

**I. N.C. Community College Purchasing and Equipment Procedures Manual**

The Board hereby incorporates the N.C. Community College Purchasing and Equipment Procedures Manual (“Manual”). The Manual shall control in the event of any inconsistencies with this Policy or any of the College’s purchasing procedures.

**II. Purchasing and Bidding**

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

- A. State Contract Items - Items on state contract shall be ordered directly from the vendor subject to any restrictions on the contract certification. When the contract price exceeds the price of an alternate vendor including shipping and handling, the college may exercise the purchasing flexibility rule. The item must be the same or substantially similar in quality, service, and performance as the item under State Contract. The purchase price shall not exceed the college’s delegation.
- B. Non-Contract Items - Non-contract items of less than \$50,000 total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract. Good purchasing practices mandate that competition is to be sought for all purchases. For small purchases, where the total order is \$25,000 or less, quotes should be obtained to establish competitive prices, unless the items are purchased off a state contract. A record of those quotes should be attached to the requisition. For the purchase of more than \$25,000 but less than \$50,000, a minimum of three quotes must be obtained and attached to the purchase requisition, unless the items are purchased off state contract (must use the request for quote form established by Purchase and Contract). If three written quotes cannot be obtained, users must attach a note explaining the circumstances. The quotes must be submitted using NC Division of Purchase and Contracts Request for Quote (RFQ) templates with the NC State Terms and Conditions.
3. Competitive Bid Items - Non-contract items with a cumulative value, including all extensions and renewals over \$50,000 must be sent by the Purchasing Agent to the Division of Purchase and Contracts for prior approval before being publicly posted by the CVCC Purchasing Department.

Adopted: August 26, 2022

Legal Reference: N.C.G.S. 115D-58.5; 1H SBCC 500.1 – 500.2