

# Occidental College Policies and Procedures Purchasing Policy

Approved by the Board of Trustees  
Associated with the President for Finance / Controller

Responsible Office: Business Office

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## Scope

## Definitions

### Contract

An agreement with a single vendor, which consists of pre-negotiated pricing, terms and conditions for the purchase of specific goods/services. All contracts must be reviewed by the College's General Counsel and/or Risk Manager prior to signature by an authorized representative.

Generally, authorized representatives are Officers of the College as described in College's By Laws and annual tax1 992401TD in 3170 TD 0 Tc <0003>Tj /TT7 1 Tf .2186 0 TD .0001 Tc TForm

### Standards of Conduct

No College employee, officer or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would

- A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
- Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
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procurements, such a description shall not contain features which unduly restrict competition.

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### Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms – Federally Sponsored Projects

- a. The College must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b. Affirmative steps must include:
  - a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
  - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
  - d. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

### Procurement records – Federally Sponsored Projects

Procurement records and files, for purchases made using either the Procurement by small purchase procedures or Procurement by sealed bids, include the following at a minimum: 1) the solicitation / request for bid, 2) the vendor proposals or quotes, 3) basis for contractor selection, 4) justification for lack of competition when competitive bids or offers are not obtained as described above, and 5) basis for award cost or price. A copy of these records shall be maintained by the Office of Grants and Contracts in the related award file.

### Receipt of Goods Acknowledgment

Principal Investigators are responsible for verifying the actual receipt of goods and services. Receipt of acknowledgment confirms that purchased goods and services have been received in the manner and quantity ordered and is completed when the authorized signer initials the invoice approving payment.

### Special Situations/Exceptions