely orders.

All formal procedures for emergency procurements shall follow the most current version of the Colorado State Procurement Code which is available for review at <http://www.colorado.gov/cs/Satellite/DPA-DFP/DFP/1251589692533>.

404-E – Unauthorized Purchases

If a requester obligates the College to purchase goods or services prior to the issuance of a Purchase Order, this constitutes a mandatory violation against the State of Colorado. In said circumstances, the commitment to pay the supplier in question becomes the obligation of the requester and releases the State and the College of any liability for cost, happenstance, occurrence, injury, etc.

404-F – Procurement Card Program

The Procurement Card Program (P-Card) is a purchasing method whereby users in a department are issued a credit card to place small dollar orders for College business. The per-charge limits for P-Card transactions shall be limited to specific amounts dependent upon cardholder need.

At no time may a charge be made by P-Card that is over \$5000. Purchases over \$5,000 must be made by Purchase Order.

All P-Card Program policies, rules, and requirements, all Cardholder responsibilities, and procedures are delineated and set through the Pueblo Community College P-Card Program Manual which is available through the U Drive: P-Card; P-Card Manual.