

General Procurement Information



All Colleges and the District Office have been delegated the authority to process orders <\$50,000 without involvement from Purchasing

Competition Levels

- Up to \$5,000 does not require multiple quotes
- Over \$5,000 to under \$100,000 requires a min of three written quotes (attach Quotes to Requisition)
- \$100,000 or more requires a formal solicitation (Invitation for Bid or Request for Proposal by MCCCD Purchasing)

Exceptions:

- **Software licensing under \$25,000 does not require multiple quotes**
- **Contract for Professional Services (CPS) under \$25,000 do not require multiple quotes when using standard MCCCD Contract for Professional Services (CPS form) – CPS on Supplier contract requires multiple quotes for over \$5K**
- **MCCCD IFB/RFP Contracts and Purchasing approved Cooperative contracts can be used at any dollar amount and would not require additional quotes**

Current FMS Requisition Workflow >\$50K

Approval Level	Description	Routing
Budget Manager	Responsible for department budget	By college / department approver
Project/Grant	Review Project /Grant accounting	If a project referenced, routes to the project manager
IT	Approves IT-related purchases for college	If an IT category code referenced, routes to IT approver for the college
Asset	Reviews asset accounting	If an asset profile referenced, routes to District asset approver
Fiscal	Reviews overall accounting	Routes to a pool of approvers by college
Legal / Security	Review for legal and security compliance	Legal reviewer signs contract, attaches signed PDF and secures Security review if required
DO Buyer	Reviews for policy compliance	Reviews all requisitions over \$50,000
All Approvals Complete	College Fiscal Officers processes final FMS step	Auto-Sourcing and Dispatch PO's

General ProCard Information

- The Visa ProCard is provided by JP Morgan Chase
- MCCC'D's ProCard should be utilized for all purchases <\$5,000 except for restricted items
- Limits can be temporarily reduced or expanded based on particular needs
- The ProCard should be replacing Blanket Purchase Orders
- MCCC'D utilizes continuous monitoring software to review daily purchases
- ProCards cannot be issued to temporary employees or students

Contacts:

ProCard Administrator (480) 731-8597

Quotations

- Requisitions for goods and services greater than \$5,000 require **three written quotations**
 - Whenever possible, please attempt to get at least 1 quote from a Small Business
 - Requisitions for goods and services under \$5K require a minimum of 1 written quote
- All Competitive Quotes shall be uploaded into the FMS Requisition
- In all competitive procurement, the award is made to the Suppliers with the lowest quote for the goods or service that meet all the Req. requirements
- In most cases, no competition is required when using MCCC'D Contracts or Approved Cooperative Purchasing Agreements. A list of contracts are on the Purchasing Website but this is not a complete list.

Competition Waiver Request

- Definition: Inability to secure competitive quotations resulting in a sole source or single source Purchase Order award
- Noncompetitive Procurements shall be avoided whenever possible, but products or services may be procured without competition if supporting documentation establishes that only one source is available
- Written justification is required on all Competition Waiver determinations. Requisitioners to complete the [Competition Waiver Request Form](#) and secure approval from the Director of Purchasing and Auxiliary Services or authorized designee. If there is a need to continue the requirements from a previously approved waiver, the end user is required to recertify that the waiver is still valid and approved (example: Annual renewals require wavier reapproval)
- **Scan copy of the approved waiver form shall be uploaded to the FMS Requisitions**
- Competition Waiver form is **not** required for purchases of single source items such as Intergovernmental Agreement (IGA), Educational Service Agreement (ESA), Dual Enrollment Agreements, Accreditation Organizations, building leases, cell service, professional memberships, **NJCAA Sports Officiating, Approved Study Abroad Program** and utilities. Educational and library circulation materials, subscriptions, databases/ collections may be purchased directly from the publisher or curator as a sole source

Unauthorized Purchases

- "Unauthorized Purchase" is an agreement, a commitment, or an order for goods or services, or a change to existing contract by any person who does not have express written delegation of procurement authority to bind MCCCD
- Unauthorized Purchases includes, but not limited to, placing an order without an approved Purchase Order or changes under existing contracts that are made by persons who do not have delegated purchasing authority
- When an unauthorized purchase is identified, an [Unauthorized Purchase Form](#) will be emailed to all involved parties
 - Email will outline the circumstances surrounding the unauthorized purchase with instructions for providing a response

Cooperative Contract

All Cooperative Contracts must be approved by Purchasing before a purchase can be made against them. A list of contracts are on the [purchasing web site](#) but it is not all-inclusive. *If you find a Cooperative Contract not on the Purchasing website, send the link to purchasing@domail.maricopa.edu to request approval.*

Types of Cooperative Contracts:

- Some AZ state, city and county contracts
- School districts and higher education institutions such as ASU, UofA and NAU
- Omnia Partners (US Communities, National IPA)
- E&I
- Some NASPO ValuePoint

On the last line of the Purchase Requisition, enter the Cooperative Contract Entity, number and description (example: City of Mesa, Contract No. 2018072, Painting Services) in the comments field and select "Send to Supplier"

Evaluation or Loaner Equipment

All equipment brought in for loan or evaluation purposes, must go through the normal Purchasing Process with a "No Cost" Requisition

- Requisition form must be clearly marked "FOR EVALUATION PURPOSES ONLY." Requisition shall also state, "All costs associated with the delivery, installation, evaluation and return of the equipment shall be borne by the Supplier. All risk for damage and/or loss of the equipment shall also remain with the Supplier."
- This requisition shall include the length of the loan agreement and "No Cost" Purchase Order provided to the Supplier prior to delivery of the equipment
- Requisitioners shall have the supplier complete the [Vendor Loan and Test Agreement](#) and upload the signed copy to the Requisition
- Loan or evaluation of equipment is for "Evaluation Purposes Only" and Requisitioner has the responsibility to use the normal competitive process for purchase of all equipment