


St. Mary's College of Maryland
at Historic St. Mary's City

**INTERNAL PROCUREMENT REQUIREMENTS
AND PRACTICES STATEMENT**

In accordance with Section 1.1.2 of the St. Mary's College of Maryland (SMCM) Procurement Policies and Procedures, the Vice President for Business and Finance hereby establishes internal procurement requirements and practices to ensure efficient and appropriate Implementation of College procurement actions. This internal Procurement Requirements and Practices Statement replaces the previous statement dated January 13, 2011 and is effective February 17, 2014 and shall remain in effect until further written notice by the Vice President for Business and Finance.



Charles C. Jackson
Vice President for Business and Finance

Date: 2/17/14

1. PROCUREMENT OFFICERS

.1 Procurement Officers are hereby established and authorized, in accordance with the SMCM Procurement Policies and Procedures, to enter into and/or to formulate and administer contracts or make written determinations and findings with respect to them. Procurement Officers are responsible for the technical and administrative sufficiency of college contracts, and shall seek technical and other advice from within the College in fulfilling these responsibilities. Further, Procurement Officers shall consult with the College's Assistant Attorney General or other approved legal counsel through the Vice President for Business and Finance regarding the legality of proposed procurement contracts.

.2 The following individuals are hereby designated as Procurement Officers:

Patrick G. Hunt Procurement Officer for all College procurements other than those related to facilities.

Daniel S. Branigan Associate Vice President of Facilities for college procurements related to facilities such as master planning, programming, design and construction of Capital projects, and plant projects.

2. PROCUREMENT ORGANIZATION

.1 The College has a centralized Procurement Office responsible for preparing contracts and purchase orders within the guidelines of the SMCM Procurement Policies and Procedures. The Procurement Office is responsible for providing administrative support for all procurements such as advertising, issuing solicitation documents, responding to procurement inquiries, receiving bids/proposals, administering contract awards and maintaining official contract files.

.2 Departments may request and obtain their own price quotes for procurements up to \$24,999.99 but must send the requisition and price quotes to the Procurement Office in order to have a purchase order generated and approved. All procurements of \$25,000 or more must be handled through the Procurement Office.

.3 Information Technology procurement of any cost shall be in accordance with Paragraph 5.7 below.

3. PROCUREMENT AUTHORIZATIONS

Signature requirement and budget availability approval for all procurements shall be in accordance with the following:

.1 Procurement Card Purchases:

Certain Budget Managers and Fiscal Associates are delegated authority to procure individual goods or services up to \$5,000 via the State Procurement Card without the prior review or approval of the Procurement Office. Budget Managers and Fiscal Associates using this delegated authority are responsible for determining the availability of funds within budgets under their control as well as for complying with all procurement policies and procedures.

.1 Procurement Cards have a limit of \$5,000 per transaction. Unless otherwise approved by the Vice President for Business and Finance, procurement card transactions are limited to \$10,000 per month per department. Splitting procurement into multiple purchases to circumvent the \$5,000 per transaction limit is strictly prohibited.

.2 Procurement Cards will be issued to individuals within Departments upon approval of the Department head/chair, Procurement Card Program Administrator, and the Agency Fiscal Officer.

**IT IS THE POLICY OF THE COLLEGE TO UTILIZE PROCUREMENT CARD PURCHASES
TO THE FULLEST EXTENT POSSIBLE**

.2 Simplified Procurements from \$0.01 to \$4,999.99

.1 Only one (1) oral quote is required. No formal advertisement of the procurement is required. Purchase requisition must be signed by Fiscal Associate or Budget Manager and forwarded to the Procurement Office for approval and processing. In addition, all backup documentation (i.e. quotes, specifications, etc.) must accompany the purchase requisition. (To be utilized in those instances where use of the Procurement Card is not accepted by the Contractor or where its use is prohibited or not practical).

.3 Simplified Procurement from \$5000 to \$10,000

.1 Two (2) written quotes are required. No requirement for formal advertisement of the procurement. A hard copy of the purchase requisition must be signed by the Budget Manager and forwarded to the Procurement Office for approval and processing. In addition, all backup documentation (i.e. quotes, specifications etc.) must accompany the purchase requisition.

.2 Purchase Order or Contract approved and signed by the Senior Buyer or Procurement Officer.

.4 Simplified Procurement from \$10,000.01 to \$24,999.99

.1 Three (3) written quotes are required. No requirement for formal advertisement of the procurement. A hard copy of the purchase requisition must be approved and signed by the Budget Manager and forwarded to the Procurement Office for approval and processing. In addition, all backup documentation (i.e. quotes, drawings, specifications etc.) must accompany the purchase requisition.

.2 Purchase Order and/or Contract approved and signed by the Procurement Officer or approved designee. Approval by the Assistant Vice President for Finance for fund availability is required prior to issuing the Official Purchase Order or Contract.

.5 Procurement from \$25,000 to \$99,999.99

.1 A hard copy of the purchase requisition must be approved and signed by the Budget Manager and forwarded to the Procurement Office for approval and processing. In addition, all backup documentation (i.e. drawings, specifications etc.) must accompany the purchase requisition.

.2 Procurement Office will formally advertise the procurement for a minimum of twenty (20) days.

.3 Purchase Order and/or Contract approved and signed by the Procurement Officer or approved designee. Approval by the Assistant Vice President for Finance for fund availability is required prior to issuing the Official Purchase Order or Contract.

.5 Procurement of \$100,000 and above:

.1 A hard copy of the purchase requisition must be approved and signed by the Budget Manager and forwarded to the Procurement Office for approval and processing. In addition, all backup documentation (i.e. drawings, specifications etc.) must accompany the purchase requisition.

.2 Procurement Office will formally advertise the procurement for a minimum of twenty (20) days.

.3 Purchase Order and/or Contract approved and signed by the Vice President for Business and Finance or approved designee. Approval by the Assistant Vice President for Finance of Budget for fund availability is required prior to issuing the Official Purchase Order or Contract. These procurements are required to be reported to the Finance, Investment and Audit Committee of the Board of Trustees.

NOTE: Procurements for Capital Improvements or services with a value that exceeds \$1,000,000 will require the approval of the Maryland Board of Public Works which could add several weeks to the procurement process. Please plan accordingly.

4. MISCELLANEOUS REQUIREMENTS

.1 When utilizing college or foundation funds to purchase any item or service, and a rebate, award, prize, gift or any such item or services are offered by the contractor for making such purchase; said item, services, rebate, award, prize, gift etc. is the property of the College and may not be utilized for personal use.

.2 Flowers: College funds may only be used for the purchase of flowers when flowers are purchased for official events open to the entire College community such as a holiday party, catered business events, approved retirement parties, etc. Flowers purchased for private events such as funerals, parties to honor an employee who is resigning or for personal gift giving may not be paid for with College funds.

.3 Gifts: While an appropriate retirement gift may be purchased by the college, under the written authorization of the Director of Human Resources, no other gifts to individuals may be paid for with College funds.

Gift cards and other prizes for student activities, including the Student Government Association, Residence Life Office and the Admissions Offices Student Ambassador Program are the **ONLY** exceptions to the forgoing requirements. Gift Cards for these exceptions are limited to a total dollar value of no more than \$100 per card, with a total dollar limit for any one event being set at \$300.

.4 Commodities for Resale: The following departments are authorized to purchase goods for resale to others. St. Mary's College Bookstore, Office of Conferences, Office of Athletics and Recreation and the Student Government Association. For this category of procurement, Budget Managers in these areas are exempt from the usual bidding and advertising requirements.

.5 Travel: Procurement of travel services and reimbursement of travel expenses will be in accordance with the SMCM Travel Policy found on the Campus shared “N” drive in the “Business Affairs” folder.

.6 Food Service: The following requirements are established for the procurement of food and beverages not related to business travel. Examples include College wide employee development type events such as retirement ceremonies, annual picnics, on-campus receptions or meals such as a search committee hosting a dinner for a faculty candidate.

- .1 Expenditures on alcoholic beverages will not be paid for, or reimbursed by the College under any circumstances except for the single exception of the traditional Senior Gala. In the case of the Senior Gala, the College may issue a purchase order and make payment to a vendor for goods/services including alcoholic beverages if the event is being paid for via ticket sales and the provision of alcoholic beverages is made only to those of legal drinking age.
- .2 Payments for food service/catering events open to all College employees will be budgeted, authorized and approved under the signature authority of the Vice President for Business and Finance (or designee).
- .3 Meals for candidates for employment and the college employees who host the candidates will be reimbursed via the Administrative and Academic Recruitment Accounts, under the signature of the appropriate Vice President or the Provost, as outlined in the Travel Guide.
- .4 On the rare occasion when it is deemed appropriate and desirable to include a spouse at employee recruiting discussions, the Provost (in the case of faculty recruitment) or the appropriate Vice President (for recruitment of others) may approve the reimbursement of expenditures incurred to feed a candidate or employee’s spouse.

In addition, in those instances where the President of the College is engaged in activities or events that are in the furtherance of his/her duties in meeting the mission of the College, and it would be appropriate and customary for his/her spouse to act as co-host of these events, reimbursement of expenditures for meals for the President’s spouse is appropriate.

- .5 Expenditures for food, catering or meal reimbursement for employees not on travel status or not covered under the situations described above may be paid for by the College through department accounts under certain conditions. Examples of justifiable events would be hosting a non-College employee for legitimate business purposes such as a contractor or visiting scholar. Also allowable may be certain working lunches or working dinners for purposes other than simply to promote morale. These events will normally be held on campus or at the

Presidents' residence and will utilize the College's contracted food service vendor, if possible.

Maximum meal allowances per person for on-campus events (including delivery, gratuity, etc.) will be as per the catering guide in effect with the College's contracted food service vendor. Should the event be held off-campus, the per-meal expenses, including gratuities, shall be limited to a maximum allowable per-person per-meal rate which is 50% higher than the state meal allowance for employees on travel status.

.7 Personnel Services Paid via Honorarium: Services provided by an unincorporated individual on a one-time or occasional basis which do not qualify the individual as an employee of the College will be paid via honoraria. Hiring of personnel, whether as permanent or temporary employees, is outside the scope of this Policy Statement.

Requisition for honoraria payments must include the following information: Name, address, Social Security No., date(s) of service, explanation of services rendered, amount to be compensated and signature of recipient. **Neither full nor part-time College employees may be paid via honoraria**, even for services performed outside their normal course of duties. Should such personnel services be provided and be deemed compensable, the employee shall be paid through the Office of Human Resources.

.8 Information Technology Contracts: The following requirements are established for procurement of information technology related products and services to include hardware, software or licensing and maintenance agreements related to software packages.

- .1 The Vice President of Information Technology, or designee, must give prior approval for any technology procurements which will be added to, affect or be used in conjunction with the College's data, voice or television networks, regardless of dollar value.
- .2 All requisitions for information technology procurements must be pre-approved by the Vice President of Information Technology or designee.
- .3 A copy of all software licenses of any dollar value **MUST** be deposited with the Vice President of Information Technology by the ordering department following receipt of the software. A software inventory shall be maintained and kept current by the Vice President of Information Technology or designee. This action is necessary to ensure the College's compliance with state software regulations.
- .4 The procurement of Information Technology is not exempt from, and is subject to the SMCM Procurement Policies and Procedure.

PROCUREMENT REQUIREMENTS

COST	ORAL BIDS	WRITTEN BIDS	FORMAL ADVERTISE	BUDGET MANAGER APPROVAL	ASST. VP FOR FINANCE APPROVAL	REQUIRED SIGNATURES ON PURCHASE ORDERS AND CONTRACTS
0 to \$4,999.99	1	No	No	Budget Manager or Fiscal Associate	No	Senior Buyer or Procurement Officer
\$5,000.00 to \$10,000.	No	2	No	Budget Manager	No	Senior Buyer or Procurement Officer
\$10,000.01 to \$24,999.99	No	3	No	Budget Manager	Yes	Procurement Officer Or Designee
\$25,000.00 to \$99,999.99	No	Yes	Yes 20 Day Min.*	Budget Manager	Yes	Procurement Officer Or Designee
\$100,000.00 and above	No	Yes	Yes 20 Day Min.*	Budget Manager	Yes	VP for Business and Finance Or Designee

* Changes to the time for formal advertisement may be authorized by the Contracting Officer.