



Purchasing Department

General Campus Guidelines for Buying Goods and Services

Green River College's Board of Trustees has delegated purchasing and contracting authority to the President, who has further delegated authority to the Vice President for Business Administration, Purchasing Department Staff, and campus community. The authority includes purchases up to \$100,000; over this dollar threshold, the Board of Trustees to approve.

The Purchasing Department, designated as the Procurement Authority for Green River College, is responsible to purchase goods and services following all applicable laws, rules, and regulations. Green River College's purchasing and contracting policies and procedures shall be consistent with RCW 28B.10.029, RCW 39.26, and while maintaining independent authority as specified in RCW 28B.10.029, with policies established by the WA Department of Enterprise Services (DES).

The campus community, needing to acquire any goods and/or services, provides funding authority to the Purchasing Department by completion of a requisition in the state community and technical college ERP system (ctcLink) along with the required system approvals. Each approved requisition should consist of detailed specifications, scope of services, funding source, and relevant notes and/or attachments.

Approved Procurement Card (Pcard) Users throughout the campus community have the authority to buy goods and services up to their designated single-transaction amount. Please see Green River College's Procurement Card User's Guide for further details.

Purchases not conforming to the purchasing procedures may not be considered binding upon Green River College. Any obligation arising from an unauthorized purchase may become the responsibility of the individual placing the order.

The Purchasing Department holds the original Green River College purchasing and contract documents in accordance with WA State Records Management guidelines.

Purchasing Thresholds and Authorities

Goods and Services (RCW 39.26 and RCW 28B.10.029)

Single Transaction Less than \$10,000 – Department obtains the best value and either orders via Procurement Card or submits a requisition to the Purchasing Department. \$10,000 is the direct-buy limit per RCW 28B.10.029.

Single Transaction \$10,000 - \$99,999 – Department submits a requisition including detailed specification and/or scope of services to the Purchasing Department to develop an informal solicitation resulting in contract or purchase order. The Purchasing Department has the authority to direct-buy up to the guidelines stated in DES Policy POL-DES-125-03 on a case-by-case basis per RCW 39.26.

Single Transaction Over \$100,000 – Department submits a requisition including detailed specification and/or scope of services to the Purchasing Department to develop a formal solicitation resulting in contract or purchase order. The Purchasing Department has the authority to enter into an Interlocal Purchasing Agreement (“piggybacking”) per RCW 39.34 or a Group Purchasing Organization Agreement (GPO) per RCW 28B.10.029(1)(d).

Notes:

- All IT purchases require review and prior approval of Campus IT Services. This includes, but not limited to, computers, cell phones, printers, online subscriptions, databases, software, and software licenses.
- Client Service Contracts are exempt from bid requirements at the Purchasing Department’s discretion.
- Purchasing may issue orders for goods and services against established state contracts or cooperative purchasing agreements without seeking competitive bidding.

Sole Source and Emergency Purchases

RCW 39.26 defines sole source and emergency purchases and provides new guidelines for such contracts. RCW 39.26 defines:

“**Sole Source** means a contractor providing goods and services of such unique nature or sole-availability at the location required that the contractor is clearly and justifiably the only practicable source to provide the goods and services.” There is a 10-day, public posting requirement for sole source purchases allowing for possible market challenge. Per RCW 39.26.140, DES must approve sole source contracts before any such contract becomes binding, before services rendered and/or goods provided.

“Emergency means a set of unforeseen circumstances beyond the control of the agency that either: (a) Present a real, immediate, and extreme threat to the proper performance of essential functions; or (b) May reasonably be expected to result in the material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.” Per RCW 39.26.130, the President of Green River College shall submit written notification of the purchase within three business days to the Director of DES.

Purchasing at Green River College

Departments should plan their supply and service needs well in advance. The time required by Purchasing to process a requisition is in addition to the time the requisition processes through the approval chain within Green River College. Also, Purchasing complies with all requirements, including competitive solicitation, which can lengthen the time needed to complete the process.

The delivery date is dependent upon supplier stock as well as possible supply-chain issues. Each spring, the Purchasing Department will send out year-end guidelines noting future cut-off dates to ensure timely delivery for the current fiscal year budget. Purchasing will endeavor to provide service outside of said dates but cannot ensure the current fiscal year budget will be utilized. Requests made outside of said dates may have to be paid with the next fiscal year’s funds.

Competitive bidding is a requirement of Washington state and is a generally accepted means of ensuring effective market competition. Departments will generally receive better pricing and service through competitive bidding.

When requisitioning items that are used repetitively, specify the largest reasonable quantity and as many items as possible from common sources of supply.

I need an item or service. What do I do?

Other than Pcard ordering, the purchasing process begins with the requisition. If you've never purchased anything for your department before, please contact Purchasing and we can walk you through it step-by-step. The requisition process is initiated by the Department and processed in ctcLink. Please contact Purchasing @ purchasing@greenriver.edu for requisition creation instruction.

A requisition should include: (a) A detailed specification of equipment, or a complete list of supplies and specifications, or a detailed scope of services; (b) Any special instructions, requirements, or deadlines

related to purchase of such goods and services; (c) Recommend name(s) of vendor or contractor if any, and; (d) Valid chartfield string(s) and budget approval.

Planning in advance and submitting early requests to Purchasing guarantees timely processing of ordering goods and services. Generally, it may take one or two weeks for simple orders, two to six weeks when Purchasing must seek competition depending on the complexity of a purchase. It is also possible for the Purchasing staff to issue orders for goods and services against established public agency contracts or cooperative purchasing agreements.

Conflict of Interest

All employees involved in the procurement process are to employ the highest of ethical principles. It is the responsibility of all staff and the Purchasing Department to ensure appropriate steps are taken so that Green River College does not knowingly enter into a commitment which results in either a real or apparent conflict of interest. A conflict of interest exists when either a financial and/or personal interest in a contractor/vendor interferes (or appears to interfere) with an impartial purchasing process adhering to the agency's and state's economic interest.

RCW 39.26.110 requires all employees purchasing for their departments to obtain state training via DES. Department staff issuing requisitions and/or purchasing via Pcard are required to take Purchasing & Procurement Ethics, Small Purchases Training, and PCBs & Procurement Training. See <https://des.wa.gov/services/training/contract-and-procurement-training-search> for details and contact Purchasing at purchasing@greenriver.edu to initiate the training process.