



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Jennifer Haygood*  
*Acting President*

January 24, 2018

**MEMORANDUM**

**TO:** Presidents  
**FROM:** Elizabeth Grovenstein, Vice President and Chief Financial Officer  
**SUBJECT:** Revision to Purchasing Delegation Increase Form 490

1H SBCCC 500.2 Special Purchasing Delegations establishes the policy under which colleges may request an increase in delegation. As stated in 1H SBCCC 500.2(c)(2)(B) one of the required documents to submit is Request for Increase in Purchasing Delegation (Form 490). The Purchasing Delegation Increase Form 490 has been revised.

There are two revisions to the Purchasing Delegation Increase Form 490 which are both in Section IV. Training. The first revision is to request information for training/conferences attended during the prior four fiscal years (changed from two fiscal years). In addition, the form now specifies that this training must include classes offered through the Division of Purchase and Contract. The revised Purchasing Delegation Increase Form 490 is attached, and it may also be downloaded from the Purchasing section of our website at <http://www.nccommunitycolleges.edu/finance-operations/purchasing>

Should you have any questions or concerns, please direct them to Sharon Rosado, Director of Procurement and Auxiliary Services, at (919) 807-7087.

EG/sr  
Attachment  
pc: Business Officers  
Purchasing Officers  
Sharon Rosado

CC 18-002

## REQUEST FOR INCREASE IN PURCHASING DELEGATION

The college President or Designee (CFO) must complete the **Request for Increase in Purchasing Delegation** (NCCCS Form 490) form and submit all required documentation to the Vice President for Business and Finance, North Carolina Community College System Office.

- **Please see revision in Section IV Training.**

The community college understands and accepts the responsibility of assuming an increase of Purchasing/Delegation Benchmark. The college is committed to following the policies and procedures provided by the Division of Purchase and Contract by designation of a qualified Agency Procurement Officer to perform the duties of purchasing all supplies, materials, equipment and services required for the operation of the college. It is also understood that any abuse of this authority by procurement personnel could result in a reduction or elimination of the colleges purchasing authority. It is extremely important that college procurement personnel understand the protest procedures for contract awards by a community college as set forth in the North Carolina Agency Purchasing Manual.

<b>Community College:</b>	<b>Community College</b>	<b>Phone:</b>	
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- Current Delegation?    **Tier** \_\_\_\_    **\$**\_\_\_\_
- Requested Delegation?    **Tier** \_\_\_\_    **\$**\_\_\_\_

<b>College Procurement Officer:</b>	<b>Signature:</b>	<b>Date:</b>
<b>CFO:</b>	<b>Signature:</b>	<b>Date:</b>
<b>President:</b>	<b>Signature:</b>	<b>Date:</b>

**Return required documentation to:**

North Carolina Community College System  
 Attn: Vice President for Business and Finance & Chief Financial Officer  
 200 West Jones Street  
 Raleigh, North Carolina 27603

**I. Policy and Procedures**

- a. Provide the name and title of individuals that have the primary responsibility for the overall purchasing function?

\_\_\_\_\_

\_\_\_\_\_

- b. Who at your college is responsible for monitoring changes in purchasing policies and procedures as they become available on the P&C web site?

\_\_\_\_\_

- c. Does your college have an internal purchasing procedures manual?  
\_\_\_\_ Yes \_\_\_\_ No

**If yes, please submit a copy of the manual.**

- When was this manual last updated? \_\_\_\_\_
- Is this manual available to all personnel involved in purchasing?  
\_\_\_\_ Yes \_\_\_\_ No
- Is this manual available on your college's web site? \_\_\_\_ Yes \_\_\_\_ No
- Are the policies/procedures for ALL transaction types included?  
\_\_\_\_ Yes \_\_\_\_ No

**II. Delegation**

- a. Do you have written delegation agreements on file from the Division of Purchase and Contract for any special delegations? \_\_\_\_ Yes \_\_\_\_ No

**If yes, please provide copies of any delegations.**

- b. List the name(s) of personnel at your college who are authorized to approve purchase orders.

\_\_\_\_\_

\_\_\_\_\_

- c. Does your college utilize blanket purchase orders? \_\_\_\_ Yes \_\_\_\_ No

If yes, what type of purchases do you use blanket purchase orders? \_\_\_\_\_

- d. Are blanket purchase orders monitored? \_\_\_\_ Yes \_\_\_\_ No

If yes, what type of process is used? \_\_\_\_\_

If no, explain? \_\_\_\_\_

e. Who may authorize releases on blanket and open purchase orders?

\_\_\_\_ Purchasing Personnel

\_\_\_\_ Others

Please list names of others

Position Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. What, if any, controls have been established for small, immediate or pressing need emergency purchases? \_\_\_\_\_

g. Are these controls documented in your purchasing procedures manual?

\_\_\_\_ Yes \_\_\_\_ No

h. Does your college have Procurement Cards (P-Card)?

\_\_\_\_ Yes \_\_\_\_ No

If yes, what is the policy for use?

\_\_\_\_\_

Is the policy documented in your purchasing procedures manual?

\_\_\_\_ Yes \_\_\_\_ No

i. Does your college have a Direct Pay policy? \_\_\_\_ Yes \_\_\_\_ No

If yes, what types of transactions warrant a Direct Pay?

\_\_\_\_\_

### III. **Agency Benchmark**

a. What is your college's benchmark for small purchases (no competition)?

Below \$\_\_\_\_\_

b. What is your college's benchmark for telephone quotations?

From \$\_\_\_\_\_ To \$\_\_\_\_\_

c. What is your college's benchmark for written quotations?

From \$\_\_\_\_\_ To \$\_\_\_\_\_

d. If more than \$5,000, are state Terms and Conditions required?

\_\_\_\_\_

e. Are the State's Terms and Conditions used with written quotations?

\_\_\_\_ Yes \_\_\_\_ No

f. Are these benchmarks documented in your internal purchasing procedures manual?

\_\_\_\_ Yes \_\_\_\_ No

**IV. Training**

Does your Procurement staff attend external/internal training classes and/or conferences to stay apprised of the most current purchasing rules and regulations? If yes, provide the information below for training/conferences attended during the prior four fiscal years.

**NOTE: Training must include classes offered through the Division of Purchase & Contract.**

Name:	Title	Training Course:	Date Attended:

**V. Personnel**

Provide the names and titles of all Procurement Officers, Buyers, and Procurement Clerical Support Personnel at your college and the years of purchasing experience for each tier delegation. (Example: John Smith, Director of Purchasing, 10 years experience at \$10,000 delegation; John Smith, Director of Purchasing, 6 months experience at \$25,000 delegation). **A current organizational chart for the division that includes purchasing personnel must be attached to this form.**

Name:	Title:	Purchasing Experience (Years):	Tier Delegation Associated with Experience:

**VI. Purchasing Volume**

a. Provide the total annual (prior fiscal year) purchasing volume (in dollars) processed for your college through the Division of Purchase and Contract?

\$\_\_\_\_\_

b. Provide the total annual (prior fiscal year) number of Contract Certifications processed through the Division of Purchase and Contract?

\_\_\_\_\_

c. Based on your records, how many open-market purchases over \$10,000 were issued in each of the last two fiscal years? **\*\*Please include an Excel spreadsheet outlining the purchase order number, product description and total dollar value.\*\***

FY\_\_\_\_\_ Quantity\_\_\_\_\_

FY\_\_\_\_\_ Quantity\_\_\_\_\_

- d. Please provide a statement regarding what type of training, if any, the purchasing personnel would require to handle the additional requirements involved with an increase in delegation.

\_\_\_\_\_

**VII. Bid Procedures**

- a. Have purchasing personnel at your college been assigned a User ID and password necessary to post bids and quotes utilizing Purchase and Contract's Interactive Purchasing System (IPS)?  Yes  No

- b. Does your purchasing personnel regularly post solicitations on the IPS?  
 Yes  No

Please submit copies of the most recent bid/quote posted to IPS.

- c. Does your college use any additional advertising methods for solicitations?  
 Yes  No

If yes, please describe the methods.

\_\_\_\_\_

- d. What security measures do you follow to ensure the integrity of proposals, quotations, and bids received prior to the opening date?

\_\_\_\_\_

- e. Describe your evaluation procedures and award criteria used to evaluate telephone and written quotes.

\_\_\_\_\_

- f. Describe how your college handles requests from the general public pertaining to specific procurements both before and after award of contract.

\_\_\_\_\_

- g. Does the college have a date/time stamp in a public area for receiving and opening written bids?

Yes  No

If no, briefly outline procedure used.

\_\_\_\_\_

- h. Does your college have legal counsel on staff?  Yes  No

If no, please provide procedures for securing legal advice.

\_\_\_\_\_

- i. Have personnel at your college been trained to handle a bid protest?

Yes  No

- j. Do you have written procedures in place to handle a bid protest?

Yes  No

**If yes, please provide a copy of those procedures.**

- k. Are these procedures documented in your purchasing procedures manual?

Yes  No