7 L W O H Procurement Policy

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This policy outlines who has the authority to enter into transactions and payments on behalf of the College. It also outlines the procedures for the procurement of goods and services that meet College needs at the lowest possible cost consistent with the quality needed for the proper operation of the various departments. It empowers faculty, administrators, staff, and students to make prudent purchasing decisions in their areas of responsibility within budget constraints.

Grinnell College strongly encourages best practices for purchases made with federal funds.

The Federal Uniform Guidance is the primary federal external regulations, sponsor, or donor terms, or other internal policy or procedures, the more restrictive instruction will apply.

Who Needs to Know this Policy

This policy applies to all Grinnell College faculty, administrators, staff, and students involved with the procurement of goods and services essential for College operations. This includes all purchases regardless of payment method.

3 U R F H G X U H P H Q W V For all Purchases, Regardless of Funding Source

Conflict of Interest

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arises when the personal interests or relationships of an employee or contractor may compromise the] v] À] professional judgment in the discharge of College duties and responsibilities. Please familiarize yourself with the Grinnell College Employee Conflict of Interest Policy.

The presence of a conflict of interest does not mean we cannot do business with a particular vendor. All employees with an actual or potential conflict of interest shall complete a Conflict of Interest Disclosure Statement at the earliest practicable time so that the conflict may be reviewed and resolved. All statements should be forwarded to the Human Resources department.

For Purchases with All Funds other than Federal

Copies of all fully signed contracts must be filed with the Procurement Manager.

	Under $10,000	H ¨ í ì U ì ì ì
Contract	Vice Presidents; Dean of the College	VP for Finance & Treasurer of the College

II. Approval of Invoices

When individuals order goods and services, they should direct vendors to send the corresponding invoices directly to their attention. Invoices must be signed by an authorized signer indicating approval of payment, and coded with the fund, cost center, and object code (account number) to be charged. The authorized signer is someone who is granted permission by the *Budget Officer to approve charges against the budget. If you have questions on who the authorized signers are for your cost center please contact Accounts Payable.

- x Under $25,000 t Requires those granted permission by the Budget Officer.
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waivedbut competitive bids should be used where possible. An

III. Consortiums

Grinnell College belongs to a number of consortiums that offer many discounts for goods and services. Consistent use of these consortium contracts will save time and effort and result in better pricing. The competitive bid requirements are waived when utilizing any of these consortiums. These are the main consortiums the College works with. If you would like to use another consortium, or need help in using those listed below, please contact the Procurement Manager.

E&I Cooperative: www.eandi.org

Description: E&I is the u u Œ r } Á w } š U r (} Œ s ‰ u Œ } (š cooperative delivering expertise, solutions, and services to the educational community.

Examples of Goods & Services Provided: Photographic Equipment; Digital Imaging Services; Online books, media and related software; Library Supplies & Equipment; Life Sciences Product & Services; Computer Hardware, Software & Peripherals; Medical, First Aid, Athletic Training Supplies; Rec Athletic Equipment Supplies & Services; Microscopes & Accessories; Office Supplies; Lab Sterilizers, Washers & Bedding Dispensers; Adv. Analytical Scientific Research/Equipment Services & Supplies; Facility & Maintenance, Repair, Operations; Vehicle Auto Truck Parts.

Sourcewell Cooperative: Z š š ‰ • W l l Á Á Á X • } µ Œ Á o o r u v X P } À l } } ‰ Œ š] À
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Surfaces; Photographic Equipment, Medical Equipment & Supplies, Performing Arts Apparel & Equipment.

Club Quarters Hotel Discounts www.clubquartershotels.com

includes: business cards, letterhead and second sheets (including Monarch), and business envelopes. Order by using the online store front.

Please contact the Communications Office for login information.

V. Insurance

If there is a contractual relationship that includes manual labor to be performed on Grinnell } o o P[•]ises the College has insurance requirements that need to be met. Please contact the Procurement Manager for those requirements.

This does not include: Speakers or Consultants.

VI. Purchasing Initiatives

Supplier diversity

The College is committed to developing mutually beneficial relationships with small, u] v } Œ] š Ç r } Á v U Á } u v r } Á v U] • À v š P U business Œ v r } Á v U enterprises. We also want to expand supplier diversity to include those suppliers that

- Grant all competitive suppliers equal consideration insofar as state or federal statute and College policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through medium of verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of

For Purchases with Federal Funds

Purchases made with Federal Funds must comply with Uniform Guidance 2 CFR 200 Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. The Uniform Guidance requirements can be found here:
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General procurement standards

The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and standards. Where State and/or local requirements conflict with Federal requirements, the strictest requirement, will be followed.

Methods of procurement to be followed

Purchases >$250,000

A formal proposal process with written proposals is generally required for federal purchases greater than $250,000 for } v r • } source purchases. Proposals must follow competitive procurement guidelines (or sealed bids if construction). A competitive proposal requires a formal Request for Proposal (RFP) be publicly advertised. Refer to 2 CFR 200 of the Uniform Guidance for more information.

Obtain Debarment and suspension documentation

Purchases of any amount from certain parties that are debarred, suspended, or otherwise excluded from, or ineligible for participation in Federal assistance programs or activities cannot be charged to federal funds. It is a requirement to check for suspended or debarred parties before awarding work for all covered transactions. Debarred or suspended parties may be found by searching the System for Award Management (SAM) for exclusion records, active or excluded at www.sam.gov documentation of the results of searches must be retained with procurement and grant records. Refer to 2 CFR 200 of the Uniform Guidance for more information.

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Grinnell College contracts must contain the applicable provisions described in Appendix II to Part 200 v Contract Provisions for v } v r & Œ o Contracts Ç

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