

1 **4300**

2 **INSTITUTIONAL PURCHASING POLICY**

3 **Purpose**

4 The purpose of this proposal is to amend the existing Institutional Purchasing Policy approved by the  
5 Board of Regents on February 17, 2005. Approval of this policy will align Northern New Mexico College  
6 (NNMC) dollar ceilings and approvals with those of State Procurement Code NM Statute 13-1-125 and  
7 13-1-126.

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9 **Responsibilities and Types of Procurement**

10 The purchasing department in the Business Office is responsible for all formal purchases of tangible  
11 goods, services as well as professional services on behalf of the College. Purchasing processes, tracking  
12 and reporting requirements vary depending on what is purchased. In addition to the product or service  
13 required, the dollar value of the procurement will dictate the handling. Procurements are handled at  
14 three levels, each with its own process and authorizations. They are Small purchases, Informal  
15 purchases, and Formal purchases.

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17 **Small purchases** – Orders placed by a Purchasing Agent based on “best obtainable price”

18 **Informal purchases** – Purchases greater in value than small purchases, but less than formal  
19 purchase value. Informal purchases require (3) written quotes.

20 **Formal procurements**- Large purchases requiring the Purchasing Department to coordinate  
21 Invitations to Bid

22  
23 **Tangible Goods**

24 Tangible goods are products that can be touched. This includes licenses and intellectual property.

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26 Procurement levels for tangible goods are:

27 Not to exceed \$20,000 for small purchases (best obtainable price)

28 \$20,001 to \$60,000 for informal purchases (three (3) written quotes)

29 Over \$60,000 (Formal Bid Process)

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31 **Services**

32 Services are performed by personnel that do not need extensive education or specialty training or  
33 licensing. Examples include janitorial service, security work, pest control service (complete list provided  
34 in procedures document)

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36 **Procurement levels for services are:**

37 Not to exceed \$20,000 for small purchases (best obtainable price)

1 \$20,001 to \$60,000 for informal purchases (three (3) written quotes)  
2 Over \$60,000 (Formal Bid Process)

3 **Professional Services**

4 Professional Services are performed by personnel or organizations requiring specialty skills, spa training  
5 or licensing. Examples include architects, auditors, surveyors, counselors. (Complete list provided in  
6 procedures document)

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8 Procurement levels for professional services are:

9 \$60,000 and under (best obtainable price)

10 \$60,001 and over (requires advertised, written, sealed bids)

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12 **\*\*Procurement requirements shall not be artificially divided so as to constitute a small  
13 purchase under this section.**

14  
15 Reference: NM State Procurement Code 13-1-125

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17 **Sole Source Procurement**

18 A purchase may be placed or a contract awarded exceeding the limits listed above without competitive  
19 sealed bids or competitive sealed proposals, regardless of the estimated cost, when the state purchasing  
20 agent or a central purchasing agent determines, in writing that:

- 21  
22 1. there is only one source for the required service, construction or item of tangible personal  
23 property  
24 2. the services, construction or item of tangible personal property is unique  
25 3. other similar services, construction or items of tangible personal property cannot meet the  
26 intended purpose of the contract

27  
28 At least thirty days before the purchase or award of a contract, NNMC must post a notice on the State  
29 Purchasing website. The notice shall identify:

- 30  
31 1. The parties to the proposed contract  
32 2. The nature and the quantity of the services construction or item of tangible personal property  
33 being contracted for  
34 3. The contract amount

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36 Based on the information that is posted, any qualified potential contractor or vendor who is not being  
37 awarded the contract may protest to the state purchasing agent. The protest must be submitted in

1 writing. If no protests are received, NNMC will receive notice from the state to move forward with the  
2 award or purchase.

3

4 *Reference: NM State Procurement Code 13-1-126*

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6 *Detailed procedures relating to the purchasing process are located at the NNMC Website under*  
7 *“Business Office”*

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APPROVED