



MCLA

MASSACHUSETTS COLLEGE OF LIBERAL ARTS

PROCUREMENT POLICY & PROCEDURES MANUAL OVERVIEW

PROCUREMENT POLICY & PROCEDURES MANUAL

EFFECTIVE 11/7/24

- Provides guidelines and serves as a tool to reference when you need to make a purchase
- Formalizes many procedures you're already used to, but were not previously written
- The policy applies regardless of funding source (grants, private donor, etc.)
- Pre-planning for your purchases is a key takeaway
 - You should always allow ample time to meet the requirements outlined in the policy

PROPER AUTHORIZATION

- Employees should not make any purchases without proper authorization.
- Proper authorization for a purchase includes:
 1. Compliant with the Policy & Procedures Manual
 2. Funds are available in the appropriate account
 - Submit a Budget Adjustment form if needed
 3. Authorized signatures approving the appropriate form
 - Most employees are not an authorized signer – see the MCLA Authorized Signatures list linked in the policy
 4. A PO # or Contract # has been assigned. Exceptions for obtaining a number include:
 - P-card purchases
 - True emergencies, which is defined in section 5.F. This does not include lack of planning.
 - Aramark catering, which is ordered via Jerel following the same unchanged process. MCLA is already under a master contract with Aramark. You will be asked to provide your J56 account line to Jerel so your department may be billed.
- Paying out of pocket for reimbursement is not allowable due to these pre-authorization requirements, except for business-related travel based on the Travel Reimbursement Policy and uniform allowance.

ACCOUNT CODES

- The MCLA object code handbook is linked on page 3.
 - Provides examples and descriptions of every object code we typically use.
 - Use the search function to easily find common items/services and the appropriate code
 - Going forward, A&F will return the form to the requester if the incorrect code is submitted, so that it may be corrected by the requester and resubmitted.
 - Example:

<u>OBJECT CLASS EE</u>	<u>ADMINISTRATIVE EXPENSES</u>
E01	OFFICE EXPENSE & SUPPLIES Office Supplies: pens, pencils, paper, envelopes, planners, calendars, folders, stickers, buttons, clocks, most WB Mason purchases, bags, flowers Gifts, Prizes, awards, giveaways
E02	PRINTING EXPENSE & SUPPLIES Course Packets, brochures, posters, postcards, pamphlets, yearbooks, business cards, photo printing, flyers
E06	POSTAGE
E12	SUBSCRIPTIONS (use 00 sub object)/MEMBERSHIP(use ME sub object) Professional memberships, academic group memberships, personal and college-wide memberships, athletic conferences Subscriptions: Paper -Newspapers, magazines, academic journals, cable and satellite tv

PURCHASING CONSORTIUMS

- MCLA belongs to several purchasing consortiums that offer the College preferred pricing.
- MA Higher Education Consortium (MHEC) is a valuable resource. MHEC contracts adhere to M.G.L. 30b, protecting the college and providing fair, open, and competitive bidding and procurement practices.
- Faculty and staff may visit www.MHEC.net to search for and review existing contracts. Follow the steps outlined in the policy to register.
- Using an MHEC vendor contract (or those provided by another consortium we belong to) allows for bypassing quotes requirements related to dollar thresholds.

THRESHOLD PROCEDURES CHART

Estimated Dollar Amount	Less than \$5,000	\$5,000 to \$10,000	Over \$10,000 to \$100,000	Over \$100,000
Procurement Procedure	Sound Business Practices ¹	Required to solicit three quotes unless: single/sole source, emergency, or consortium contract	Use a written purchase description (RFQ) to solicit quotations from no fewer than 3 persons who customarily provide the supply or service unless: single/sole source, emergency, or consortium contract	Sealed bids (IFB) or proposals (RFP) unless: single/sole source, emergency, or consortium contract
Advertising Requirements	None	None	None	Post a notice at least two weeks before bids or proposals are due: 1) on the MCLA procurement website, 2) in a newspaper, 3) on COMMBUYS 4) Goods and Services Bulletin
Submittal Procedure	Requisition Form or MCLA Contract for Services	Requisition Form or MCLA Contract for Services	Requisition Form or MCLA Contract for Services	MCLA Contract for Services
Contract Awardee	Responsible ² person offering the best price	Responsible ² person offering the best price	Responsible ² and responsive ³ bidder offering the best price	IFB: Responsible ² and responsive ³ bidder offering the best price RFP: The most advantageous proposal from a responsible ² and responsive ³ proposer taking into consideration price and non-price proposals
Maximum Contract Term	Three years unless a longer period is approved by the VP of Administration and Finance	Three years unless a longer period is approved by the VP of Administration and Finance	Three years unless a longer period is approved by the VP of Administration and Finance	Three years unless a longer period is approved by the VP of Administration and Finance

Exceptions for the above \$5,000+ processes: single/sole source , emergency, or consortium contract

BID SPLITTING

- When determining the estimated cost, a department cannot divide a procurement into multiple purchases to avoid using the required purchasing method.
- If there is a valid business reason for making multiple purchases of the same item, it may be determined as allowable and not considered bid splitting.
 - You should consult with Bill Norcross, Purchasing Manager regarding the rationale so it may be considered and documented.

SINGLE AND SOLE SOURCE PROCUREMENTS

- Single source means an alternate product or source exists, but only one truly meets the needs of the requesting department.
- Sole source means there are no other viable options that exist, so a competitive procurement process cannot be done.
- You must submit a written record of all single/sole source procurement requests via the MCLA Single/Sole Source Justification Form. The form should be completed by the requester beforehand and attached to the Purchase Requisition Form or Contract for Services.
- Exceptions for the Single/Sole Source Justification requirement:
 - Dollar amount is less than \$5,0000
 - Qualifying emergency
 - Purchase is made via a consortium contract such as MHEC

EMERGENCIES

- In situations where complying with the Procurement Policy & Procedures would endanger people's health or safety, or risk damage to property, the VPAF is authorized to make an emergency procurement without strictly adhering to the policy.
- This does not include lack of planning for foreseeable purchasing needs or situations that would not risk health/safety/property damage.
- Key points for emergency procurements:
 - Scope: must be limited to supplies/services essential to addressing the emergency
 - Policy Alignment: must align with policy to the extent possible given the circumstance
 - Documentation: must be promptly recorded by the Purchasing Manager including key details of the purchase and rationale for deeming it an emergency

GIFT CARDS

- Gift cards may only be purchased as a prize, such as for contest or raffle winners.
- Gift cards may not be purchased as a form of compensation, gratitude for completion of a service, or participation incentive for all respondents of a survey.
 - Compensation must go through the proper channel via HR or a Contract for Services to pay the worker appropriately for any service provided.
 - You may enter all survey respondents into a raffle to be eligible to win a gift card prize, but you may not supply every respondent with a gift card as compensation for doing the task.
- This policy applies to all funding sources, including grants. When a college employee or department receives a grant, expenditures must still align with MCLA's procurement policies.

CONTRACT FOR SERVICES

- The Contract for Services is now a Dynamic Form. It requires all the same info as the old form.
 - Allows requester to track the form and view the assigned Contract Number at end of process.
- Completing the form constitutes a *request* to hire a vendor. It is not official until fully processed.
- Only MCLA Authorized Signatories may sign a vendor agreement/contract.
- Once the Contract Number is assigned, A&F will email the form to the vendor for final signature. Original requester will be cc'd on the email. Requesters should not collect vendor signature.
- Considerations before submitting the Contract for Services:
 - Always submit Contracts early to allow time for processing. Must be well before service date.
 - W-9 is needed for all new vendors. When in doubt, collect the W-9 and attach it to the Contract.
 - Dollar thresholds – do you need 3 quotes? If so, attach them to the Contract.
 - Single/Sole Source Justification Form. If applicable, attach it to the Contract.
 - If hiring an individual, the requester must complete the Employee Status Form first. Approved form must be attached to the Contract for Services.

EMPLOYEE STATUS FORM

- The Employee Status Form determines whether services provided by an individual (not a business) are that of a contract employee (HR) or an independent contractor (A&F Accounts Payable).
- Must be completed by the requesting department before engaging in a contract and submitted to the Chief HR Officer along with a scope of work for review and approval.
- If it's determined that the services are that of a contract employee, the requester must work with HR to follow appropriate steps.
- If it's determined to proceed as an independent contractor, the approved Employee Status Form must be attached to the Contract for Services at the time of submission.
- Documentation of the approved form is required by state law and this section (Individual Contractors - 5.U) of the Procurement Policy & Procedures Manual has been reviewed by MCLA's attorney.

SOFTWARE PURCHASES

- Requesters should check in with IT for review and approval of IT-related purchases beforehand.
- Requests for software should be submitted based on the guidelines outlined in the policy:

All requests for IT supplies or services must adhere to the guidelines outlined in the [IT Procurement Policy](#).

A request for **software** is submitted based on the following guidelines:

- Request to purchase **downloadable Software** to be owned by the college should be requested by the [Purchase Requisition Form](#).
- Request to purchase **Cloud-Based Software** (e.g., Subscription Software, Software as a Service “SaaS”, Platforms as a Service “PaaS”, Infrastructure as a Service “IaaS”), with a total annual value of \$1,200 (\$100/month) or less should be requested by the [Purchase Requisition Form](#).
- Request to purchase **Cloud-Based Software** (e.g., Subscription Software, Software as a Service “SaaS”, Platforms as a Service “PaaS”, Infrastructure as a Service “IaaS”) with a total annual value greater than \$1,200 (\$100/month) should be requested by the [MCLA Contract for Services](#).

CONSTRUCTION

- All construction contracts are subject to MA Public Construction and MA Public Works Laws, which mandate strict requirements for the procurement of labor and materials.
- Two types of construction:
 - Public Building Construction: “Vertical Construction”, or any time you are physically making a change to any structural component of a building.
 - Public Works Construction: “Horizontal Construction”, or any time you are piercing the ground, including construction and repair of roads and bridges, water mains and sewers, improvements to parking lots, walkways, stairs, parks, athletic fields, etc.
- Prevailing wages must be paid on all construction contracts, regardless of dollar amount
- Contact Bill Norcross if you’re unsure if a project qualifies as construction

PURCHASE REQUISITION FORM

- The Purchase Req Form replaces the old Payment Form and Purchase Order
- Make a dropdown selection and fill out the form accordingly



A&F Assigned PO Number *

PO Total Amount *

Purchase Requisition Form

Requisition Type *

Vendor Name * Vendor Email

Vendor Address *

Vendor City * Vendor Country

Order Method

Goods will ship to MCLA Shipping & Receiving Department

Goods will not ship to MCLA Shipping & Receiving Department

Payment for Membership, Subscription, or other Fees

Request to use A&F Credit Card, Walmart Card, or Big Y Card

Request for Petty Cash