

## **Virtus Academy of South Carolina Procurement Policy and Procedures**

### **Purchases**

This policy applies to purchases for goods and services, except those purchases that are exempted as outlined below.

Small purchases not exceeding **two thousand five hundred dollars (\$2,500.00) in total value** may be accomplished without a competitive quotation if the prices are considered to be reasonable. VASC shall annotate the purchase requisition as follows: "Price is fair and reasonable" and sign such purchase requisition. Such purchases shall be distributed equitably among qualified suppliers. The Board and the Principal shall each have authority to approve the purchase.

Purchases from **two thousand five hundred and 1/100 dollars (\$2,500.01) to ten thousand (\$10,000.00) in total value** may be accomplished if written quotes from a minimum of three qualified sources of supply are made and it is documented that the procurement is to the advantage of VASC, price and other factors considered, including administrative costs of the purchase. Such documentation shall be attached to the purchase requisition. When prices are solicited by telephone the vendors shall be requested to furnish written evidence of such quotation. The Board and the Principal shall each have authority to approve the purchase. The Principal/Board Chair will list the purchase as an informational item to VASC Board of Directors.

Purchases from **ten thousand and 1/100 dollars (\$10,000.01) to fifty thousand dollars (\$50,000.00)** may be accomplished if written quotes from three qualified sources of supply are obtained (if possible) and it is documented that the procurement is advantageous to VASC, price and other factors considered. Such documentation shall be attached to the purchase requisition. If it is not possible to get three quotes, the reason should be explained in writing. When prices are solicited by telephone the vendors shall be requested to furnish written evidence of the quote. The purchase must be approved by the Board. Further, recommendations for engaging a consultant(s) or contracting for services exceeding the total annual cost of \$10,000.01 must be approved by the Board.

Purchases **in excess of fifty thousand dollars (\$50,000.01)** are required to follow either the Request for Proposal or Request for Qualifications, as appropriate. Purchases at or below fifty thousand (\$50,000.00) may use the RFP or RFQ procedures as appropriate. The purchase must be approved by the Board.

### **Federal Fund Procurement**

VASC will follow the procurement process outlined above unless the specific federal funding source has a more restrictive procurement policy involving expenditures. VASC will also comply with all federal laws and regulations that are mandatory and that are not otherwise contained herein.

## **Exceptions to the Procurement Policy**

VASC may exempt specific supplies or services from this Policy. The following supplies and services are exempted from this Policy:

- a. Books, periodicals, newspapers, technical pamphlets, standardized tests and other testing materials, copyrighted educational materials, filmstrips, slides and transparencies
- b. Public utilities, such as electricity, water or sewer
- c. Travel
- d. Workshops, seminars, and conferences
- e. Professional journals
- f. Taxes, social security, annuities, and credit unions
- g. Life insurance or supplemental insurance
- h. Refunds on health insurance
- i. Court reporters
- j. Professional dues, registration and membership fees
- k. Diplomas
- l. U.S. postage stamps and post office boxes
- m. Graphic design
- n. Expert witness services
- o. Professional training
- p. Related services for special education
- q. Temporary facilities rentals

## **Sole Source Procurement**

This method of procurement is the least competitive and, therefore, should have limited use, however, where VASC's needs can only be met by one method, means, or item, sole source is an appropriate and necessary method of procurement. Such determination as to whether a procurement shall be made as a sole source shall be made by VASC and the basis thereof shall be in writing to include an explanation as to why no other source will be suitable or acceptable to meet the need.

## **Emergency Procurement**

Notwithstanding any other provision of this policy, VASC may make or authorize others to make emergency procurements when there exists a threat to public health, welfare or safety under emergency conditions, or where normal daily operations are affected; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. If emergency considerations exist after an unsuccessful attempt to use competitive bidding, an emergency procurement may also be made. A written determination shall be made stating the basis for an emergency procurement and for the selection of the particular vendor. Emergency procurements shall be limited to that of supplies, services or

construction items necessary to meet the emergency. Such procurement shall be presented to the board at its next Board meeting.

### **Competitive Sealed Proposal**

The ultimate purpose of this method of procurement is to provide flexibility to VASC while taking into consideration various options and the costs of each. Proposals shall be solicited through a request for proposals. While price is an important factor, it is considered less significant than fully meeting VASC's needs.

### **Request for Proposal**

The request for proposal shall include the following:

- Instructions and information to vendors concerning the proposal submission requirements, including the time and date set for receipt of the proposal, the individual to whom the proposal is to be submitted, the address of the office to which proposal is to be delivered, and any other special information
- The purchase description, specifications, delivery and performance schedule, and such inspection and acceptance requirements as are not included in the purchase descriptions
- Contract terms and conditions, including warranty and bonding or other security requirements as applicable.

### **Public Notice**

Public notice of the invitation for proposal shall be given. Such notice may include publication on VASC's website or on [sco.sc.gov](http://sco.sc.gov). Proposal time will be set to provide the vendors a reasonable time to prepare their proposals.

### **Request for Qualifications**

VASC may issue a request for qualifications, experience, and ability to perform the requirements of the contract from prospective offerors. At a minimum, the request shall contain a description of the goods or services to be solicited by the invitation for proposal and the general scope of the work. The request shall also contain the deadline for submission of information and how prospective offerors may apply for consideration.

### **Evaluation**

The request for proposals shall state the evaluation factors. Each responsive proposal shall be evaluated. The proposals shall then be ranked in accordance with the results of such evaluation.

### **Award**

The award shall be made to the offeror whose proposal is determined to be most advantageous to VASC, taking into consideration the evaluation factors set forth in the request for proposals.