

Purchasing/Procurement

In accordance with **Cowley College Policy – 132 Purchasing Policies and Procedures, Section 2** – the Board of Trustees will appoint a member to review purchases over \$10,000 but less than \$25,000. The full Board of Trustees shall authorize purchases in excess of \$25,000 after receiving bids. The Chairperson of the Board of Trustees or designate will certify these bids.

Summary of authority:

- **\$2,500 - \$10,000** – Purchases shall be coordinated with College Purchasing Agent or designee to obtain quotes and final 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 Vice President of Finance and Administration. Vendor is selected by criteria of bid, RFP, RFQ, etc., i.e., normally lowest price or best value.
- **\$25,001 or greater** – Bid, RFP, RFQ or other competitive processes goes to full Board of Trustees for approval. Vendor selected is normally based on lowest price or best value.

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

- Articles, products, or services that are produced, manufactured or provided by inmates under the prison-made goods act of Kansas.
- Services, materials, goods or wares required for reconstructing, remodeling, repairing or equipping buildings, vehicles and/or equipment when such purchase has been necessitated by the occurrence of a loss against which the Board of Trustees has purchased property or casualty insurance or for emergency repairs.
- Materials, goods, wares or services which are purchased from vendors who have entered into contracts with the State Director of purchases pursuant to state purchasing statutes for purchases by state agencies and under the same pricing provisions established in the state contracts or from vendors with federal GSA purchasing contracts if the pricing is consistent with the GSA contract.
- Educational materials directly related to curriculum and secured by copyright.
- Contracts possessing a high degree of professional skills, may be exempted from the bidding requirements, but will require Board of Trustees approval if they exceed \$10,000.
- Other items deemed appropriate by the Vice President of Finance and Administration where quality of product or services, prior experience with vendor, availability of goods and/or services and timeliness of delivery, and a negotiated price, and approved by the Board of Trustees.