4300
INSTITUTIONAL PURCHASING POLICY

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

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

Small purchases – Orders placed by a Purchasing Agent based on “best obtainable price”
Informal purchases – Purchases greater in value than small purchases, but less than formal purchase value. Informal purchases require (3) written quotes.
Formal procurements - Large purchases requiring the Purchasing Department to coordinate Invitations to Bid.

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

Procurement levels for tangible goods are:
Not to exceed $20,000 for small purchases (best obtainable price)
$20,001 to $60,000 for informal purchases (three (3) written quotes)
Over $60,000 (Formal Bid Process)

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

Procurement levels for services are:
Not to exceed $20,000 for small purchases (best obtainable price)
$20,001 to $60,000 for informal purchases (three (3) written quotes)
Over $60,000 (Formal Bid Process)

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

Procurement levels for professional services are:
$60,000 and under (best obtainable price)
$60,001 and over (requires advertised, written, sealed bids)

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

Reference: NM State Procurement Code 13-1-125

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

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

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

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

Based on the information that is posted, any qualified potential contractor or vendor who is not being awarded the contract may protest to the state purchasing agent. The protest must be submitted in
writing. If no protests are received, NNMC will receive notice from the state to move forward with the
award or purchase.

Reference: NM State Procurement Code 13-1-126

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