

Purchasing/Procurement

In accordance with **Cowley College Policy – 132 Purchasing Policies and Procedures, Section 3** – the Board of Trustees shall authorize purchases in excess of \$10,000 after receiving bids. The Chairperson of the Board of Trustees or designate will certify these bids. Bids may be accepted by written sealed bids, fax, or internet. **Cowley College Policy – 137 Conflict of Interest, Section 2** - Purchasing transactions for goods and services in excess of \$25,000 in response to requests for bids/proposals/quotes will be presented to the full Board of Trustees for approval.

Summary of authority is as follows:

- **Up to \$2,500** – telephone, catalogue, or internet quotes are acceptable, and final vendor approval is at department level.
- **\$2,500 - \$10,000** – Verbal price quotes by Purchasing Agent (Purchasing Coordinator - Heather Munson via Chief Business Officer – Dr. Gloria Walker) determines final price and vendor.
- **>\$10,000 to \$25,000** – Bid, Request for Proposal (RFP), Request for Qualification (RFQ), or other competitive processes certified by Chairperson of the Board of Trustee or Board designee via Chief Business Officer. Vendor can be selected by criteria of bid, RFP, RFI, RFQ, etc., i.e., normally lowest price or best value.
- **\$25,001 or greater** – Bid, Request for Proposal, Request for Qualification or other competitive processes goes to full Board of Trustees for approval. Vendor selected is normally based on lowest price or best value.

Policy 132.00 list a **number of exceptions to bidding or prohibited from bidding** in accordance with Kansas statutes:

1. Professional services are prohibited from bidding, but are selected based on qualifications including additional factors such as past experience to demonstrated competence, and satisfactory completion of previous work.
2. Products provided by inmates under the prison-made goods act of Kansas.
3. Products purchased necessitated by the occurrence of a loss, etc.
4. Products and materials purchased from vendors who have entered into contracts with the State Director of purchases pursuant to state purchasing statutes for purchases
5. Educational materials directly related to curriculum and secured by copyright.
6. Contracts possessing a high degree of professional skills if they exceed \$10,000 but will require Board of Trustee approval.
7. Other items deemed appropriate by the Chief Business Officer where quality of product or services, prior experience with vendor, availability of goods and/or services and timeliness of delivery, and negotiated price, and approved by the Board of Trustees.