803.1 Purchasing

Policy:

The purpose of this policy is to establish Bismarck State College’s policy to address the process of all purchases of commodities (supplies, materials, equipment, printing, insurance, and leases of equipment) and services (furnishing of labor and time and effort by a contractor) which encumber College funds shall be properly authorized, documented, and processed. They shall be obtained at the best value, and in a timely manner, while maintaining fairness to vendors, and abiding by state law.

Commodities and Services:

<table>
<thead>
<tr>
<th>Purchase Price</th>
<th>Quote/Bid Requirement</th>
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<tbody>
<tr>
<td>Less than $10,000</td>
<td>At least one fair and reasonable quote.</td>
</tr>
<tr>
<td></td>
<td>Equipment and software. BSC’s practice is that any equipment valued over $2500 must be added to the inventory.</td>
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<tr>
<td>At least $10,000 but less than $50,000</td>
<td>Solicit informal quotes/bids or proposals from at least three vendors or post on SPO Online with appropriate state Bidder’s List. May send to additional vendors.</td>
</tr>
<tr>
<td>At least $50,000 but less than $100,000</td>
<td>Solicit informal bids or proposals using SPO Online with appropriate state Bidder’s List. May send to additional vendors.</td>
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<tr>
<td>$100,000 and over</td>
<td>Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state Bidder’s List. May send to additional vendors.</td>
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</tbody>
</table>

A BSC Purchase Requisition is required for single equipment purchases over $10,000.
Non-Competitive Purchases (Alternate Procurement):

Items which do NOT require competitive bidding are those items possessing:

- Uniqueness
- Technical Specifications
- Standards
- Compatibility

Alternate procurement requests based on personal preference, cost or price, perceived quality, vendor performance, delivery time, trade-in allowances, no cost options, accessories, other special packages, or deals are not permitted; rather, these items may be considered in evaluating bids or proposals.

Direct Purchases:

BSC can purchase directly from the following sources without obtaining competition or completing an Alternate Procurement form:

- State Contracts
- Government Sources of Supply
- Cooperative Purchasing Agreements
- Statutory Exemptions
- OMB-approved Limited Competition and Non-Competitive Purchases

Emergency Purchases:

Emergency purchases are only allowed if they require the immediate demand for supplies, materials, or services, which are necessary to:

- Prevent or respond to a public health or public safety issue.
- Repair losses or protect against future loss or damage to state property.
- Prevent or minimize serious disruption to BSC operations.

The nature of the emergency and determination that the circumstances justify waiver of purchase procedures shall be documented in writing and submitted to the Purchasing Coordinator.

Leases:

Only the Executive Vice President and the President have the authority to commit BSC to leases of equipment or personal property.
Reference:

SBHE Policy 803.1 Purchasing.docx (sharepoint.com)

History of This Policy:

First policy draft November 1979.
Revisions - November 17, 1979; February 1, 1982; December 30, 1985; January 3, 1986;
July 1, 1987; October 17, 1988; June 1, 1990; November 14, 1991; June 4, 1993; August 9, 1994;
January 1, 1997; August 12, 1997; November 9, 2001; January 7, 2003; April 19, 2004; January
29, 2009; reviewed by the Operations Council on December 22, 2010 and amended/approved
by the Executive Council on January 20, 2011; November 21, 2012; Reviewed by the Operations
Council on November 27, 2013 and approved by the Executive Council on December 9, 2013,
January 8, 2018; Reviewed by the Operations Council on May 9, 2018 and approved by the
Executive Council on May 9, 2018 effective July 1, 2018.

Reviewed by Campus Council on October 23rd, 2023, and reviewed by the Executive Council on
November 8th, 2023, year, and approved by the President on November 28th, 2023.