



# CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

## Financial Services Section *Policy 6.3.7 - Purchasing*

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### **I. POLICY STATEMENT**

The Board is committed to conducting procurement in a competitive and ethical manner, and in accordance with all applicable state laws and regulations, including the requirements of the State Division of Purchase and Contract, when applicable. College employees involved in any aspect of purchasing on behalf of the College are expected to comply with this and other applicable College policies and all applicable laws and regulations. Employees may also use, as guidance, the North Carolina Community Colleges Procurement & Auxiliary Services Procedures Manual, the applicable provisions of the North Carolina Procurement Manual, and the North Carolina Department of Information Technology Procurement Policies and Procedures Manual.

Operational procedures supporting this policy are provided in the College's Procurement Manual. These procedures describe the specific processes, approvals, and documentation standards required to implement this policy in daily operations.

Purchases using federal funds must also be made in accordance with applicable requirements of federal law, including the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards ("Uniform Guidance") issued by the U.S. Office of

Management and Budget (OMB). When federal procurement requirements are more restrictive than state requirements, the College shall follow the stricter federal standard.

Only individuals with formally delegated purchasing authority may commit College funds or enter into contracts on behalf of the College.

Should any provision of this policy conflict with applicable state or federal law, the provision is void.

## **II. PURCHASING AND BIDDING**

Except as provided in Section IV of this Policy, this Section applies to the purchase of all supplies, materials, and equipment.

### **A. Correction Enterprises**

Preference shall be given to Department of Correction products in purchasing articles, products, and commodities which are needed and which are manufactured or produced within the State Prison System and offered for sale by the Department of Correction. Delegation limits shall not apply to products purchased from Correction Enterprises.

### **B. State Contract Items**

Subject to any restrictions on the contract, purchases from Term Contracts established by the State or any agency of the State may be ordered directly from the vendor if the vendor is willing to extend the same or more favorable prices, terms, and conditions established in the State contract.

### **C. Non-State Contract Items**

For the purchase of items not on a State contract, the College shall adhere to any applicable rules adopted by the Department of Administration. Items totaling less than and up to the College's general purchasing delegation benchmark, as set by the State Board of Community Colleges and Department of Administration, may be placed by the College without the oversight or approval of the State Division of Purchase and Contract.

#### *i. Small Purchases*

When the total order is less than the College's small purchasing benchmark, quotes (email or documented phone quotes) should be obtained to establish competitive prices. A record of those quotes shall be attached to the purchase requisition.

#### *ii. Informal Bidding*

For a purchase of items more than the College's small purchasing benchmark but less than the College's general purchasing delegation benchmark, a minimum of three written quotes must be

obtained and attached to the purchase requisition. If three written quotes cannot be obtained, users must attach a note explaining the circumstances.

*iii. Formal Bidding*

Purchases over the College's general purchasing delegation must be bid formally and in accordance with the rules adopted by the Department of Administration, Division of Purchase and Contract.

**D. Special Purchasing Delegations**

The College will adhere to any special purchasing delegations authorized by the State Purchasing Officer for the procurement of specific items or commodities. The President may require further procedures regarding purchases made under a special delegation.

**III. PURCHASE OF INFORMATION TECHNOLOGY**

The College may purchase information technology goods and equipment, including software, through contracts established by the State Department of Information Technology or other State agencies.

For purchases of information technology not on a State contract, the College shall follow the processes described in Section II of this Policy, though in all cases without the need for review by the Department of Administration.

**IV. PURCHASE OF SERVICES**

The procurement of services shall be made in the same manner as the processes described in Section II of this Policy, though in all cases without the need for review by the Department of Administration. The purchase of services with federal funds shall comply with all applicable federal regulations and requirements, including the Uniform Guidance.

**V. SPECIAL PROCUREMENT TYPES**

Certain procurement and procurement-like actions fall outside of the bounds of those described above. When taking these actions, the College remains committed to competitive procurement practices and ensures that commitment through the rules contained in this Section.

**A. Qualifications Based Selections**

Consistent with NCGS § 143-64.31, the "Mini-Brooks Act", architectural, engineering, surveying, construction management at risk services, design-build services, public-private partnership construction services, and similar services shall be procured primarily on the basis of qualifications. Procurements for these kinds of qualifications based selections shall be conducted in accordance with the Mini-Brooks Act and other applicable statutes.

## B. Pseudo-Procurement Actions

Certain contractual actions appear to be similar to normal procurement actions on the surface, but differ from normal procurement actions in significant ways to make the provisions of this Policy inapplicable or inappropriate. Such pseudo-procurement actions include, but are not limited to, 1) contractual arrangements for vending, bookstore, or similar operations in exchange for commissions, and 2) contractual arrangements for services, discounts, or other incentives for students or employees where College funds are not obligated. These pseudo-procurement actions may be conducted using any of the processes available under this Policy, with or without modification, that are reasonably calculated to meet the needs of the College while ensuring fairness and adherence to competitive principles and practices.

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### REFERENCES

<b>Statutory References</b>	N.C.G.S. §§ 115D-58.5, 58.14, 143-64.31, 143-135.9, Ch. 143 Art. 3
<b>Regulatory References</b>	1H SBCCC 500.1 - 500.2
<b>Relevant Guidance</b>	None
<b>Policy Manual Cross-References</b>	None

### POLICY HISTORY

<b>November 12, 2025</b>	Adopted.
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