

SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

PROCUREMENT POLICY

A. INTRODUCTION

Article 5-A of the New York State General Municipal Law is designed to ensure the prudent and economical use of public monies and facilitate the acquisition of quality goods or services at the lowest possible cost, as well as to guard against favoritism, improvidence, extravagance, fraud and corruption.

The primary purpose of Suffolk Community College Association, Inc. (“Association”) is to provide co-curricular programs and services which directly benefit the students of Suffolk County Community College. As such, it is appropriate that the Association promulgate a procurement policy in accordance with the provisions of the General Municipal Law. Such policy shall be reviewed annually by the Board of Directors.

B. PURCHASE CONTRACTS IN EXCESS OF \$20,000

1. Purchase contracts are those solely concerned with the purchase of materials, equipment and supplies (“commodities”), such as paper goods, books, food products, office equipment and clothing.

2. All purchase contracts which are reasonably anticipated to involve an expenditure of more than \$20,000 over the course of a fiscal year (September 1 – August 31) are to be awarded to the lowest responsible bidder who has furnished the required security after advertisements for sealed bids; or, alternatively, to the bidder whose bid represents the best value to the Association. A determination of “best value” shall be based upon an objective and quantifiable analysis of a bidder’s ability to optimize quality, cost and efficiency.

3. All such public bidding as required pursuant to this subsection shall be coordinated by the Association Director of Business Affairs together with the College’s Administrative Director of Business Operations.

C. POLICY AND PROCEDURES FOR PURCHASES OF \$20,000 AND UNDER

1. Purchases authorized by this subsection may be made by the following Association personnel:

- a. Association Director of Business Affairs
- b. the Campus Associate Deans of Student Affairs

- c. the Association Directors of Campus Activities, Theatre, Athletics, and Child Care
 - d. Coordinator of Dining Services, and Coordinator of Grant Campus Theatre
 - e. Holders of Exchange Accounts
2. Purchasing Thresholds
- a. If the monetary threshold for the purchase of commodities is *not* reasonably anticipated to exceed \$20,000 over the course of a fiscal year, the following procedures shall be followed:
 - i. **\$0.01 - \$100.00.** Direct purchase at the discretion of the individuals enumerated in paragraph C(1).
 - ii. **\$100.01 - \$1,000.00.** Purchases may be made at the discretion of the individuals enumerated in paragraph C(1)(b-e), upon the written approval of the Association Director of Business Affairs. Purchases may be made by the Association Director of Business Affairs upon the written approval of the Vice President for Academic and Student Affairs.
 - iii. **\$1,000.01 – \$20,000.00.** Purchases may be made by the individuals enumerated in paragraph C(1)(b)-(e), after obtaining written quotes from at least three (3) vendors and upon the written approval of the Association Director of Business Affairs. Purchases may be made by the Association Director of Business Affairs after obtaining written quotes from at least three (3) vendors and upon the written approval of the Vice President for Academic and Student Affairs. A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the authorized individual is unable to obtain the requisite number of quotations, such authorized individual shall properly document, on the *Price Quotation Form*, the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes.
3. Payment Procedures
- a. **\$0.01 - \$2,500.00.** Payment vouchers should be submitted to the Association Business Director for approval.

- b. **Over \$2,500.00.** A payment voucher should be submitted directly to the Director of Campus Activities, who, thereafter, forwards such voucher to the Campus Executive Dean. The Campus Executive Dean then forwards the voucher to the Association Director of Business Affairs, who provides it to the Vice President for Academic and Student Affairs, for approval.

D. THE PROCUREMENT OF PROFESSIONAL SERVICES

Contracts for services that involve specialized skill, training, knowledge, expertise, a high degree of creativity, technical skill or the use of professional judgment should be procured in such a manner so as to assure the prudent and economical use of Association monies, and to facilitate the acquisition of such services of maximum quality at the lowest possible cost under the circumstances. Accordingly, such professional services shall be procured in accordance with the following guidelines:

1. Entertainment and Speaker Programs

- a. In accordance with customary and accepted collegiate practices, entertainment and speakers may be procured from the following sources, including, but not limited to:
 - i. Higher education-sponsored regional and national conventions that showcase and sell entertainment and speaker programs to college students;
 - ii. Higher education online and hard-copy publications that sell entertainment and speaker programs to the college market;
 - iii. Cooperative “bloc booking” arrangements with other institutions of higher education;
 - iv. Other colleges or universities.
- b. Once students assess options for entertainment and speaker programs, considering available budget monies and the quality of the proposed services, students may make a final selection. Any such selection shall be based upon the general consensus of the members of the student committee or board charged with procuring such entertainment and speaker programs, in accordance with any applicable student organization constitutions or bylaws.
- c. Any entertainment and speaker program contracts are subject to the review of the Association Campus Activities Directors, and, when appropriate, the College’s Office of Legal Affairs.

2. **Other Professional Services**

Provision of other professional services, including, but not limited to, accounting, auditing and insurance-related services, shall be procured in accordance with College Request for Proposal (RFP) policies and procedures.

3. Under no circumstances may students obligate Association funds or execute contracts on behalf of the Association.

E. EXCHANGE ACCOUNTS

Exchange accounts are non-interest bearing accounts managed by the Suffolk Community College Association which promote the purposes of the Association, are self-funding in nature, typically hold funds for specifically designated purposes with a time-limited duration, and would generally not be appropriate for inclusion in the College's operating budget. Specific policies and procedures for managing these accounts are listed below.

1. Funds must be deposited in the account before checks can be written.
2. All vouchers and checks must be approved according to established Board policies.
3. Up to five (5) business days will be required for vouchers to be processed and checks to be issued.
4. Accounts which are inactive for twelve (12) months will be closed, and any remaining funds in such accounts will be transferred to the Student Emergency Loan Fund.

Board of Directors
March 21, 2013