RADFORD UNIVERSITY

Procurement Manual

Department of Procurement and Contracts

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Chapter 1

Administrative Responsibilities

1.0 Administrative Responsibilities

1.1 Procurement of Goods and Services

Individual purchases of goods and services that cost $5,000 or less (without splitting the order or transaction) may be purchased by individuals with delegated purchasing authority responsibilities and must follow established guidelines and procedures included in this manual.

The Department of Procurement and Contracts is responsible for purchasing and renting/leasing all goods and services for the University that cost more than $5,000, except:

- Those associated with the Capital Outlay process as defined by the Virginia Public Procurement Act (VPPA) and the Construction and Professional Services Manual (CPSM)
- Real estate acquisitions, rentals, and leases.

1.2 Delegated Authority

The Department of Procurement and Contracts has authority to execute the following:

- Purchase orders for goods and services;
- Term contracts for goods and services;
- Hotel accommodations and related service agreements;
- Non-capital construction and renovations;
- Proprietary, sole source and emergency procurements;
- Revenue contracts;
- Purchase order changes or cancellations; and
- Contract renewals, contract modifications or contract cancellations.

The Executive Director of Strategic Sourcing may increase the delegated authority to those deemed appropriate and in the best interest of the University. Any personnel holding increased delegated purchasing authority shall be responsible for using that authority in conformance with the established and applicable policies and procedures.

In the absence of such written authorization, university employees and students are not permitted to sign contracts or make obligations on behalf of the University. If an individual takes such actions without proper authority, the individual may be held personally liable for the financial commitment of the contract or obligation.

1.3 Contract Administration

The Contract Administrator will be designated in writing, by the appropriate Contracting Officer, to monitor and support term contracts for delivery of goods and/or services, which may also include revenue payments due to the University. The contract administration process delegates authority to the University representative that is receiving the goods and/or

services to directly communicate with the contractor for the purpose of facilitating and verifying desired performance standards and addressing performance issues. Contract Administrators are restricted from making any commitment or conducting any negotiations which may change the scope of the contract or may result in a modified financial arrangement. Contracting Officers in the Department of Procurement and Contracts are available to consult with Contract Administrators and must be involved to issue written change orders, renewals, contract modifications and to formally address substantial performance shortcomings, non-renewals, and contract terminations.

Contract Administrators, or their supervisors, must notify the Department of Procurement and Contracts if there is a change in responsibilities, such as leaving the university, or a reassignment of the contract administrator role. See Chapter 28 for more information on Contract Administration.

1.4 Planning

Proper planning, including careful review of procurement policies and procedures and early involvement of the Department of Procurement and Contracts staff is recommended and will better ensure timely receipt of needed items and/or services.

1.5 Compliance

Failure to comply with these procedures may result in revocation of delegated purchasing authority.

1.6 Updates/Revisions

The Executive Director of Strategic Sourcing is responsible for the day to day administration of the Procurement Manual and has the authority to update and revise the Manual as needed. Substantive changes will be reviewed by the Vice President for Finance and Administration & Chief Financial Officer.

1.7 Departmental Responsibilities

a) *Department of Procurement and Contracts*

It is the responsibility of the Department of Procurement and Contracts to organize and administer the procurement function for all Radford University departments, in accordance with the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors (Higher Ed Manual) and the applicable State policies and procedures. These responsibilities include, but are not limited to:

- Approval and monitoring of departmental delegated purchasing authority
- Securing products and services at competitive prices, consistent with prevailing economic conditions
- Providing excellent customer service to University employees and students with timely information and advice to support the mission of the University
- Ensuring professionalism and fiduciary accountability are promoted and that the university's Code of Ethics is upheld by the procurement staff

- Ensuring open access to university business and that all procurements are conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety
- Establishing, reviewing, and approving University contracts and agreements in accordance with established policies
- Ensuring Strategic business development practices to promote Small, Women-owned and Minority-owned (SWaM) businesses
- Maintaining compliance with all laws of the Commonwealth of Virginia

b) University Departments

To ensure that goods and/or services are obtained in the most cost efficient and timely manner, University departments have the responsibility to:

- Anticipate departmental needs in advance of the actual delivery requirements to allow all interested vendors time to fairly and openly compete, if applicable
- Utilize the services of SWaM vendors to the maximum extent
- Anticipate departmental needs in advance to avoid last minute rush orders as well as numerous small repetitive orders over a short period of time
- Consolidate similar items that can be supplied from one vendor onto a single requisition
- Provide clear and complete specifications on items to be purchased, including the important features or functional requirements of the items, in addition to the brand name and model number if applicable
- Identify a required delivery date when delivery time is to be a consideration in the evaluation of bid or proposal responses
- Identify “equal to” brands and models which can perform the required functions, whenever possible
- Use only current catalogs and catalog numbers for items to be requisitioned
- Document and communicate poor or unsatisfactory vendor performance to the Department of Procurement and Contracts
- Ensure professionalism is promoted and that the University’s Code of Ethics is upheld by departmental staff
- Procure goods and services within departmental delegated authority, in accordance with stated policies and procedure

Chapter 2

Ethics in Public Contracting

2.0 Ethics in Public Contracting

All Radford University Employees with procurement or procurement transaction approval responsibility shall:

- Exhibit the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the Commonwealth's agencies and suppliers and the citizens being served.
- Provide and foster a procurement environment where all business concerns, large or small, majority or minority-owned are afforded an equal opportunity to compete for the Commonwealth's business.
- Avoid the intent and appearance of unethical or compromising practices in actions, relationships and communications, while also avoiding the appearance of impropriety or any action which might reasonably result in the perception of impropriety.
- Conduct all procurement activities on behalf of the Commonwealth, obeying all relevant laws and remaining alert of any and all legal ramifications of procurement decisions.
- Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the Commonwealth as defined in 2.2-3106 and 2.2-4367 et seq. of the Code of Virginia, avoiding any appearance of a conflict and continually evaluating their outside interests which have the potential of being at variance with the best interests of the Commonwealth.
- Promote positive supplier relationships through professionalism, responsiveness, impartiality and objectivity in all phases of the procurement cycle.
- Enhance the proficiency and stature of the Commonwealth's purchasing community by adhering to the highest standards of ethical and professional behavior.
- Give first consideration to the objectives and policies of Radford University.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

In addition, Radford University employees with procurement or procurement transaction approval responsibility **shall not**:

- Engage in outside business employment by any outside company that might encroach upon their primary responsibilities as a purchaser of the Commonwealth.
- Engage in any private or business relationship or activity that could result in a conflict of interest or could reasonably be perceived as a conflict of interest.
- Lend money or borrow money from any University supplier or potential supplier.
- Maintain a significant interest in a firm that does business with the University.
- Provide inside information to prospective bidders/offerors.
- Accept trips, lodging, meals, or gifts from any supplier.
- Accept meals, beverages, tickets to entertainment and/or sporting events or any other item which could be construed as having more than a nominal value.

- Accept employment from any bidder, offeror or vendor with whom the employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the Commonwealth unless the employee or former employee provides written notification to the President of the institution prior to commencement of employment by that bidder, offeror or vendor (Code of Virginia, Section 2.2-4370).

2.1 Collusion Awareness

Procurement professionals, and those with buying authority, have a duty to prevent and report collusion between suppliers competing for the Commonwealth's business. The purpose of the antitrust laws is to promote the free market system in the economy of this Commonwealth by prohibiting restraints of trade and monopolistic practices that decrease competition. The following could be construed as collusive activity or suspected antitrust violations:

- Any agreement or mutual understanding among competing firms that restrains the natural operation among market forces is suspect
- Existence of industry price list or price agreement to which suppliers refer in formulating their offers
- Sudden change from competitive bidding to identical bidding
- Simultaneous price increases or follow-the-leader pricing
- Rotation of bids or proposals so that each offeror takes a turn as the low bidder
- Division of the market so that certain competitors bid low only for contracts led by certain agencies or for contracts in certain areas or on certain products
- Incidents suggesting direct collusion (Assertion by employees of a supplier, etc. that an agreement to restrain trade exists)

Practices that eliminate or restrict competition usually lead to excessive prices and may warrant criminal, civil, or administrative action by the Commonwealth against the supplier. Procurement personnel are an important source of investigating leads and recognizing possible antitrust or collusion violations. Procurement personnel should be sensitive to indications of unlawful behavior by suppliers. Suspected antitrust or collusive activities shall be reported to the Executive Director of Strategic Sourcing or the Attorney General/University Counsel.

2.2 Conflict of Interest

A prohibited conflict of interest arises when a company, in which a University employee or their immediate family has a personal interest in, enters into an agreement with the University. A personal interest is defined as: owning more than 3 percent of the equity in the company or having personal interest worth more than $10,000 annually. In addition, if a family member is employed by a vendor or potential vendor, it is considered a conflict of interest. If an individual involved in the procurement of a good or service can benefit, or have an immediate family member benefit, from doing business with the University it can be seen as a conflict of interest.

If any University employee has reason to believe that a personal conflict of interest may exist, it is his/her responsibility to exclude themselves from all business matters relating to the process of evaluating solicitations, negotiating purchase agreements or administering a

contract. It is their responsibility to report any potential or actual conflict of interest to Procurement and Contracts or the appropriate administrative authority.

2.3 Gifts & Gratuities

Public employees shall not solicit or accept gifts from bidders, offerors, contractors, or sub-contractors. Giveaways at trade fairs which are available to all participants are generally acceptable, if of a nominal value.

The Department of Procurement and Contracts recommends declining any gift or offer regardless of dollar value. Meals and food (including "working lunches") are not considered acceptable. The best guidance is to avoid any situation that creates a "perception" to anyone inside or outside of the University that the contractor or vendor has an "edge" or "preference" or "extraordinary relationship" with the University.

2.4 Personal Purchases

Due to the tax-exempt status of Radford University, University employees shall not issue purchase orders for personal purchases.

Suppliers are under no obligation to offer discounts to University employees. If they choose to do so, their offer does not obligate the University to do business with them in the future.

University employees should refrain from having personal packages shipped to their business address, as it places unnecessary burdens on receiving personnel and University Mail Services.

University employees may not use University contracts for personal purchases, as these contracts are to be used for official business. Purchases for the University cannot be shipped to a home address.

The Commonwealth of Virginia does occasionally manage/offer separate programs offering discounts to employees of the Commonwealth. The Department of Procurement and Contracts is not involved in the formulation of those discounts nor is the University to be considered a party to any personal transactions resulting from such discounts.

3.0 Overview for the Procurement of Goods and Services

The Department of Procurement and Contracts supports the University community by procuring desired goods and services. The goal is to satisfy each department's procurement requirements in a timely manner at the lowest available cost, while adhering to university policy and state procurement guidelines and regulations.

Purchases, regardless of dollar amount, are generally required to be processed in eVA, the Commonwealth's electronic purchasing portal. Vendors should be strongly encouraged to become self-registered with eVA prior to doing business with the University, as the University has a preference for those vendors who are self-registered. eVA vendor registration information can be located at https://eva.virginia.gov/i-sell-to-virginia.html. eVA purchase requests resulting in fully approved purchase orders integrate with Radford University's accounting system, Banner Finance. The only exceptions to this integration are purchases made using a University assigned Small Purchase Charge Card for local point-of-sale transactions or by prior approval or request from Procurement and Contracts.

Vendors are required to submit a COVA W-9 to Radford University's Accounting Services Department when they register. The Commonwealth of Virginia Substitute W-9 (COVA W-9) s required in lieu of the IRS W-9 form for each individual who is a US citizen or US resident alien and for each corporation, company, partnership, or association created or organized in the US or under US laws. The COVA W-9 includes additional information that is required by the Commonwealth Vendor Group (CVG) to ensure the vendor is properly established in Cardinal, the Commonwealth of Virginia accounting system. After establishing a vendor in eVA, the vendor information is shared with Cardinal. A vendor must be registered and have a Cardinal Vendor ID number before the vendor can be paid by the Commonwealth of Virginia and Radford University. For international vendors, contact the Department of Procurement and Contracts in advance of entering a purchase requisition.

Goods purchased are delivered initially to Warehouse Services (unless otherwise instructed by the Department of Procurement and Contracts), where they are physically received and then delivered to the final destination as specified in the purchase order. Departments are responsible for entering receiving reports in eVA once items are received.

Receiving reports document the satisfactory receipt of goods, materials, equipment, supplies and services. Receiving reports provide an auditable source of verification that goods and/or services are received in a manner acceptable to the conditions and requirements of the contract or purchase order. The use of the eVA receiving process ensures information is maintained electronically with the purchase order and provides a clear record of items that are received and ready for payment processing so vendors are paid in accordance with the Commonwealth's Prompt Pay requirements.

Receiving should be processed within three (3) days of receipt of goods or services. Receiving dates should reflect the actual date goods and/or services are received on campus. For additional detailed guidance on receiving processes, see Section 4.3. A Receiving Quick Reference Guide is also located on the Department of Procurement and Contracts website.

3.1 Planning the Procurement

A. Identify a valid need for goods and/or services.
B. Ensure funding/budget is available.
C. Determine availability from existing contracts by contacting the Contract Officer, reviewing the University's contracts, as well as reviewing available cooperative contracts listed on the VASCUPP website.
D. Contact the appropriate Contract Officer in the Department of Procurement and Contracts as early as possible in the planning process for assistance and guidance.
E. Seek and research sources of supply after contacting the Department of Procurement and Contracts.
F. Develop specifications.
G. Create Purchase Requisition (PR) in eVA.
H. Obtain the required approvals through the PR approval flow associated with the eVA user name, NIGP commodity code selection, account code selection, budget code, vendor selection, and dollar amount or by execution of an Authorization to Proceed form.
I. Ensure compliance with all University policies.

Policies can be located on the Office of Policy and Tax Compliance website as well as the Accounting Services website. https://vascupp.org/sites/vascupp/files/2020-09/hem.pdf

3.2 Procedures for Procurement of Goods and Services

3.2.1 Use of Contracts

Contracts have been established by a number of organizations and include state contracts and other cooperative sources and consortiums. The use of state-issued contracts by the Department of General Services Division of Purchases and Supply (DPS) or cooperative contracts issued by VASCUPP institutions are the preferred methods of procurement. Contracts offer favorable pricing for a wide variety of services and goods and have been vetted to meet competitive requirements. By using an existing contract, departments can reduce procurement lead times, streamline processes and take advantage of negotiated pricing and terms and conditions from reliable vendors.

Use of contract sources, with the exceptions of exclusive contracts, is not mandatory, but it is strongly encouraged. Alternative commercial sources should not be selected based on personal preference. Rather, a business-related reason should exist for any decision to not use a term contract. Examples include situations where the contract vendor does not offer the exact delivery time or service required, where more favorable price or delivery is available, or where better quality is available.

3.2.2 Small Dollar Purchase Procedures

The Virginia Public Procurement Act allows an Institution of Higher Education to establish and implement its own small dollar policies and procedures for purchases not expected to exceed the competitive threshold established by law (currently $200,000). Radford's University's policies and procedures encourage competition to the maximum feasible degree and provide fair access for vendors to these small dollar purchases.

The following small dollar purchase procedures have been established by Radford University when acquiring materials, supplies and equipment, printing, or non-professional services less than $200,000. Procurements made pursuant to these procedures do not require public bid openings or newspaper advertising of competitively negotiated procurements unless it is in the best interest of Radford University, but do require the use of a Certified Small, Women-owned or Minority-owned Vendor whenever possible.

A. Purchases less than $5,000 are procured through the department's delegated procurement authority. Detailed procedures in this category are listed in Section 3.3.
B. Purchases costing more than $5,000 are routed through the Department of Procurement and Contracts for approval. Detailed procedures are listed in section 3.3.
C. Purchases less than $100,000 awarded to Certified Small, Women-owned, and Minority-owned (SWaM) vendors may be procured as directed in Section 3.3.

3.2.3 Contract Officer Authority to Award

For purchases of goods and services $20,000 and less, the appropriate Contract Officer in the Department of Procurement and Contracts may, at their discretion and without requiring additional approvals, process the order with a suggested source without seeking further competition. The assigned Contract Officer will work with the end user to obtain supporting documentation. Documentation may include: eVA vendor registration status (self-registration is the preferred status), SWaM outreach attempt, written quote from supplier that includes shipping and payment terms, and fair and reasonable price validation. Documentation should be maintained in the eVA electronic requisition procurement file. Determination to award without seeking competition for goods and services over $20,000 and less than $200,000, not procured from a Division of Small Business and Supplier Diversity (DSBSD) certified SWaM vendor and are not a proprietary or sole source may only be approved by the Executive Director of Strategic Sourcing or designee, or the Vice President for Finance and Administration. A written justification will be maintained with the electronic procurement record (purchase requisition) documenting why it was in the best interest of the University to award without competing.

3.2.4 Exemptions:

A. Exempt from Normal Competitive Requirements up to $200,000.

Competition normally is either not practicable or available for purchase of the following goods or services when less than $200,000. Exemptions do not eliminate the requirement for procurement review and execution of associated agreements, contracts, etc. that require signature by the University.

1. Books, pre-printed materials, reprints and subscriptions (e.g., print or electronic, pre-recorded audio and video cassettes, compact discs, slide presentations, etc.), when only available from the publisher/producer.

2. Library books, electronic magazines, publications and other items for the Libraries' collection as per applicable Library acquisition procedures.

3. Consulting and/or training services associated with academic or research programs. Total university payments to an individual consultant or consulting firm **should not exceed $50,000 per fiscal year**, unless approved by the Executive Director of Strategic Sourcing or their designee.

4. Training that is specialized, proprietary, not typically available to the general public for which competition is generally unavailable, off-site, and requires a registration fee.

5. Writers.

6. Photographers (other than graduation and yearbook photographers).

7. Advertisements in newspapers, magazines, journals, radio or television, or billboards.

8. Utility charges.

9. Conference fees/course fees/seminars/training sessions/tuition and other registration fees

10. Accreditation fees.

11. Exhibition rental fees for exhibitions of historical artifacts or original works of arts. (The rental fee may include charges other than the rental of exhibition, such as transportation costs).

12. Academic testing, tests and evaluations.

13. On-Demand renovation and non-capital construction projects not to exceed $100,000 where the award is made to a single trade vendor or general contractor that has been pre-qualified by the University through an open solicitation qualification process. The vendor must meet the requirements to complete the renovation or non-capital construction project under the timeline and specifications dictated by the project to ensure the safety of the University and that ongoing daily operations continue without concern. All such projects will be overseen by University Facilities Department. All direct awards will be issued by the appropriate Contracting Officer in the Department of Procurement and Contracts.

14. Specialized software that is not already available on campus, but has been approved by Radford University's Department of Information Technology Services (DoIT).

15. Specialized software, website or browser plugins, website or desktop applications or subscriptions, electronic databases, software-as-a-service (SAAS), mobile apps for software already purchased and in use at the University. Any and all software purchases require DoIT's approval before purchasing.

16. Software maintenance contracts for software that has already been purchased and is in use at the University as approved byDoIT.

17. Software site licenses as approved by DoIT.

18. Software upgrades and consulting services related to existing software, provided the purchase is made from the existing exclusive supplier as approved by DoIT

19. Maintenance contracts for service of mainframe and supercomputers for which there is no competitive source available to service the equipment as approved by Radford DoIT

20. Maintenance contracts for high-cost, sophisticated, equipment where there is no known competitor and service must be purchased from the manufacturer of the equipment or an authorized agent of the manufacturer.

21. Direct payment to a vendor providing specialized technical training on their equipment and/or software. Requires approval by Procurement and Contracts.

22. Special Delivery Services to include but not be limited to refrigeration, specialized packaging, etc.

23. Real estate leases.

24. Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition. Contracts and purchase orders between the University and temporary service providers or independent laboratory testing companies are not exempt from purchasing through eVA.

25. Contracts with public and private hospitals, medical practices, and medical clinics that are licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to medical students enrolled in state institutions or higher education.

26. Local funds owned by trust-agent organizations (e.g., student organizations). These funds are non-state and are not owned and controlled by the University. The University's sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds. This exclusion does not include Auxiliary Enterprises.

B. Exemption from Competition Regardless of Dollar Amount

Competition may be waived under these circumstances. One quote must be obtained. *(Governing Rule §37).*

1. The purchase of goods or services that are produced or performed by or related to:
   a) Persons, or in schools or workshops, under the supervision of the Virginia Department for the Blind and Vision Impaired;
   b) Nonprofit sheltered workshops or other nonprofit organizations that offer transitional or supported employment services serving the handicapped;
   c) Private educational institutions; or
   d) Other public educational institutions.

2. Speakers and performing artists;

3. Memberships and Associations dues;

4. Sponsored research grant sub-awards and contract sub-awards, not to include the purchase of goods or services by the University;

5. Group travel in foreign countries;

6. Conference facilities and services;

7. Participation in intercollegiate athletic tournaments and events including team travel and lodging, registration and tournament fees;

8. Royalties

9. The purchase of legal services, provided that the Office of the Attorney General has been consulted, or expert witnesses or other services associated with litigation or regulatory proceedings;

C. Price-Reasonableness Determination

When competition is restricted or lacking or the prices offered appear excessive, the Contract Officer is responsible for further analysis to determine in writing if the prices are fair and reasonable. This applies to sole source, single response, contract changes or contract modifications, contract renewals, contract extensions, items exempt from competition, or anytime a single price is agreed upon.

3.2.5 Purchases $200,000 and Above

Purchases of goods and services costing $200,000 and above shall follow the procedures as set forth in the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors (Higher Ed Manual) found here at this link https://vascupp.org/sites/vascupp/files/2020-09/hem.pdf

3.3 Procedures – Guide to Dollar Threshold

The Guide to Dollar Threshold table provides departmental procedures for the various dollar thresholds.

Goods and Services	Departmental Procedures	Purchase Method
Goods and non-professional services $5,000 or less	One or more quotes are required for purchases of goods and services costing $5,000 or less. At least one quote should be obtained from a SBSD certified Small, Minority or Woman owned business, if available. Note: Never split orders under any circumstances in an attempt to keep the cost under $5,000. Note: Attempt to locate eVA self-registered vendors.	eVA Requisition and Order unless exempt from eVA. Attach documentation electronically to the eVA purchase requisition.
Goods and non-professional services: *$5,001 to $100,000 (Informal/Small Purchases) **See Note.*	Departments may receive one quote/proposal from a SBSD certified vendor. Departments are encouraged to utilize established RU contracts or to work with Procurement and Contracts to find a cooperative contract or conduct a competitive procurement.	eVA Requisition and Order.

****Over $100,000** (Formal/Large Purchases)	Departments are encouraged to utilize established RU contracts or to work with Procurement and Contracts to find a cooperative contract or conduct a competitive procurement. For departments making repetitive annual purchases of the same goods/services, Procurement and Contracts may elect to establish a term contract through competitive negotiations.	eVA Requisition and Order.
***Note: Procurement and Contracts Department Contract Officers may, in their sole discretion and in the best interest of the University, place an order with a suggested source without seeking further competition for goods and services not exceeding twenty thousand dollars ($20,000) in value, or up to and including $100,000 with a certified SWaM vendor.** ****The Executive Director of Procurement has the authority to review and approve requests over $100,000 and below $200,000 if it is deemed in the best interest of the University and documentation is provided for cost reasonableness.**		
Professional Services as defined by the Code of Virginia: • Accounting • Actuarial • Architecture • Land Surveying • Landscape Architecture • Law (must be approved) • Dentistry • Medicine • Optometry • Pharmacy • Engineering • Interior Design • Appraiser	Procured as required by State Law using qualification-based, competitive selection processes	

Methods of Procurement	
Situation	**Procedure for all Goods and Services**
Emergency	An emergency is an occurrence of a serious and urgent nature (not lack of planning) that demands immediate action. Full justification of the purchase is required. Justification should relate to health, safety or protection of property. If time permits, contact Procurement and Contracts before making purchase. Competition is not required but should be obtained, time permitting. As soon as feasible, submit an eVA Purchase Requisition and emergency justification to procurement, attaching all supporting documentation.
Sole Source/Proprietary	Contact the Procurement and Contracts Department for further guidance.
Previously Owned "Used" Equipment Valued up to $100,000 *(This classification does not include factory rebuilt, demonstration, or remanufactured equipment)*	Competition not required. Department prepares an eVA Purchase Requisition up to $100,000. If above $100,000, contact Procurement and Contracts for guidance.
Request for Proposal	A formal procurement process soliciting qualified vendors to submit a proposal to the University. All proposals are subjectively evaluated and scored. Negotiations are conducted with top offerors. Awards can be made to multiple proposers if stated in the RFP that it is an option. Allows awards to be made based on best value (all things considered) and not strictly on low Price.
Invitation for Bid	A formal procurement process soliciting qualified vendors to submit their lowest price for goods or services well defined by the University. Award is based strictly on lowest price with a responsible and responsive bidder.

Confirming orders are a violation of procurement procedure and may not be processed. Confirming orders are those orders placed with a vendor prior to the receipt of an approved purchase order number.

Departments do not have the authority to sign vendor contracts (e.g. hotel contracts, maintenance agreements, etc.). See Section 13.0.

3.4 Open Encumbrances

Integration of the purchase order to the Banner Finance system establishes an encumbrance to the applicable fund/organization/account/program (FOAP). University departmental designees responsible for departmental budgets must carefully track open encumbrances to ensure payment to the vendor occurs in accordance with the contract and the Commonwealth's Prompt Pay policy, and the purchase order is fully closed and liquidated. Any discrepancies or irregularities should be reported to the Department of Procurement and Contracts immediately.

3.5 Construction or Renovation Procurements

State and University procedures require that ALL renovation or construction related procurements must be reviewed in advance by Facilities Planning and Construction to ensure compliance with University space planning, safety, and maintenance requirements. Contact Facilities Planning and Construction for assistance.

3.5.1 Contractor's License

If a procurement of $1,000 or more involves construction, removal, repair or improvement of any building or structure permanently affixed to real property or any other improvement to such real property, the contractor performing the work must possess an applicable contractor's license by the State Board of Contractors for the type of work involved. (Code of Virginia Section 54.1-1103 and Code of Virginia Section 54.1-1115).

Contractors must be licensed in the proper classification and specialty to perform the work required. If there is any question whether a licensed contractor is required for a specific procurement, call the Department of Procurement and Contracts.

3.6 Information Technology Equipment, Software, and Services

All purchases of Information Technology equipment, software, and services must be approved by DoIT.

Chapter 4

eVA

Virginia's Electronic Procurement System

4.0 eVA (electronic Virginia)

4.1 Entering Requisitions in eVA

All requisitions entered into eVA must contain the following information:

- Title (Vendor Name, eVA User's Name and Phone Number)
- Fiscal Year
- PO Category
- Transaction Type
- Description (detailed specifications or drawings to be forwarded to the Department of Procurement and Contracts)
- NIGP Commodity Code
- Supplier (Vendor Name)
- Contact (Vendor Location)
- Contract Number (if applicable)
- Quantity
- Unit of Measure
- Price
- Accounting Detail (FOAP Banner Finance Fund/Organization/Account/Program) for funding allocation
- Ship to
- Deliver to (default in eVA is Warehouse Services)
- Comments (when applicable)
- Attachments (when applicable)

4.2 eVA PO Category Code and eVA Fee Exemptions

PO CATEGORY CODES

When creating purchase requisitions in eVA the end user is required to select a purchase order category code from a drop-down menu. The PO code selected identifies the type of purchase and if we (and the vendor) are required to pay additional eVA fees on the transaction.

WHERE ARE THE CATEGORY CODES LOCATED? eVA Purchase Requisition

When you create a requisition, the first screen (Title Page) contains the PO category field. Use the drop-down feature >search< for more options, then select the appropriate code. The codes for general use are:

- R01 (Routine)
- S01 (Sole Source)

- P01 (Proprietary)
- X02 (Exempt from eVA transaction fees)

(Other codes may be available, but are to be used ONLY by Procurement and Contracts). There is a brief description of the PO Category Code beside each code number.

WHICH PO CATEGORY CODE DO I USE?

A. **R01 (Routine):** This purchase order category is used for routine orders. It is the most common PO Category Code. Use this for items such as purchases for supplies either online or on the phone such as Amazon or Supply Room, promotional items, software, lab supplies, office supplies, subscriptions for bona fide business purposes, and other items not otherwise classified.
B. **S01 (Sole Source):** A sole source is authorized when there is only one source practicably available for the goods or services required. This purchase order category code is used when the end user attaches the Sole Source Request and Certification Form (Form C035) to the PR for review and approval by the buyer in Procurement and Contracts.
C. **P01 (Proprietary):** This purchase category code is used when the end user has used specifications that restrict the acceptable "product" to those of one or more specified manufacturers. Competition is available; however, limited within the confines of the manufacturers of the product. The end user must attach the Proprietary Request and Certification Form (Form C034) to the PR for review and approval by the buyer in the Procurement and Contracts.
D. **X02 (Exempt from eVA transaction fees):** This purchase order category code has been developed for use by state agencies when issuing purchase orders in eVA for goods and/or services listed as exempt from eVA transaction fees.

SELECT PO CATEGORY CODE X02 FOR THE FOLLOWING eVA FEE EXEMPT TRANSACTIONS:

- Academic testing services
- Accreditation fees
- Advertisements for employment or all other announcements (all media formats)
- Entertainment payments for performing artists, speakers, lecturers, musicians, writers and artists.
- Express Mail Services using the DPS statewide contract (This contract is now titled "Small Package Delivery Services" – No. E19-79522)
- Government or Public Entities-Purchases from foreign, Federal, State, Localities, Town, City, public colleges and universities, state hospitals. Agency to Agency
- Group travel arrangements in the United States covered under contractual agreements.
- Group travel in foreign countries. Includes travel, lodging, meals and special services
- Intercollegiate athletic tournaments and events to include team travel, meals, lodging, registrations, insurance and tournament fees (if entered in eVA)
- Intercollegiate Referees, Officials and Umpires for athletic events
- Licenses (Federal, State or local) excluding software licenses

- Lodging or meeting rooms in hotels, conference centers, 4-H centers covered under contractual agreements. Excludes charges for additional services covered under contractual agreements.
- Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition
- Pharmaceuticals purchases using the DPS-authorized multi-state contract
- Point of Sale SPCC purchases that are small, over-the-counter purchases made with P-Card at the site of sale and picked up by cardholder. (NOT online orders) (Point of sale will not be processed through eVA)
- Post Office-Purchases from the US Post Office
- Private educational institutions for transactions not associated with sponsored research.
- Public Auctions (non-electronic)
- Real Estate Leases
- Rental fees for exhibitions of historical artifacts and works of arts. May include transportation and other associated expenses.
- Revenue Contracts
- Surplus property from State of Federal agencies
- Utility payments (electric, natural gas, water, sewer)

Miscellaneous

- Award of Grants by agencies and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services.
- Local funds owned by trust-agency organizations (i.e. student organizations). These funds are non-state and are not owned or used by the University. The university's sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds.

The following items are exempt from eVA Procurement. Please contact Accounting Services for information.

- Conference Registrations
- Gasoline purchased with Voyager Fuel Card
- Honoraria
- Legal Fees
- Membership and Association Dues
- Point of Sale SPCC purchases
- Reimbursements
- Personal Travel and Lodging

4.3 eVA Receiving

Departments are responsible for inspecting and accepting goods or services purchased upon receipt. This includes, but is not limited to:

- Ensuring conformance to the purchase order and other relevant documents (correct model number, description, size, type, color, ratings)
- Comparing the quantity ordered against the quantity shipped or delivered
- Checking for breakage or damage
- Confirming the unit of measure
- Confirming goods are operable and functional
- Confirming order is in conformance with applicable requirements and/or specifications

The process for receiving services is the same as the process for tangible goods.

Orders must be electronically received in eVA upon delivery to department to allow for prompt payment of the invoice.

For additional information, refer to the eVA Resources Page on the Department of Procurement and Contracts Home Page under Quick Reference Guides.

To log into eVA, go to https://eva.virginia.gov/index.html.

Chapter 5

Taxes

5.0 Taxes

5.1 Excise

As an agency of the Commonwealth of Virginia, Radford University is generally exempt from paying federal excise taxes, except for excise taxes for air transportation, (which is generally defined as any amount paid within the United States for transportation of any person by air). Certain vaccines also require that an excise tax be paid by the University.

5.2 State Sales

As an agency of the Commonwealth of Virginia, Radford University is generally exempt from paying Virginia's sales taxes on purchases of tangible personal property for its use or consumption. The COVA Sales and Use Tax Certificate of Exemption (COV Form ST-12) can be found at the Office of Policy and Tax Compliance website.

5.3 Sales and Use Tax Payments – State Government and Political Subdivisions

Virginia's Sales and Use tax does not apply to sales of tangible personal property to the Commonwealth of Virginia or to its political subdivisions, for their use or consumption, if the purchases are pursuant to required official purchase orders to be paid for out of public funds. The tax applies when such sales are made without the required purchase orders and are not paid for out of public funds. No exemption is provided for state or local government employee purchases of meals or lodging whether purchases are pursuant to required official purchase orders or not. The following examples are offered to show that taxes apply to lodging and conference facilities under a variety of circumstances:

- Hotels, motels, tourist camps, etc. (generally). The tax applies to the sale or charge for any room or rooms, lodgings or accommodations furnished to transients by any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or other similar place. The tax applies to all sales of tangible personal property by such business.

- Charges in connection with accommodations. Any additional charges made in connection with the rental of a room or other lodging or accommodations are deemed to be a part of the charge for the room and are subject to the tax. For example, additional charges for internet, local telephone calls and similar services are subject to the tax. Toll charges for long-distance telephone calls are not subject to the tax.

- Meals (generally). Retail sales of meals by restaurants, hotels, motels, clubs, caterers, cafes, and others are paid in accordance with policies established by the Department of Tax Administration.

For additional information on taxes contact the Controller's Office.

Chapter 6

6.0 Unauthorized Purchases

With the exception of written delegated purchasing authority granted to university departments for goods and/or services (Authority to Contract for Radford University), the Department of Procurement and Contracts has the sole authority and responsibility to obligate the University for the purchase of goods and/or services. Failure to comply with this policy may result in loss of departmental procurement authority. In addition, the individual making the purchase may be held personally and legally responsible for the financial commitment.

Chapter 7

Allowable / Non-allowable Expenditures / Personal Reimbursements

7.0 Allowable/Non-allowable Expenditures

All requests for disbursement, whether funded from State, Federal or Local (non-State) sources, must include documentation to support the purpose of the expenditure. This documentation must attest to the fact that the expenditure is a business-related expenditure and is reasonable. Individuals submitting and approving the expenditure for processing are responsible for ensuring that the expenditure is reasonable, meets all internal and external guidelines and is coded to the proper Banner accounting code (i.e. FOAP).

A “business-related expenditure” is generally accepted to mean an expenditure that is directly related to the operation of a functional area (e.g., school, department, administrative area, etc.) in the fulfillment of its stated mission or objective as part of the University (e.g., instruction, research, public service, support services, etc.). The term “reasonable” is defined to mean an amount that a prudent businessperson would expend to obtain that particular good and/or service on behalf of a public agency of the Commonwealth of Virginia. This also infers that the good and/or service has been acquired under a competitive procurement process when applicable.

It is the responsibility of person(s) authorized to submit expenditures for processing to ensure the most efficient and effective use of university financial resources assigned to their area of responsibility. It is the responsibility of each department’s financial representative to ensure all expenditures, regardless of funding source, contain appropriate justification as to the reasonableness of the expenditure and the business-related purpose of the expenditure. Any questions concerning this policy or questions regarding the reasonableness and/or business purpose of an expenditure should be directed to the Department of Procurement and Contracts at 540-831-5419.

7.1 Employee Personal (Non-Travel) Reimbursements

All employees are expected to follow appropriate University, Procurement, and Small Purchase Charge Card [SPCC] policies, procedures, and/or guidelines regardless of dollar amount. Employees should not make personal payments for non-travel business expenses that can be paid directly by the University. When possible, small dollar purchases of $5,000 or less should be placed on a Radford University SPCC.

The University recognizes that employees may incur unexpected expenses while conducting official university business. During such time, employees may use personal funds for the purchase of goods, not to exceed $200, and request reimbursement.

Requesting reimbursement to circumvent procurement guidelines is prohibited.

Radford University will reimburse employees for allowable expenses for goods and professional memberships through the personal reimbursement process, not to exceed $200 per reimbursement. Infrequent purchases such as supplies or resource materials needed quickly and outside of business hours is an example of an appropriate personal reimbursement request. Frequent requests may be reviewed to determine the cause and to determine how such items can be procured following established procurement guidelines.

Radford University will not reimburse employees for payments to other individuals or vendors for services performed on behalf of the University.

Prior to using personal funds to cover business expenses, it is the employee's responsibility to ensure the expenses to be reimbursed are allowable. It is the approver's responsibility to ensure (1) the requested expense reimbursement was incurred for university business purposes, (2) the expenses were necessary and consistent with university policies and procedures, (3) adequate and accurate supporting documentation is attached to the requested reimbursement, and (4) the expenditure is charged against the appropriate fund, organization, account, and program codes. Reimbursements for expenses that do not support the University's mission or where there is a presence or appearance of personal gain, impropriety, or unethical choices are prohibited and will not be processed. Reimbursements are submitted through the travel reimbursement process using Chrome River and must be accompanied by receipts and/or supporting documentation. Reimbursement requests must be submitted to Accounts Payable within 30 days of the date on the receipt. Receipts must be detailed and legible.

Employees who do not comply should not assume guaranteed reimbursement of their expenses.

Chapter 8

Gifts and Donations

8.0 Procurements Tied to Gifts and Donations

No purchasing commitment is allowed to be made if the purchase is tied to a gift or donation being made to the University. For example, a donor *may not* specify that a gift to the University is dependent upon the University's future purchase or lease of goods or services from a particular vendor. Likewise, a donor *may not* specify that a particular brand of an item be purchased or that the item be purchased from a particular source. The donor should be informed that a purchase under these conditions is prohibited by law.

When a business or individual is interested in making a donation to the University that is tied to a pending or imminent purchase, contact the Executive Director of Strategic Sourcing at 540-831-6092.

Donors wishing to make gifts unrelated to procurement activities should be referred to the Office of University Advancement at 540-831-5407.

Shipping / Freight Charges

9.0 Shipping / Freight Charges

It is the basic policy of the University to purchase goods "Freight on Board (FOB) Destination". This means that the vendor pays the freight charges for shipping the goods to the ordering department (the cost of shipping is included in the price of the goods), the vendor retains title to the goods until the carrier delivers the goods, and any claim for loss or damage incurred during delivery shall be between the vendor and the carrier.

A department may pay freight charges and/or change the FOB point when it is a requirement to make the purchase. Departments are cautioned that changing the FOB point can create problems in the event the product is damaged or lost in transit. In such cases, any claim for loss or damage incurred during delivery shall be between the University and the carrier. Please contact the Department of Procurement and Contracts for any questions relating to the FOB declaration.

If departments are paying freight cost, a shipping line item must be added to the purchase order and the correct commodity code must be used. This designation on the purchase order is notification to the vendor that the University accepts title only when goods are received. This will also notify Accounts Payable that the department has authorized the vendor to prepay the freight cost and add it as a separate line item on the invoice.

Accordingly, Accounts Payable will pay the full invoice that includes the actual freight costs as stated by the shipping vendor.

Departments have the responsibility to determine the actual (or maximum) freight charge and add a line item to the purchase order when shipping is “prepaid and added” to the order. This will ensure that the total amount of the order does not exceed the departmental delegated purchasing authority, since that limit includes freight and handling charges.

Certified Small, Women-owned, and Minority-owned (SWaM) Businesses

10.0 Certified Small, Women-owned and Minority-owned Businesses

The Department of Procurement and Contracts strongly encourages the participation of small, women and minority owned (SWaM) businesses in the procurement process by actively soliciting bids and proposals from these businesses. The Department of Procurement and Contracts uses the information contained in the eVA vendor database and information supplied by the Department of Small Business and Supplier Diversity (DSBSD) to assist in this endeavor.

Departments are required to obtain a quote or to document an attempt to obtain at least one quote from a DSBSD certified SWaM business. A listing of DSBSD certified businesses is available on their website at https://www.sbsd.virginia.gov/.

Each year, Radford University is required to submit a Fiscal Year Annual Procurement SWaM Plan that includes our goals, processes to attain those goals, and other activities in accordance with the delegated authority Radford University has been afforded by the Restructured Higher Education Financial and Administrative Operations Act.

Radford University is held accountable to attain goals specified annually and reported to the Governor and other legislative stakeholders. The Executive Director of Strategic Sourcing, the Assistant Director of Supplier Diversity and Business Operations, and the Director of Facilities Planning and Construction are responsible for ensuring that the University achieves the goals stated in the SWaM Plan and are dependent on the University community to do its part to include SWaM businesses in purchasing transactions.

If a department is aware that a business is eligible for DSBSD certification or has made purchases from a contractor that used a SWaM business as a subcontractor, please provide this information to the Department of Procurement and Contracts.

11.0 Purchase Order Changes

Any time a change to a purchase order is needed, departments must contact the Department of Procurement and Contracts to discuss if a formal purchase order change is necessary. If so, purchase order changes must be initiated by the department through eVA. Change orders do not integrate to Banner Finance; therefore, the Department of Procurement and Contracts will work with departments to ensure that purchase order changes are processed correctly and encumbrances are adjusted accordingly.

An invoice that is within $100 of the original PO amount does not require a change order. The invoice will be processed and the over/underage will be applied to the appropriate FOAP.

Office of the Attorney General

12.0 Office of the Attorney General

All High-Risk contracts must be submitted to the Office of the Attorney General for review and approval via the Department of Procurement and Contracts. Legal counsel may be able to clarify meaning, or redraft an agreement so that the terms are legally permitted, counsel's role is not to review or approve your underlying business judgments. By law in Virginia, the General Assembly places this discretion in the sound judgment of the University's officials. It is incorrect to assume that a contract approved for legal sufficiency removes economic risk or the individual's authority and duty to responsibly weigh risk against benefit.

12.1 Procedure to submit a contract or agreement to the Office of the Attorney General

All Contracts or agreements are submitted to the Department of Procurement and Contracts after being approved by the Division Head in the respective area. The Department of Procurement and Contracts will work with the Office of the Attorney General to gain legal sufficiency and approval on procurement contracts.

12.2 Unacceptable Contract Terms

The Office of the Attorney General provided the following summary of forbidden contract provisions or terms which may be included in a contractor's proposal or agreement.

1. Requiring the Commonwealth to maintain any type of insurance for its benefit or for the contractor's benefit.
2. Requiring or stating that the terms of any contractor's form agreement shall prevail over the terms of the Commonwealth's terms.
3. Requiring the Commonwealth to defend, indemnify or hold harmless the contractor or any person or entity.
4. Imposing interest charges contrary to that specified by the Code of Virginia or imposing interest for any period prior to the receipt of contractor's invoice for payment.
5. Except in the case of agencies of the government of the United States, choosing any body of law, except the law of the Commonwealth, as the governing law of the contract.
6. Permitting unilateral modifications of any contract by the contractor.
7. Binding the Commonwealth to any arbitration or to the decision of any arbitration board, commission, panel or other entity except a court of competent jurisdiction located in the Commonwealth.
8. Obligating the Commonwealth to pay costs of collection or attorney's fees.
9. Limiting the lawful remedies of the Commonwealth to seek enforcement or redress for any violation of statutory, regulatory or common law.
10. Providing a different statute of limitations other than that provided by the laws of Virginia.
11. Limiting the authority/responsibility of the Attorney General of Virginia as set forth in the statutes of Virginia, or any other official of the Commonwealth of Virginia.

12. Prohibiting the Commonwealth from recovering its lawful damages directly incurred as a result of any breach of contract. The Commonwealth and the contractor may agree to limit or eliminate liability for consequential or indirect damages.
13. Imposing any liability or responsibility on the Commonwealth contrary to the laws of Virginia.
14. Releasing the contractor or any other entity or person from its legal liability for unlawful or negligent conduct or failure to comply with any duty recognized or imposed by applicable law.
15. Imposing any obligation on the Commonwealth as a result of any promise, representation or statement by anyone without the authority to do so.
16. Waiving, directly or indirectly, the sovereign immunity of the Commonwealth of Virginia.

Vendor Contracts/Agreements

13.0 Contracts

13.1 Contract Review

Any agreement or contract must be forwarded to and reviewed by the Department of Procurement and Contracts. Include the eVA PR number, if applicable. Do not give the purchase order number to the vendor until the contract has been signed by the authorized individual at the University. The Department of Procurement and Contracts will make any amendments to the terms as required by State law or policy and secure the appropriate signatures in compliance with university procedures. After the appropriate signatures are obtained, the vendor agreement will be returned to the requesting department for processing, if the order is within the departmental delegation. Only then may the department provide a purchase order to the vendor.

Departments do not have the authority to sign contracts/agreements.

13.2 Vendor Terms

If a vendor requests that the University agree to the vendor's contract/agreement terms and conditions other than those specified on the purchase order or approved form, then the contract/agreement must be submitted to the Department of Procurement and Contracts for review and approval.

Departments are required to review contract/agreement terms before submitting them to the Department of Procurement and Contracts to ensure any changes required for business needs have been noted on the contract/agreement. This includes, but is not limited to service contracts, lodging agreements, software agreements, performing artists agreements, license agreements, affiliation agreements, MOU’s, etc.

13.3 Unauthorized Contract Clauses/Provisions

Departments should never agree to any terms which are not understood, or which expose the University to substantial and indeterminate monetary risk. The Department of Procurement and Contracts will negotiate with vendors to eliminate objectional contract provisions. If necessary, the Department of Procurement and Contracts will consult with the Office of the Attorney General.

If you have a question dealing with a vendor's contract/agreement terms, contact the Department of Procurement and Contracts.

13.4 Contract Addendum Form

The Department of Procurement and Contracts provides a "Contract Form Addendum to Contractor's Form" that allows streamlined processes if the vendor agrees to execute the form. The Contract Form Addendum protects Radford University by allowing both parties to agree to acceptable terms that have been pre-approved by the Commonwealth of Virginia Attorney General's office.

13.5 Contract Files

It is important to maintain departmental files in an appropriate and accessible manner as they are subject to review at any time when requested by the Office of Audit and Advisory Services, Auditor of Public Accounts, and the University's Department of Procurement and Contracts. All procurements are governed by the Freedom of Information Act and are subject to public inspection.

Failure to keep proper documentation and adhere to the policies and procedures outlined as a departmental responsibility may result in the loss of delegated authority.

Individuals or departments with delegated authority are required to maintain all documentation related to their contracts for a minimum of five years after the expiration or termination of the contract, in accordance with the Commonwealth of Virginia's Record Retention Policy.

University Logos: Trademark Requirements

14.0 University Logos: Trademark Requirements

Radford University has an established trademark licensing program to protect and control the use of the University's names, marks and official logos. The University licenses only those products or goods which promote the desired image of Radford University and demonstrate quality and good taste.

University departments are required to use an officially licensed Radford University manufacturer when ordering items bearing the University's trademarks and have artwork approved by University Relations or Athletics prior to production (e.g. caps, shirts, gift items, etc.).

To obtain a current listing of licensed manufacturers or additional information about the licensing program, call University Relations at 540-831-5182.

Items for Radford University Athletics that require use of the University logo and/or the Highlander image are approved by personnel in University Relations.

For information regarding trademarks and license, see the University Brand Guide .

15.0 Small Purchase Charge Card

The Small Purchase Charge Card (SPCC) may be used for official Radford University purchases only and all purchases must comply with University and State procurement regulations.

Information for the Small Purchase Charge Card program can be located on the Accounting Services Web Page.

Fiscal Year-End Cutoff

16.0 Fiscal Year- End Cutoff

Departments have the responsibility to ensure that requisitions to purchase goods and/or services which are to be paid from current fiscal year funds are submitted to the Department of Procurement and Contracts early enough to allow for processing, vendor delivery, and invoice payment prior to fiscal year close-out deadlines. No absolute date can be established which will guarantee procuring, delivery, and invoicing prior to the year-end close due to external factors such as product availability and manufacturing time. Departments should identify a required delivery (and invoicing) date on the eVA requisition when the vendor's performance in that regard is critical. Delivery times may be considered in the evaluation of solicitation responses to purchasing proposals.

If an order is placed prior to year-end, but not received before the year-end cutoff, departments should NOT cancel the requisition but instead, should work with the Controller's office to roll over the encumbrance. Cancelling an order causes additional work for all involved in the process. It also causes undue hardships for the vendor. Contact the Department of Procurement and Contracts for questions relating to this process.

The Vice President for Finance and Administration releases a Memorandum each year that includes specific fiscal year-end cutoff dates. This Memorandum contains useful information for departments to use as a guide for planning expenditures.

Purchase of Services

17.0 Purchase of Services

State and University purchasing procedures require competition for the procurement of professional and nonprofessional services when the estimated cost exceeds departmental delegated purchasing authority. However, if a current contract exists, then that contract should be used.

Services can be categorized as follows:

17.1 Professional Services

These services are specifically defined as the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, dentistry, optometry, pharmacy, professional engineering, interior designer and appraisal services. The procurement of professional services is accomplished by competitive negotiation using a specific process. Concurrence and/or approval from other State agencies may be required. Contact the Department of Procurement and Contracts for assistance regarding the procurement of professional services.

17.2 Nonprofessional Services

All services not listed as professional services are considered nonprofessional services. Specific procedures and competitive methods are required depending on the dollar value and the type of service. Departments must determine their specific service needs sufficiently in advance to allow the Department of Procurement and Contracts adequate time to comply with the competitive requirements. Contact the Department of Procurement and Contracts as soon as a need is identified.

17.3 Independent Contractors

For information regarding the definition of Independent Contractor and the Independent Contractor/Employee Status Certification Form, contact the Office of Policy & Tax Compliance.

18.0 Information Technology Hardware/Software Purchases

It is important to note that these procurements are generally all-inclusive and cover the purchase, lease, lease-to-purchase, and/or rental of hardware or software, software upgrades, maintenance agreements, computer consulting services, all other information technology related services, and trial or use.

Often, the purchase of software includes a contract from the software provider. This contract must be reviewed and approved to ensure that the contract does not contain language unacceptable to the Commonwealth. These agreements and/or contracts must be signed by a representative in the Department of Procurement and Contracts.

Radford University's Department Information Technology Services (DoIT) reviews all information technology hardware/software requests prior to purchase. This is accomplished by the approval workflow when departments create a purchase requisition in eVA.

Acquisition and Leases of Real Property

19.0 Acquisition and Lease of Real Property

Real property is defined as land and improvements, and any rights thereto. Acquisition of real property, whether by gift, purchase or lease (any duration) is subject to the provisions of the Code of Virginia as defined in the directives of the Department of General Services, Real Estate Services.

The following requests related to the acquisition of real property should be directed to the University's Department of Facilities Management.

- Purchase of land and/or improvements
- Lease of office space, classrooms, clinical facilities, housing, etc.
- Lease of warehouse or storage space
- Lease of land for parking
- Lease of dedicated spaces in a parking structure

Requests to acquire **services** related to real property are routed through Procurement and. are requested via an eVA purchase requisition which will be processed according to the established approval flow and by the account code used. These services include:

- Rental of hotel rooms
- Rental of conference space, sporting events, concert or registration facilities

20.0 Printing Purchases

Requisitions created in eVA for printing must use the proper account code of **712150** to allow for internal approvals and workflow processes. The purchase of printing is governed by specific printing terms unique to this commodity.

Within the departmental delegated purchasing authority, one (1) verbal or written vendor quotation may be obtained by the department prior to creating the eVA purchase requisition. Departments choosing to exercise their delegated purchasing authority should obtain a written quote because of the technical aspects and complications resulting from printing trade customs.

Departments should also be aware of the standard 10% overrun or underrun clause that usually applies to printing orders and should account for these accordingly.

Purchases of Used Equipment

21.0 Purchases of Used Equipment

Used equipment is defined as equipment that has been previously owned and used and is offered for sale under "where is, as is" condition. It does not include demonstration or factory rebuilt items marketed through distribution outlets.

Used equipment purchases less than or equal to $100,000 can be exempted from competitive purchase procedures. The following must be submitted with the eVA requisition for used equipment purchases less than or equal to $100,000:

- Complete information describing the item; and,
- A written statement from an individual who is technically knowledgeable of the type of equipment to be purchased verifying the condition of the equipment, its future usefulness, and that its purchase would be in the best interest of the Commonwealth of Virginia and Radford University; and,
- Confirmation of fair market value

Used equipment purchases greater than $100,000 will follow the sealed competitive purchase procedures unless a waiver of competition (Proprietary or Sole Source Form) is approved in advance of the purchase. In such cases, contact one of the Contract Officers in the Department of Procurement and Contracts for assistance in the procurement process.

Advance Payments

22.0 Advance Payments

The Department of Procurement and Contracts, as a general rule, does not pay for goods/services in advance. Payment is processed after goods/services are documented as received in eVA and a proper invoice is submitted to Accounting Payable.

If a vendor is requesting an advance payment or deposit, contact the Department of Procurement and Contracts for guidance.

Proprietary Specification Purchases

23.0 Proprietary Specifications Purchases

Limiting competition to only one brand name is known as a proprietary specification; however, because of the State's competitive procurement requirements, such requests should be the exception rather than the rule. A proprietary specification excludes consideration of a proposed "equal to or better than" item. Proprietary items may be available from several distributors. If so, every effort must be made to obtain full competition among the distributors which carry the manufacturer's product.

Proprietary purchase requests that exceed the departmental delegated purchasing limit for goods or services must contain a written determination for the use of proprietary specifications. This determination shall be made in advance, in writing on Department of Procurement and Contracts Form C034-Proprietary or Sole Source Request and Certification, and must be electronically attached to the eVA purchase request when submitted for electronic approval. All sections of the form applicable to the proprietary nature of the request must be completed providing all supporting documentation which clearly demonstrates that only one brand name product meets the user's requirement and the request can be supported by documentation of fair market value. The user department's written justification must contain clear, in-depth, accurate and verifiable information since it becomes a matter of public record.

All proprietary eVA purchase requests must have a PO category code of P01.

Form C034 can be located electronically on the Department of Procurement and Contracts website at www.radford.edu/procurement under the Forms tab.

Upon receiving the eVA purchase request in the Department of Procurement and Contracts, Form C034 will be reviewed by the appropriate Contract Officer. If additional information is required during the review process, the responsible party indicated on the form will be contacted. If approved, the Department of Procurement and Contracts will attach a fully executed copy of form C034 form to the eVA purchase request to document the file.

The use of a proprietary specification may be appropriate where:

- The desired product must be compatible with or is an integral part of existing equipment or products
- Pre-qualification of products is necessary to support a specific need of a program
- The desired product is covered by a patent or copyright
- The requested items must yield absolute continuity of results
- The desired item is one with which the user has had extensive training and experience and the use of any other brand of the item would require considerable reorientation and training.

In the case of proprietary items being available from more than one distributor, a competitive negotiation may be conducted within that distributor market to adhere to public procurement requirements.

24.0 Sole Source Purchases

A sole source purchase differs from a proprietary specification. A sole source purchase is a proprietary specification which is practicably available from only one source. Competition is not available for sole source procurements.

Sole source purchase requests exceeding the departmental delegated purchasing limit for goods or services must be approved by the Executive Director of Strategic Sourcing, or their designee, and must also be accompanied by a written sole source justification from the requesting department (Form C034-Proprietary or Sole Source Request and Certification). Form C034 can be located electronically on the Department of Procurement and Contracts website under the Forms tab. The form must be completed in its entirety and electronically attached to the eVA purchase request before submitting through eVA electronic approvals. All sole source eVA purchase requests must have a PO category code of S01.

Upon receiving the eVA purchase request in the Department of Procurement and Contracts, Form C034 will be reviewed by the appropriate Contract Officer. If additional information is required during the review process, the responsible party indicated on the form will be contacted. If approved, the Department of Procurement and Contracts will attach a fully executed copy of Form C034, with all supporting documentation, to the eVA purchase request to document the file.

Purchase requisitions under departmental delegated procurement authority thresholds are not to be keyed as a sole source unless the good and/or service is for an on-going need, and the total aggregate spend exceeds departmental delegated procurement authority. If assistance is required in making this determination, contact the Department of Procurement and Contracts.

All sole source procurements are subject to public review. Placing the order, however, need not be delayed because of the posting requirement. Therefore, the sole source justification must contain clear, in-depth, accurate and verifiable information to avoid protests and the resulting possibility of delaying the purchase request. Contact the Department of Procurement and Contracts for any assistance needed to prepare the justification.

Any sole source procurement request requires careful attention and prior written approval. Special procedures are applicable to such requests and the advice of the Department of Procurement and Contracts should be sought at the earliest opportunity.

Form C035 (Sole Source Subsequent Request and Recertification) should be submitted for each subsequent purchase, if applicable.

24.1 Sole Source Recertification Process

A Sole Source Recertification may be done when a department seeks to order a sole source good and/or service that was previously approved and executed on Form C034 (Sole Source Request and Certification),

1. If the original C034 is on the current version of the form (available on the Department of Procurement and Contracts website under the Forms tab), the following must be done:

a. Submit an eVA purchase request identifying PO category code S01.
b. Attach the current version of Form C035 (Sole Source Subsequent Request and Certification), completed in its entirety. The form is located on the Department of Procurement and Contracts website under the Forms tab.
c. Attach the originally executed Form C034 as well as documentation validating that the good and/or service still meets the criteria stated on the original C034.

2. If the original Form C034 is not on the current version of Form C034 (available on the Department of Procurement and Contracts website under the Forms tab), the following must be done:
   a. Submit an eVA purchase request identifying PO category code S01.
   b. Attach the current version of Form C034 (Sole Source Request and Certification), competed in its entirety. as well as documentation validating that the good and/or service meets the criteria stated on the form.

Sole source recertification is not required to be publicly posted. All other directives provided in chapter 24.0 will be followed.

Chapter 25

Emergency Purchases

25.0 Emergency Purchases

Even with the best of intentions and planning, emergencies do arise. Emergency purchases will be processed only when the need for supplies and/or services, if not procured immediately, will cause serious operational or financial loss or where life and/or property must be protected. The Executive Director of Strategic Sourcing is required by state law to obtain such competition as is practicable under the circumstances. Emergency purchases can cover only that which is necessary to cover the emergency. Subsequent purchases must be made using normal purchasing procedures. In all emergencies, the requesting department is required to prepare a written determination indicating the nature of the emergency and the reason for selection of the particular vendor. This written determination from the requesting department must be included in the procurement file.

Emergency procurements must be publicly posted by the Department of Procurement and Contracts.

Deans/Department Heads should establish a contact in their area to coordinate with the Department of Procurement and Contracts if emergency purchases are required. These purchases (over $5,000) must be critical in nature and have the advance approval of the Dean/Department Head. In the event of an emergency, contact the appropriate Contract Officer in the Department of Procurement and Contracts for specific guidance and assistance.

If an emergency occurs at a time outside the normal workday (i.e. nights, weekends, holidays), the department's designated representative may place the order as deemed appropriate. The department will obtain such competition as is practicable under the circumstances (e.g. obtain three quotes, etc.). As soon as practicable, the department must create an eVA requisition and a signed written determination stating the basis of the emergency and for the selection of the particular vendor. The written determination must be included in the procurement file. The emergency procurement must be publicly posted by the Department of Procurement and Contracts subsequent to the event.

The nature of the emergency determines what preliminary (pre-award) action may be taken:

- For an emergency purchase required to protect life or property, efforts should be directed to finding a source and authorizing the vendor to proceed. This does not relieve the University from negotiating a fair and reasonable price and subsequently documenting the procurement action taken.
- For other types of emergencies, competition should be sought to the extent practicable. Documentation is required of the following vendor information prior to confirming the purchase:
    1) Qualifications and Licenses;
    2) Insurance coverage, if applicable;
    3) Warranty;
    4) Any other data pertinent to the procurement

The SPCC may be used for emergency purchases as deemed necessary.

As soon as practical, all supporting documentation to justify and support the utilization of an emergency purchase must be submitted to the Executive Director of Strategic Sourcing.

26.0 Mandatory Contracts

26.1 Office Supplies

The Supply Room Companies (The Supply Room) is the mandatory vendor for office supplies. Prices for the most commonly ordered items are generally favorable due to a VASCUPP cooperative contract that is available using the eVA punch-out catalog. The Supply Room is a certified women-owned small business.

The contract for office supplies requires desktop delivery.

26.2 Copy Paper

As required by the Commonwealth, recycled copy paper (30% minimum) must be purchased for campus use, except when approved in advance by the Department of Procurement and Contracts.

All new copiers, faxes, printers, and other such office equipment purchased or leased by agencies and institutions that use paper shall be recycled paper- compatible. As an agency of the Commonwealth, Radford University shall purchase only recycled paper except where equipment limitations or the nature of the document precludes the use of recycled paper.

If you have any questions about the purchase of recycled paper, please contact the Department of Procurement and Contracts.

26.3 University Bookstore

Departments may make purchases within their delegated authority for approved items from the University Bookstore. Books used in classrooms are to be purchased from University bookstore. See Procurement and Contracts website for additional information.

26.4 Food and Beverage Purchases

Departments must follow the University's Food and Beverage Policy, which is located on the Controller's Office website under Policies & Procedures.

26.5 Furniture Purchases

Departments must follow established procurement procedures when placing orders for furniture. A guide to furniture purchases is located on the Department of Procurement and Contracts website under Information for Departments.

26.6 Lab Supplies

VWR is the preferred vendor for lab supplies. Special pricing has been negotiated and can be accessed through the VWR punch-out catalog in eVA.

27.0 Training

The Department of Procurement and Contracts offers an assortment of training opportunities that can be found on the Procurement and Contracts website.

eVA training is required for all employees prior to accessing eVA. Monthly training is offered to new employees and to those in need of a review.

If a refresher workshop is needed regarding purchasing procedures or if new employees need instruction, the Department of Procurement and Contracts provides in-house training.

The “eVA/Banner Training” offers employees an opportunity to learn the basic purchasing and accounts payable procedures at the University. For additional information about the various training opportunities, contact the Department of Procurement and Contracts at 831-5419.

Chapter 28

Contract Administration

28.0 Contract Administration

The Department of Procurement and Contracts is responsible for ensuring all departmental Contract Administrators are aware of the responsibilities of executing and administering the requirements of a term contract.

University department heads are responsible for assigning departmental contract administrators for contracts that have been established for the department's use. Contract Administrators are the delegated "owner" of the contract after award and must monitor the Contractor's performance to ensure the Contractor provides the required goods and/or services in accordance with all of the applicable terms and conditions of the contract. It is essential that the Contract Administrator notify the appropriate Contract Officer immediately if there is a problem with a contract.

Contract administration begins with the signing or execution of a contract by an authorized representative of the University. Only certain employees have been delegated signature authority. The purpose of contract administration is to ensure that the Contractor performs in accordance with all of the terms and conditions of the contractual agreement. Contract administration includes all actions taken by the Department of Procurement and Contracts and the assigned Contract Administrator after the award of a contract. As such, proper contract administration requires the complete cooperation, coordination, and communication of both the Contract Officer that established the contract and the departmental Contract Administrator. Although they are separate and distinct functions, each of these positions plays an integral and vital role in the total scope of contract administration.

The following details the Contract Administrator's responsibilities after the procurement has been authorized. Contract Administrators not having access to eVA to create purchase requests (PR) or to complete receiving must work directly with the person in their department that is an eVA account user.

28.1 Follow-up and Contract Kick-Off

After a term contract is awarded, the assigned Contract Administrator should perform any necessary follow-up and contract kick-off meetings with the Contractor. In the event of untimely contractor performance, the Contract Administrator must begin documenting all activity concerning compliance. When a problem occurs, the Contractor Administrator should notify the Contractor either verbally or in writing of the issues involved. If the issue cannot be resolved in a timely manner, the Contract Administrator must immediately contact the appropriate Contract Officer in the Department of Procurement and Contracts for assistance. Be prepared to provide supporting documentation.

28.2 Receipt of Goods and/or Services

Only the eVA account user that created the eVA PR has access to the purchase order to enter receiving in eVA. The eVA account user must ensure that the individual physically receiving the goods and/or services maintains a copy of the purchase order/contract and is fully informed of the requirements of the contract. The inspection of the items or services received and the completion of the receiving report should be completed as soon as possible, but no more than three (3) working days after delivery. The receiving date must be the actual date the goods and/or services were received on campus; not the date on which the receiving is entered in eVA. The receiving date is used by Accounts Payable to determine actual payment date for the vendors.

28.3 Over shipments/Overruns

The Contract Administrator should not accept goods in excess of those specified on the purchase order/contract unless provided for by an authorized purchase change order from the Department of Procurement and Contracts and should reject any over shipment even after receipt. In such event, the Contract Administrator must notify the Contractor (or coordinate with the Department of Procurement and Contracts) that the over-shipment will not be accepted and unless the over shipment is picked up by the Contractor, it will be returned at the Contractor's expense. For purchase orders/contracts for printing, up to 10% overruns and underruns are generally considered within industry standards, and are therefore, considered acceptable. Accounting Services will process payment up to ten percent over the purchase order amount for printing orders only.

28.4 Lost or Damaged Shipments

The Contract Administrator must promptly inspect deliveries for shipping damage or lost merchandise at the receiving location. All damaged or lost merchandise must be documented by the Contract Administrator. In such cases, the Contract Administrator must coordinate with the appropriate Contract Officer to ensure that the damage or lost merchandise is reported within seven (7) days of receipt and prior to removal from the point of delivery. It is difficult to determine the correct responsible party for damaged deliveries once the department has moved the goods to another location or when inspection has not been made in a timely manner.

The Contractor should make immediate replacement of the damaged or lost merchandise or be in default of the contract. It is the Contractor's responsibility to file a claim against the carrier, if applicable. If damage is to a small quantity and with the approval of the department, the Contractor may deduct the amount of damage or loss from the invoice to the University in lieu of replacement. The Contract Administrator must inform the eVA account user not to complete receiving in eVA for the damaged goods.

28.5 Inspection, Acceptance, and Continuous Monitoring of Performance (including SWaM Subcontracting Requirements)

The Contract Administrator is responsible for inspecting and accepting goods and services, and continually monitoring the performance of the contract.

Inspection is the close and critical examination of the delivered goods and/or services to determine conformance with applicable contract requirements or specifications. It includes the determination that:

- Unless otherwise specifically ordered, the delivery consists of new and unused merchandise; and
- Goods and/or services provided are of the quality, grade, standard or any other aspect specified in the purchase order/contract.

The ongoing and continual monitoring of the Contractor's performance is critical to the success of the contract. If guidance is required relative to contract administration or assistance is needed in resolving Contractor compliance issues, contact the Department of Procurement and Contracts.

The assigned departmental Contract Administrator is responsible for ensuring the Contractor is meeting the DSBSD SWaM subcontracting requirements as stated in their response to the University's solicitation and are contractually bound. This is an important factor in the performance of the contract and requires monitoring and reporting on a continuing basis.

28.6 Rejection of Order

Rejection of goods and/or services is the responsibility of the Contract Administrator whenever goods and/or services do not meet contract requirements. The Contract Administrator must document in writing when the contractor's performance does not comply with the contractual agreement. Such written documentation shall be provided to the Department of Procurement and Contracts by the user department using the University's Contractor Non-Compliance Form No. C005. This form is necessary for the Department of Procurement and Contracts to take the appropriate default actions as provided for in the contract.

28.7 Cancellations and Changes to Contracts

No cancellation or changes may be made to a contract by the Contract Administrator until the Contract Officer has been made aware of the situation. Cancellations and changes to contracts must be requested, in writing, by the Contract Administrator and submitted to the appropriate Contract Officer. All such actions must be reviewed, approved, and confirmed with the Contractor by the appropriate Contract Officer.

29.0 Vendor Noncompliance (Complaints)

Departments that encounter problems in dealing with a vendor should contact the Department of Procurement and Contracts for assistance in resolving the problem. In order for complaints to obtain prompt attention, the Department of Procurement and Contracts requires the department to complete the Contractor Noncompliance Form No. C005. This form provides an easy mechanism for addressing and resolving complaints related to vendor performance. This system aids in resolving complaints related to:

- Non-delivery;
- Over/under shipments;
- Delinquent deliveries;
- Improper billing; and
- Receipt of non-conforming materials or services-failure to perform.

Specific instructions and procedures may be obtained from the Department of Procurement and Contracts. Remember, feedback on the quality of goods or services from vendors doing business with the University is critical to all university departments, as well as agencies within the State system.

To ensure the best goods and/or services for users, the Department of Procurement and Contracts takes the Contractor Noncompliance Form very seriously. The Department of Procurement and Contracts staff will review the complaint and take the appropriate action.

Tips for Dealing with Sales Representatives

30.0 Tips for Dealing with Sales Representatives

Sales representatives from vendors doing business with the University may contact your department from time to time. These representatives can be a helpful source of information.

Radford University reserves the right to determine if the goods or services offered by a company are acceptable for use by the University and may deem it necessary to deny that company access to University business

All commitments to purchase goods or services beyond the departmental delegated purchasing authority are to be made through the Department of Procurement and Contracts. In such cases, quotations or specifications provided by sales representatives should be forwarded to the appropriate Contract Officer with your requisition.

Please remember that all goods or services must be purchased using applicable procurement procedures.

Goods left by sales representatives on a "loaner" or "demonstration" basis does not constitute a commitment to buy this equipment. Contact the Department of Procurement and Contracts in this scenario.

Occasionally, some vendors may utilize unethical tactics by attempting to solicit business by telephone, stating that they can offer you a great deal on over-stocked merchandise or claim to have a “contract” with the University. These companies may take minimal information as a commitment to buy and ship merchandise after a conversation with someone in the department. Should you receive one of these phone calls, refer the caller to the Department of Procurement and Contracts.

Do not order from a vendor that contacts you, as this may be a scam. Remember, you must initiate the purchase, not the vendor.

Do not accept gifts or gratuities from vendors under any circumstances as this practice violates the State and Local Government Conflict of Interests Act.

Unauthorized attempts by a vendor to conduct business on University property without following procedures will result in immediate removal of that vendor by the Radford University Police.

Definitions and Links for Reference

31.1 Definitions

ARMICS	Agency Risk Management and Internal Control Standards. Radford's ARMICS resides in the Controller's Office.
Bid	A competitive solicitation managed by the Department of Procurement and Contracts to meet the requirements of the VPPA. Determination of award is based on lowest responsive price. Negotiations are not allowed.
Contract Administrator	The person at the departmental level who "owns" the contract. The Contract Administrator is responsible for contract oversight.
Contract Officer	The buyer identified in the Department of Procurement and Contracts that will be the liaison between the Contract Administrator and the Vendor.
DGS	Department of General Services provides a wide array of services for state agencies and local governments that do not fall under the Higher Education Restructuring Act. Radford has the authority to utilize DGS contracts if it is in the best interest of Radford University.
DoIT	Radford University Department of Information Technology Services
DPS	Division of Purchasing and Supply, the purchasing division for DGS (see above). DPS facilitates and operates eVA.
DSBSD	Division of Small Business and Supplier Diversity oversees and regulates the Commonwealth SWaM programs.
EP	The prefix for the purchase order number assigned by eVA after the Purchase Requisition has been processed.
eVA	Electronic Virginia is the Commonwealth's electronic marketplace. As a condition of the University's ability to establish small dollar purchasing procedures in accordance with the VPPA, VASCUPP schools are required to enter all purchases in the eVA system. Fees are associated with eVA. Both the user and the vendor pay fees. If a vendor is not a registered eVA vendor, Radford is required to pay fees for both the vendor and Radford.
Higher Ed Manual	The Procurement Manual for Institutions for Higher Education and their Vendors specifies the purchasing process for publicly-funded colleges and universities and their vendors. The Higher Ed Manual applies only to public educational institutions that have acquired

	Level II or Level III authority and is intended solely for purchases valued over $200,000.
PR	Purchase Requisition
RFP	Request for Proposal, a competitive solicitation process managed by the Department of Procurement and Contracts to meet the requirements of the VPPA. This process is used when an award is not based on price alone and allows for negotiations that are included in any contract awarded as a result of the solicitation.
SPCC	Small Purchase Charge Card. Refer to the Accounts Payable website for policies and procedures related to the SPCC program.
SWaM	Small, Women-owned and Minority-owned businesses as certified by the Department of Small Business and Supplier Diversity.
VPPA	Virginia Public Procurement Act is the section of the Code of Virginia that outlines public policies pertaining to governmental procurement from nongovernmental sources. Certain language allows the restructuring of Higher Education and its procurement policies.
VASCUPP	The Virginia Association of State College and University Purchasing Professionals was established as a result of the VPPA and allows for collaboration between the eleven member institutions.
Vendor/Contractor	Terms used interchangeably to identify who the purchase order or contract is awarded to.

31.2 Links for Reference

ARMICS

VASCUPP Procurement Manual for Institutions of Higher Education and their Vendors

Radford University Accounting Services Office

Radford University Authority to Contract Memorandum

Radford University Controller's Office

Radford University Office of Policy and Tax Compliance

Radford University Procurement and Contracts Policy

Radford University Small Purchase Charge Card Procedures

Radford University Vendor Management Policy and Procedures

Rules Governing Procurement of Goods, Services, Insurance and Construction

VASCUPP

Virginia Department of Small Business & Supplier Diversity