

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 510.4</p>	<p style="text-align: center;">Effective Date 6/25/98 Revised 10/20/22 7/1/24 4/24/25</p>	<p style="text-align: center;">Page 1 of 1</p>
<p style="text-align: center;">POLICY</p>		<p style="text-align: center;">Approval: President’s Cabinet</p>	
<p style="text-align: center;">Title PURCHASING AND REQUISITIONING</p>			

1. PURPOSE

The purpose of the policy is to provide guidelines for purchasing supplies, materials, or services.

2. POLICY

It is the policy of the College to follow Utah State Procurement Code and generally accepted accounting practices when purchasing supplies, materials, or services.

3. DEFINITIONS

- 3.1 Procurement:** Buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, materials, or services.
- 3.2 Purchase Request:** The instrument used to request the issuance and payment of a purchase order for supplies, materials, or services.
- 3.3 Purchase Order:** The instrument used by the College’s authorized purchasing agent for the purchase of supplies, materials, or services.
- 3.4 Purchasing Agent:** Person duly authorized to set up written purchasing agreements regarding the purchase of supplies, materials, or services.

4. REFERENCES

- Utah Code Annotated, Utah Procurement Code, Title 63G-6a
- Utah Administrative Services Rule, Title R33, Purchasing and General Services
- State of Utah, Division of Finance Purchasing policy (#FIACCT 04-00.00)
- Utah System of Higher Education Purchasing policy R571
- Ogden-Weber Technical College Purchasing Card policy (#510.9)
- Ogden-Weber Technical College Corrective Action policy (#520.29)
- Utah System of Higher Education Institutional Discretionary Funds Administration and Accountability policy R548

OGDEN-WEBER TECHNICAL COLLEGE	Number	Effective Date	Page
	510.4-PR	6/25/98 Revised 10/20/22 7/1/24 4/24/25	1 of 6
PROCEDURE	Approval: President's Cabinet		
Title PURCHASING AND REQUISITIONING			

1. General Guidelines

- 1.1 The College's online purchase request system is the primary method for purchasing and requisitioning.
- 1.2 A purchase order (PO) is required when:
 - 1.2.1 A contract or written agreement is needed to purchase supplies, materials, or services.
 - 1.2.2 Vendor/supplier requires a purchase order to supply the College with supplies, materials, or services.
 - 1.2.3 The total amount of the purchase is \$6,000 or greater or if there is a potential for a cumulative amount of \$6,000 or greater during the fiscal year, for the same vendor.
- 1.3 A blanket PO is needed for services or supplies that have some degree of regularity through the year and an exact dollar amount or quantity is not easily determined in advance. Blanket POs shall be requested each year, when needed, through the purchase request system.
- 1.4 Multi-year contracts, including renewals, may exceed five (5) years if the president or designee determines in writing that:
 - 1.4.1 A longer period is necessary in order to obtain the item,
 - 1.4.2 A longer period is customary for industry standards, or
 - 1.4.3 A longer period is in the best interests of the Institution.

The written determination from the president must be included in the purchase request.
- 1.5 All information technology-related equipment purchases should be coordinated with the Information Technology Department before placing orders. A member of the Information Technology Department shall submit the purchase request accordingly.

OGDEN-WEBER TECHNICAL COLLEGE	Number	Effective Date	Page
	510.4-PR	6/25/98 Revised 10/20/22 7/1/24 4/24/25	2 of 6
PROCEDURE	Approval: President's Cabinet		
Title PURCHASING AND REQUISITIONING			

- 1.6 All purchases that require facilities staff to install, set up, or otherwise implement shall be coordinated with the Facilities Department before placing orders.
- 1.7 The College is a tax-exempt entity. Employees shall notify merchants the College is exempt from sales tax and provide necessary documentation.
- 1.8 Employees who intentionally or knowingly divide a procurement to avoid proper procedures shall be subject to disciplinary action up to and including separation of employment.
- 1.9 All purchases require prior approval from all appropriate approver levels. The president can make exceptions to the purchasing levels as necessary.

Director	Up to \$3,000
Vice President	Up to \$5,000
President	Over \$5,000

2. Small Purchases

- 2.1 Excludes purchase requests submitted for the College Store.
- 2.2 Purchase threshold for a small purchase is up to \$5,000.
- 2.3 Purchases up to \$3,000:
 - 2.3.1 Do not require quotes or formal bids to request purchase.
 - 2.3.2 Do not require a purchase order prior to purchasing.
- 2.4 Purchases from \$3,000 to \$4,999:
 - 2.4.1 Requires two written quotes attached to the purchase request.
 - 2.4.2 May require a purchase order prior to purchasing.

3. Large Purchases

- 3.1 Purchases of \$5,000 or more shall be considered large purchases and shall:

OGDEN-WEBER TECHNICAL COLLEGE	Number	Effective Date	Page
	510.4-PR	6/25/98 Revised 10/20/22 7/1/24 4/24/25	3 of 6
PROCEDURE	Approval: President's Cabinet		
Title PURCHASING AND REQUISITIONING			

3.1.1 Require a purchase order prior to posting for bids.

3.1.2 Require three written bids from a bidding process.

3.2 Purchases may qualify for an exception to the bidding process. Requestors should work with the purchasing agent prior to submitting their purchase order to determine if any exceptions qualify.

3.3 Construction, remodeling, and landscaping projects requiring \$50,000 or more of Institutional Discretionary Funds shall be presented to the College Board of Trustees for approval.

4. Emergency Purchases

4.1 Emergency purchases may be made prior to obtaining approval if the situation creates a threat to the health and safety of employees, students, guests or if failures of college property are present.

4.2 Emergency purchases may be made with a college-issued purchasing card following the requirements listed in the College Purchasing Card policy or other processes as set up by the purchasing agent.

5. Solicitations

The Fiscal Services Department is responsible for assuring that all bidding procedures are followed in compliance with the requirements of the Utah Procurement Code and College policies.

Large purchases shall use a standard procurement process or an exception to the standard procurement process to obtain the required three written bids.

5.1 Invitation for Bid or IFB: The Invitation for Bid is used to initiate a competitive sealed bid procurement on large purchases.

5.2 Request for Proposal or RFP: An RFP process may be used instead of the IFB process if the purchasing agent determines, in writing, that the RFP process will provide the best value to the institution.

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.4-PR	Effective Date 6/25/98 Revised 10/20/22 7/1/24 4/24/25	Page 4 of 6
	PROCEDURE		Approval: President's Cabinet
Title PURCHASING AND REQUISITIONING			

6. Exceptions/Procurement Without Competition

Approved exceptions to the standard procurement process consist of:

- 6.1 Sole Source Contracts- A contract may be awarded for a supply, service, or construction item without competitive bidding with the approval of the Vice President of College Services or their designee, when determined in writing that there is only one practicable source for the requisitioned item.
- 6.2 Emergency Procurement- An emergency procurement is a situation which creates a threat to the public health, welfare, or safety such as floods, epidemics, riots, equipment failures, or such other reasons as may be determined by the Vice President of College Services or their designee. The existence of such conditions creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods. Emergency procurement is limited to only supplies or services necessary for the immediate emergency need.
- 6.3 Pre-Qualification- The College shall utilize the pre-qualified/approved vendor list that is provided by the Utah Division of Purchasing and General Services department as these vendors are deemed as "state contract vendors". Such vendors have already been through a formal solicitation process and have an active master agreement with the State of Utah. Purchases using a vendor on a state contract do not require a separate bidding process. The state contract number must be noted on the purchase order request.
- 6.4 Circumstances in Which the Standard Procurement Process is Impractical and Not in the College's Best Interests- The Purchasing Agent shall maintain a list of items that are approved by the State Procurement guidelines to be impractical or not in the College's best interest. This list may include such items as utility services and procuring supplies or services from suppliers where a grant or donation states a specific vendor to use.

7. Protests

Aggrieved bidders, offerors, or potential bidders or offerors, may protest the solicitation's specifications or award decision, in writing, with the Vice President of College Services within seven (7) business days after the close of a bid.

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 510.4-PR</p>	<p style="text-align: center;">Effective Date 6/25/98 Revised 10/20/22 7/1/24 4/24/25</p>	<p style="text-align: center;">Page 5 of 6</p>
	PROCEDURE		Approval: President's Cabinet
<p>Title PURCHASING AND REQUISITIONING</p>			

- 7.1 The protest shall include the protestor's mailing address, email address, and a concise statement of the facts and evidence of the protestor's claim of standing.
- 7.2 A protest may not be based on the rejection of a solicitation response due to a protestor's failure to attend or participate in a mandatory conference, meeting, or site visit held before the deadline for submitting a solicitation response, a vague or unsubstantiated allegation, or a claim that they were not given individual notice of a solicitation.
- 7.3 A protest may not include a request for the rationale or scoring of the evaluation committee members or the disclosure of a protected record or information.
- 7.4 A person who fails to file a protest within the time allowed forfeits their right to grieve any award decisions of the bid.