

BRCTC PURCHASING GUIDELINES

Scope

The Blue Ridge Community and Technical College Purchasing Guidelines have been designed to provide Blue Ridge (BRCTC) faculty and staff a system-wide guide that outlines specific guidelines for procurement and purchasing activities funded by BRCTC funds. Purchasers shall follow these Purchasing Guidelines unless more restrictive contract/grant terms or policies prevail. In the case of purchases using multiple sources of funds, such as Federal Contracts, Grants, or State Allocations, the most restrictive procurement policies & procedures shall prevail, except in the case of the Micro-Purchase Threshold under 2 CFR §200.320. The College will use the Self-Certification of \$50,000 Micro-Purchase, a higher threshold consistent with West Virginia State Law.

Methods of Procurement

College departments may make purchases with a purchasing card or requisition and purchase order.

- Purchasing Card – Purchases lower than an individual's single spending limit may be made using a Purchasing Card (subject to available budgeted funds and cardholder limits), but must comply with the Purchasing Card Policies and Procedures Manual at <https://www.wvsao.gov/purchasingcard/>. The vendor must be an approved vendor according to the State of WV. Unapproved vendors may NOT be used.
- Requisitions and Purchase Orders – Purchases greater than an individual's single spending limit may be done by submitting a requisition to the Finance Office.

Authorization to Make a Purchase - Requisition and Purchase Order

The following situations ***require a Requisition*** to be submitted to Finance prior to purchase:

- ALL services require a requisition
- P-Card Purchases greater than an individual's single spending limit (being purchased by Finance Office).
- Purchases greater than an individual's spending limit ***not made with a Purchasing card.***

The requisition must be approved by the Org Manager responsible for the budgeted funds. The requisition must be reviewed and approved by the Chief Procurement Office, Director of Purchasing (DOP), or other designee of Blue Ridge Community & Technical College (BRCTC), further noted as CPO, located in the Finance Office. The CPO may return the approved Requisition and/or Purchase Order to the originating Org to complete the order and purchase process. A vendor may require a Purchase Order. If so, the Finance Office will prepare. **Per WV Code §11-8-29, a purchase made prior to review and authorization may make the person personally liable committing the purchase.**

The spending department will prepare all documentation required for purchases, including: Vendor Agreements (WV-48), WV-96, W-9 and other necessary documents required by the WVSAO. The Org Manager will be notified and receive an approved requisition when all documentation is received by the Finance Office. The Purchasing Assistant will be available to help prepare the required documentation if the org provides at least a 30-day notice. If the request is made within 30 days, the Purchasing Assistant may still be able to help, depending on availability.

Purchases made without proper authorization will require the department to send a letter of explanation concerning why the purchase was made without that authorization. If the Finance Office determines that the purchase does not meet State of West Virginia emergency purchase policies, **the person making the purchase may be personally responsible**. The vendor will also be notified of the College's purchasing processes. A purchase order will not be created until the letter has been submitted, evaluated and approved the Finance Office. Departments are reminded the payment process will not begin until after a purchase order has been created.

Authorized Signature Requisition/Purchase Order Process

Agreements/Contracts for items or services that require a signature must be submitted to the Office of Procurement Services for review and signature prior to the purchase being made.

Unauthorized individuals signing contracts may be personally liable for the total amount of the contract as well as damages or liability arising from the contract. *(NOTE: Only the President and CFO are designated as Authorized Signers for BRCTC contracts. Therefore, only the President and CFO may sign vendor contracts.)*

OR: CPO or other designee may sign POs that are not designated as main contracts.

Examples of agreements that require review, approval, and an authorized signature include maintenance agreements, equipment rental/lease agreements, room rental, entertainer contracts and a vendor's terms and conditions if a signature is required.

Requisition/Purchase Order Process

A requisition authorizes the College to initiate a purchase. An official purchase order authorizes a supplier to provide materials and services to BRCTC and to invoice the College for such items. The purchase order is a legal document. All purchases greater than the individual's single spending limit should be made with a requisition and/or a purchase order issued by the Finance Office.

Purchase orders result from requisitions created and approved by College departments. The originating department must include on each requisition: C#, funding information, the quantity, units of measure, item description, estimated cost, delivery address, and suggested supplier. Requisitions that do not involve bid requests or questions will be approved, and may be converted to purchase orders (if required) within two (2) working days, or less, after a review for sufficient budget funds has been verified.

Single/Sole Source Purchases

A Single Source procurement is one in which two or more vendors can supply the commodity, technology and /or perform the services required by an agency, but the department selects one vendor over the others.

Departments must state the circumstances leading to the selection of the vendor, any alternatives considered, rationale for selecting the vendor and how it was determined that the price was fair and reasonable. Guidelines for a Single Source are:

- Past experience with a particular issue and this vendor has the historical knowledge or was the original installer.
- Experience with similar projects at other agencies or at other levels of government.
- Demonstrated experience.

- Capacity and willingness to respond to an emergency situation.

A sole source purchase is when an item or service is only available from one source. If a product or service is available from multiple vendors, it is not considered to be a sole source.

Requests for approval as a sole source purchase must include a signature by the Org VP, along with a statement from requesting department stating one of the following:

- Compatibility with existing equipment, research protocol, methodology, or training.
- Only known manufacturer of this product.
- Only product that will meet the requirements of the intended use although other like items exist.
- Regional support of service of needed equipment.
- Service Providers.

Bid Process – Purchases >\$50,000; Construction Projects >\$100,000 (SB 455)

A requisition containing a description of the item and item's technical specifications/requirements is typically the starting point for the (Invitation for Bid) IFB/(Request for Bid)RFB process. If the specifications are lengthy, the requisition may contain a general description of the item(s) to be bid and the detailed specification information can be sent as an attachment.

Specifications, in general, should be broad enough to foster competition in bidding and still meet the needs of the department. A brand, catalog number, or model number may be called out for each item but will typically be followed by the words "or approved equal" in the bid request documents. Companies submitting bids may bid on brands and models other than those listed but should, in that case, also furnish descriptive literature that will allow the requesting department to evaluate the items to determine whether or not the College can approve them as equal.

A list of potential bidders is prepared by the Finance Office with suggestions from the requesting department. Bid requests are then prepared and transmitted to each of those potential bidders on the list. Bid due dates are established when the bid request is prepared and that information is included in the bid request documents. Bid requests may be transmitted to potential bidders and will be advertised in a local paper. In those instances, the time from the date of the advertisement to bid date is a minimum of five (5) working days, but the nature and complexity of such bids may necessitate up to twenty (20) working days or more. After bid requests are issued, and prior to due date, any inquiries received by the requesting departments from potential bidders should immediately be referred to the Finance Office.

At the bid due date and time, the Finance Office open the bids received, check the calculations shown by the bidders, review the bids for obvious potential problems, tabulate the bids in ascending order and mail the bids, along with the tabulation sheet to the requesting department. A bid award will be made to the bidder submitting the lowest price meeting specifications. Requesting departments indicate their recommendations for bid awards on the bid summary sheet that accompanies the bids and sends all bids, and that sheet back, to the Finance Office. In situations in which the requesting department recommends an award be made to a bidder that has not submitted the lowest bid, the department must provide detailed reasons on the bid summary sheet or attachment why the lower bid(s) does not meet the specifications of the bid request document. Usually, the sooner the bids are returned to the Finance Office, the fewer problems encountered in awarding bids due to changing prices, changing product lines, etc. Therefore, it is desirable that evaluations and recommendations be made and returned within approximately seven (7) working days whenever practical. The department's recommendations will be reviewed and, if in agreement, the requisition is converted into a purchase order to award the bid. If there is no immediate agreement and/or is judged that the proposed award could be successfully challenged in a formal protest, the requesting department will be contacted for clarification or further information.

Requesting departments should contact the Finance Office if problems are encountered with orders resulting from bids such as late delivery or proposed substitutions of brands and models.

Request for Proposal Process

Requests for proposals (RFP), unlike bid requests, are used when there are various factors, in addition to cost, that will be evaluated when awarding a contract. With bid requests, the needed specifications are typically known and we are looking for a vendor who can meet those specifications at the lowest cost. With requests for proposals, we are typically looking for vendors to propose various configurations of equipment or services to meet our basic requirements. The initiation and processing of requests for proposals is similar to that of bid requests with the exception of the evaluation.

During the preparation of the request for proposal, the evaluation criteria are established as a result of discussions with a representative of the requesting department. A point system is established in reviewing and evaluating the proposal. Once the evaluations have been completed, the Finance Office and representatives from the requesting department will review the points awarded for financials (cost) and will calculate the respondent with the most points. The respondent with the most points and meeting mandatory requirements will be awarded the contract.

Bids/Proposals Posting

In addition to advertising in local newspapers, IFB/RFB bid requests and RFPs are available from the Finance Office and are posted on the WWSAO Website.

Professional Services

Professional services require an agreement/contract – Contact the Finance Office for assistance. Acceptable agreements/contracts include:

- WV-48
- WV-96, accompanied by a Vendor's contract. Both must be signed by CFO/President
- Vendor quote signed by CFO/President
- Purchase Order signed by CFO/President

\$1,000,000 Contracts

Any contract that has an actual or estimated value of at least \$1 million, including a series of related contracts or orders in which the cumulative total exceeds \$1 million, requires the vendor to disclose, in writing, the interested parties of the business entity prior to any contract being executed.

Vendors Receiving More Than \$100,000 in a Fiscal Year

The Finance Office will submit a report to the WV Ethics Commission on or before December 31 of each year listing all business entities that received more than \$100,000 from the College during the previous fiscal year, with a list of interested parties if applicable.

Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, including any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicted herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Purchases from Small, Women-Owned, and Minority

Purchases from Small, Women-Owned, and Minority businesses (SWAM) are encouraged.

MEMORANDUM

Date: September 21, 2026

Subject: Blue Ridge Community & Technical College (BRCTC) Self-Certification of \$50,000 Micro-Purchase Threshold under 2 CFR §200.320

In accordance with 2 CFR § 200.320, non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the Federal Acquisition Regulation (FAR) in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold of up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include justification, clear identification of the threshold, and supporting documentation of any of the following:

- A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;
- An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
- For public institutions, a higher threshold is consistent with State law.

Justification

- Threshold consistent with State Law: BRCTC operates under purchasing policies establishing micro-purchase thresholds consistent with West Virginia State law. [WV Code Section 18B-5-4](#)
- Experienced Personnel: BRCTC procurement and grant division staff have qualified, trained professionals who appropriately evaluate purchases, cost reasonableness, and cost allowability.
- Strong Internal Controls: BRCTC maintains written policies, procedures, segregation of duties, and approval workflows to ensure compliance and cost reasonableness and allowability.
- Risk Management and Oversight: Ongoing monitoring and regular reviews of procurement activity to ensure compliance with both internal policy and federal requirements.

Micro-Purchase Threshold

Based upon the State procurement requirements and the criteria outlined above BRCTC elects to set the micro-purchase threshold at \$50,000.

Supporting Documentation

BRCTC will retain documentation supporting this threshold for audit purposes. A copy of this certification is maintained in our procurement files and has been incorporated into BRCTC's written procurement policies.

Authorized by: R. Craig Miller, CFAO

