



Radford
UNIVERSITY

Procurement Manual

[Department of Procurement and Contracts](#)

Armstrong Complex
540-831-5419

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Chapter 1

Administrative Responsibilities

1.0 Administrative Responsibilities

1.1 Procurement of Goods and Services

Individual purchases of goods and services that cost \$5,000 or less (without splitting the order or transaction) may be made by individuals with delegated purchasing authority responsibilities and must follow established guidelines and procedures included in this manual.

The Department of Procurement and Contracts is responsible for purchasing and renting/leasing all goods and services for the University that cost more than \$5,000, except:

- Those associated with the Capital Outlay process as defined by the Virginia Public Procurement Act (VPPA) and the Construction and Professional Services Manual (CPSM)
- Real estate acquisitions, rentals, and leases.

1.2 Delegated Authority

The Department of Procurement and Contracts has authority to execute the following:

- Purchase orders for goods and services.
- Term contracts for goods and services.
- Hotel accommodations and related service agreements that require contracts.
- Non-capital construction and renovations.
- Proprietary, sole source and emergency procurements.
- Revenue contracts.
- Purchase order changes or cancellations; and
- Contract renewals, contract modifications or contract cancellations.

The Executive Director of Strategic Sourcing may increase the delegated purchasing authority for individuals when deemed appropriate and in the best interest of the University; such an increase will be in writing. Personnel with increased delegated purchasing authority shall be responsible for using that authority in conformance with the established and applicable policies and procedures.

In the absence of such written authorization, university employees and students are not permitted to sign contracts or make obligations on behalf of the University. Individuals taking such actions without proper authority may be held personally liable for the financial commitment of the contract or obligation.

1.3 Contract Administration

A Contract Administrator will be designated in writing by the appropriate Procurement Officer to monitor and support term contracts for delivery of goods and/or services, including revenue payments due to the University. The contract administration process delegates authority to the University representative receiving the goods and/or services to directly communicate with the contractor ensuring desired performance standards and addressing performance issues. Contract Administrators are restricted from making any commitment or conducting any negotiations which may change the scope of the contract or may result in a modified financial arrangement. Procurement Officers in the Department of Procurement and Contracts are available to consult with Contract Administrators and must be involved to issue written change orders, renewals, contract modifications and to formally address substantial performance shortcomings, non-renewals, and contract terminations.

Contract Administrators or their supervisors must notify the Department of Procurement and Contracts if there is a change in responsibilities, such as the Contract Administrator leaving the University, or a need for the Contract Administrator role. See Chapter 28 for more information on Contract Administration.

1.4 Planning

Proper planning, including careful review of procurement policies and procedures and early involvement of the Department of Procurement and Contracts staff is highly recommended. This will help ensure timely receipt of needed items and/or services.

1.5 Compliance

Failure to comply with these procedures may result in the revocation of delegated purchasing authority.

1.6 Updates/Revisions

The Executive Director of Strategic Sourcing is responsible for the day-to-day administration of the Procurement Manual and has the authority to update and revise the Manual as needed. Substantive changes will be reviewed by the Vice President for Finance and Administration & Chief Financial Officer.

1.7 Departmental Responsibilities

a) Department of Procurement and Contracts

It is the responsibility of the Department of Procurement and Contracts to organize and administer the procurement function for all Radford University departments, in accordance with the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors ([Higher Ed Manual](#)) and the applicable State policies and procedures. These responsibilities include, but are not limited to:

- Approval and monitoring of departmental delegated purchasing authority
- Securing products and services at competitive prices, consistent with prevailing economic conditions

- Providing excellent customer service to University employees and students with timely information and advice to support the mission of the University
- Ensuring professionalism and fiduciary accountability are promoted and that the university's Code of Ethics is upheld by Department of Procurement and Contracts staff
- Ensuring open access to university business and that all procurements are conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety
- Establishing, reviewing, and approving University contracts and agreements in accordance with established policies
- Implementing strategic business development practices to promote certified Small, Women-owned, and Minority-owned (SWaM) businesses
- Maintaining compliance with all laws of the Commonwealth of Virginia

b) University Departments

To ensure the most cost-efficient and timely procurement of goods and/or services, University departments have the following responsibilities:

- Anticipate departmental needs in advance to allow interested vendors time to compete fairly and openly, if applicable
- Utilize the services of SWaM vendors to the maximum extent
- Anticipate departmental needs in advance to avoid last minute rush orders or numerous small repetitive orders
- Consolidate similar items that can be supplied by one vendor onto a single requisition
- Provide clear and complete specifications on items to be purchased, including key features or functional requirements brand names and model number if applicable
- Identify the required delivery date when delivery time is a consideration in the evaluation of bid or proposal responses
- Identify "equal to" or alternative brands and models that can perform the required functions, whenever possible
- Use only current catalogs, contracts, and contract numbers for requisitioned items
- Document and communicate poor or unsatisfactory vendor performance to the Department of Procurement and Contracts
- Promote professionalism and the University's Code of Ethics to departmental staff
- Procure goods and services within departmental delegated authority, in accordance with stated policies and procedure

Ethics in Public Contracting

2.0 Ethics in Public Contracting

All Radford University Employees with procurement or procurement transaction approval responsibilities are expected to uphold the highest standards of ethics and conduct. Employees with procurement or procurement transaction approval responsibility shall:

- Exhibit the highest levels of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the Commonwealth's agencies and suppliers and the citizens being served.
- Provide and foster an inclusive procurement environment where all businesses, regardless of size, ownership, or background, have an equal opportunity to compete for the Commonwealth's business.
- Avoid any actions, relationships, or communications that may be perceived as unethical, compromising, or leading to impropriety or the appearance of impropriety.
- Conduct all procurement activities on behalf of the Commonwealth, obeying all relevant laws and remaining alert of all legal ramifications of procurement decisions.
- Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the Commonwealth as defined in [2.2-3106](#) and [2.2-4367](#) et seq. of the Code of Virginia, avoiding any appearance of a conflict. Employees should continually evaluate their outside interests to ensure they align with the best interests of the University
- Promote positive supplier relationships through professionalism, responsiveness, impartiality, and objectivity in all phases of the procurement cycle, fostering positive and constructive relationships with suppliers.
- Enhance the proficiency and stature of the Commonwealth's purchasing community by adhering to the highest standards of ethical and professional behavior.
- Prioritize the objectives and policies of Radford University.
- Receive the consent of the originator of proprietary ideas and designs before using them for competitive purchasing purposes.

In addition, Radford University employees with procurement or procurement transaction approval responsibility **shall not**:

- Engage in outside business employment by any outside company that might encroach upon their primary responsibilities as a purchaser of the Commonwealth.
- Engage in any private or business relationship or activity that could result in a conflict of interest or could reasonably be perceived as a conflict of interest.
- Lend money or borrow money from any University supplier or potential supplier.
- Maintain a significant interest in a firm that does business with the University.
- Provide inside information to prospective bidders/offerors.
- Accept trips, lodging, meals, or gifts from any supplier.

- Accept meals, beverages, tickets to entertainment and/or sporting events or any other item which could be construed as having more than a nominal value.
- Accept employment from any bidder, offeror, contractor or vendor with whom the employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the University unless the employee or former employee provides written notification to the President of the institution prior to commencement of employment by that bidder, offeror, contractor or vendor ([Code of Virginia, Section 2.2-4370](#)).

2.1 Collusion Awareness

Procurement professionals, and those with procurement authority have a duty to prevent and report collusion between suppliers competing for the Commonwealth's business. Collusion, which undermines competition, is strictly prohibited. The following activities may indicate collusion or suspected antitrust violations:

- Agreements or mutual understandings among competing firms that restrain the natural operation among market forces
- Existence of industry price list or price agreement which suppliers use to determine their offers
- Sudden change from competitive bidding to identical bidding
- Simultaneous price increases or follow-the-leader pricing
- Rotation of bids or proposals so that each offeror takes a turn being the low bidder
- Division of the market among competitors, bidding low only for specific contracts or agencies
- Direct statements or assertions suggesting collusion

Employees with procurement responsibilities should remain vigilant for indications of unlawful behavior by suppliers. Suspected antitrust or collusion activities shall be reported to the Executive Director of Strategic Sourcing or the Attorney General/University Counsel.

2.2 Conflict of Interest

(Code of Virginia, Title 2.2, Chapter 31. State and Local Government Conflict of Interest Act)

A conflict of interest occurs when a University employee or their immediate family member has a personal interest in a company that enters into an agreement with the University. A personal interest is defined as: owning more than three percent of the total equity in the company or having personal interest worth more than \$5,000 annually. Additionally, if an immediate family member is employed by a vendor or potential vendor, a conflict of interest may exist. If an individual involved in the procurement of a good or service, or their immediate family member, can benefit from the procurement, or from doing business with the University, it can be seen as a conflict of interest.

If any University employee has reason to believe that a conflict of interest may exist, it is their responsibility to exclude themselves from all business matters relating to the process of evaluating solicitations, negotiating purchase agreements, or administering a contract. It is the

employee's responsibility to report any potential or actual conflict of interest to the appropriate administrative authority.

It is the responsibility of each employee to understand the Conflict-of-Interest Statutes and, when applicable, to explore the process for requesting a waiver from the University President. Contact Procurement and Contracts for additional information on requesting a waiver.

2.3 Gifts & Gratuities

Public employees shall not solicit or accept gifts from bidders, offerors, contractors, or sub-contractors. Giveaways at trade fairs which are available to all participants are generally acceptable, if of nominal value.

It is recommended for public employees to decline any gift or offer regardless of the dollar value. Meals and food (including "working lunches") are not considered acceptable. The best guidance is to avoid any situation that creates a "perception" for anyone inside or outside of the University that the contractor or vendor has an "edge" or "preference" or "extraordinary relationship" with the University.

2.4 Personal Purchases

Due to the tax-exempt status of Radford University, University employees shall not issue purchase orders for personal purchases. Furthermore:

- Personal packages should not be shipped to the University business address, as it places unnecessary burdens on receiving personnel and University Mail Services.
- University contracts should not be used for personal purchases, unless allowed for in the university contract, as they are intended for official business only.
- Purchases for the University cannot be shipped to a home address.
- Separate programs offering discounts to Commonwealth employees are managed by the Commonwealth of Virginia. The Department of Procurement and Contracts is not involved in those discounts. The University should not be considered a party to any personal transactions resulting from such discounts.

2.5 University Policy on Fraud, Waste and Abuse

Radford University's [Fraud, Waste and Abuse Policy](#) establishes requirements and responsibilities concerning the reporting and investigation of suspected fraud, waste, and abuse of University resources. The policy applies to all University employees; however, some aspects of the policy apply to other members of the University community

Chapter 3

Overview for the Procurement of Goods and Services

3.0 Overview for the Procurement of Goods and Services

The Department of Procurement and Contracts supports the University community by procuring desired goods and services. The goal is to satisfy each department's procurement requirements in a timely manner at the lowest available cost, while adhering to university policy and state procurement guidelines and regulations.

All purchases, regardless of the dollar amount, are generally required to be processed in eVA, the Commonwealth's electronic purchasing portal. Vendors should be strongly encouraged to become self-registered with eVA prior to engaging in business with the University, as the University has a preference those vendors who are self-registered. eVA vendor registration information can be located at the [eVA Vendor Website](#).

eVA purchase requisitions resulting in fully approved purchase orders integrate with Radford University's accounting system, Banner Finance. The only exceptions to this integration are purchases made using a University assigned Small Purchase Charge Card for local point-of-sale transactions or travel authorization items in Chrome River or those made with prior approval or request from Accounting Services.

Vendors must submit a COVA W-9 to Radford University's Accounting Services Department when they register with eVA. The Commonwealth of Virginia Substitute W-9 (COVA W-9) is required in lieu of the IRS W-9 form for each individual who is a US citizen or US resident alien as well as each corporation, company, partnership, or association created or organized in the US or under US laws. The COVA W-9 includes additional information that is required by the Commonwealth Vendor Group (CVG) to ensure the vendor is properly established in Cardinal, the Commonwealth of Virginia's accounting system. After establishing a vendor in eVA, the vendor information is shared with Cardinal. A vendor must be registered and have a Cardinal Vendor ID number before the vendor can be paid by the Commonwealth of Virginia and Radford University. For international vendors, contact the Vendor Management group in Accounting Services prior to entering a purchase requisition.

Goods purchased are delivered to Warehouse Services unless instructed otherwise by the Department of Procurement and Contracts. Warehouse Services physically receives and delivers the items to the final destination as specified in the purchase order.

Departments are responsible for entering receiving reports in eVA once items are received. Receiving reports document the satisfactory receipt of goods, materials, equipment, supplies, and services. They provide an auditable source of verification that goods and/or services are received in a manner acceptable to the conditions and requirements of the contract or purchase order. The use of the eVA receiving process ensures information is maintained electronically with the purchase order and provides a clear record of items that are received and ready for payment processing, so vendors are paid in accordance with the Commonwealth's Prompt Pay requirements.

Departments must process receiving within three (3) working days of receipt of goods or services. Receiving dates must accurately reflect the actual date goods and/or services are received on campus, not the date receiving is entered in eVA. For additional detailed guidance on receiving processes, see Section 4.3 of this manual.

3.1 Planning the Procurement

- A. Identify a valid need for goods and/or services.
- B. Ensure funding/budget is available.
- C. Determine availability from existing contracts by reviewing the University's contracts, or reviewing available cooperative contracts listed on the [VASCUPP](#) website. (See Section 3.2.1. for additional information)
- D. Contact the appropriate Procurement Officer in the Department of Procurement and Contracts as early as possible in the planning process for assistance and guidance.
- E. If no contract is available seek and research sources of supply after contacting the Department of Procurement and Contracts.
- F. Develop specifications.
- G. Create Purchase Requisition in eVA.
- H. Obtain the required approvals through the requisition approval flow associated with the eVA username, NIGP commodity code selection, account code selection, budget code, vendor selection, and dollar amount.
- I. Enter requisition is entered as "Vendor to Be Determined" at zero dollars if you are working with Procurement and Contracts on a competitive process. This provides the required approval documentation to begin the solicitation process. Your Procurement Officer will be added to the approval flow.
- J. Ensure compliance with all University policies.

Policies can be located on the [Office of Policy and Tax Compliance](#), the Controller's [website](#) and guidelines on the [Accounting Services](#) website.

3.2 Procedures for Procurement of Goods and Services

3.2.1 Use of Contracts

Contracts have been established by a number of organizations including state contracts as well as through cooperative sources and consortiums. The use of state-issued contracts by the Department of General Services Division of Purchases and Supply ([DPS](#)) or cooperative contracts issued by [VASCUPP](#) institutions are the preferred methods of procurement. These contracts offer favorable pricing for a wide variety of goods and services and meet competitive requirements.

Use of contract sources (except for mandatory contracts) is strongly encouraged. Alternative commercial sources should not be selected based on personal preference. Rather, a business-related justification should exist for any decision to deviate from an existing contract. Examples include situations where the contract vendor cannot meet the required delivery time or service, where more favorable price or delivery is available, or where better quality is available.

By using existing contracts, departments can reduce procurement lead times, streamline processes, increase efficiency, and utilize competitive pricing strategies that have already gone through rigorous evaluation and negotiation.

3.2.2 Small Dollar Purchase Procedures

The Virginia Public Procurement Act allows an Institution of Higher Education to establish and implement its own small dollar policies and procedures for purchases not expected to exceed the competitive threshold established by law (currently \$200,000). Radford's University's policies and procedures encourage competition to the maximum feasible degree and provide fair access for vendors to these small dollar purchases.

The following small dollar purchase procedures have been established by Radford University when acquiring materials, supplies and equipment, printing, or non-professional services for less than \$200,000. Procurements made pursuant to these procedures do not require public bid openings or newspaper advertising of competitively negotiated procurements unless it is in the best interest of Radford University, but they do require the use of a Certified Small, Women-owned, or Minority-owned Vendor whenever possible.

- A. Purchases less than \$5,000 are procured through the department's delegated procurement authority. Detailed procedures in this category are listed in Section 3.3.
- B. Purchases of more than \$5,000 are routed through the Department of Procurement and Contracts for approval. Detailed procedures are listed in section 3.3.
- C. Purchases less than \$100,000 awarded to certified Small, Women-owned, and Minority-owned (SWaM) vendors may be procured as directed in Section 3.3.

3.2.3 Procurement Officer Authority to Award

For purchases of goods and services, \$50,000 or less, the appropriate Procurement Officer in the Department of Procurement and Contracts may, at their discretion and without requiring additional approvals, process the order with a suggested source without seeking further competition. Determination to award without seeking competition for goods and services over \$50,000 and less than \$200,000, not procured from a Virginia Department of Small Business and Supplier Diversity (SBSD) certified SWaM vendor and are not a proprietary or sole source may only be approved by the Executive Director of Strategic Sourcing or their designee, or the Vice President for Finance and Administration. A written justification will be maintained with the electronic procurement record (purchase requisition) documenting why it was in the best interest of the University to award without competing.

3.2.4 Exemptions:

A. Exempt from Normal Competitive Requirements up to \$200,000.

Competition is normally either not practicable or available for purchase of the following goods or services when less than \$200,000. Exemptions do not eliminate the requirement for procurement review to determine if the purchase meets the exemption criteria as well as the execution of associated agreements, contracts, etc. that require signature by the University.

1. Books, pre-printed materials, reprints, and subscriptions (e.g., print, or electronic, pre-recorded audio and video cassettes, compact discs, slide presentations, etc.), when only available from the publisher/producer.
2. Library books, electronic magazines, publications, and other items for the libraries' collection as per applicable Library acquisition procedures.
3. Consulting and/or training services associated with academic or research programs. Total university payments to an individual consultant or consulting firm **should not exceed \$50,000 per fiscal year**, unless approved by the Executive Director of Strategic Sourcing or their designee. The Executive Director may approve an engagement with a consultant or consulting firm of up to \$200,000 per engagement if it is determined it is in the best interest of the University.
4. Specialized training, proprietary, is typically not available to the general public for which competition is not available, off-site, and requires a registration fee.
5. Writers.
6. Photographers (other than graduation and yearbook photographers).
7. Advertisements in newspapers, magazines, journals, social media, digital platforms, radio or television, or billboards, etc.
8. Conference fees/course fees/seminars/training sessions/tuition and other registration fees
9. Accreditation fees.
10. Exhibition rental fees for exhibitions of historical artifacts or original works of art. (The rental fee may include charges other than the rental of the exhibition, such as transportation costs).
11. Academic testing, tests, and evaluations.
12. Specialized software that is not already available on campus but has been approved by Radford University's Department of Information Technology Services (ITS).
13. Specialized software, website or browser plugins, website or desktop applications or subscriptions, electronic databases, software-as-a-service (SAAS), mobile apps for already purchased and in use at the University. All software purchases require ITS's approval before purchasing.
14. Software maintenance contracts for software that have already been purchased and are in use at the University as approved by ITS.
15. Software site licenses as approved by ITS.

16. Software upgrades and consulting services related to existing software, provided the purchase is made from the existing exclusive supplier as approved by ITS
17. Maintenance contracts for the service of mainframe and supercomputers, for which there is no competitive source available to service the equipment as approved by Radford ITS
18. Maintenance contracts for high-cost, sophisticated equipment where there is no known competitor, and service must be purchased from the manufacturer of the equipment or an authorized agent of the manufacturer.
19. Direct payment to a vendor providing specialized technical training on their equipment and/or software.
20. Special Delivery Services to include but not be limited to refrigeration, specialized packaging, etc.
21. Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, intellectual disability, substance abuse, or emotional condition. Contracts and purchase orders between the University and temporary service providers or independent laboratory testing companies are not exempt from purchasing through eVA.
22. Contracts with public and private hospitals, medical practices, and medical clinics that are licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, intellectual disability, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to medical students enrolled in state institutions or higher education.
23. Local funds owned by trust-agent organizations (e.g., student organizations). These funds are non-state and are not owned and controlled by the University. The University's sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds. This exclusion does not include Auxiliary Enterprises.

B. Exemption from Competition Regardless of Dollar Amount

Competition may be waived under these circumstances. (*Governing Rule §37*).

1. The purchase of goods or services that are produced or performed by or related to:
 - a) Persons, or in schools or workshops, under the supervision of the Virginia Department for the Blind and Vision Impaired.

- b) Nonprofit sheltered workshops or other nonprofit organizations that offer transitional or supported employment services serving people with disabilities.
 - c) Private educational institutions; or
 - d) Other public educational institutions.
2. Speakers and performing artists.
 3. Utilities
 4. Memberships and Association dues.
 5. Sponsored research grants sub-awards and contract sub-awards, not to include the purchase of goods or services by the University.
 6. Group travel in foreign countries.
 7. Conference facilities and services.
 8. Participation in intercollegiate athletic tournaments and events including team travel and lodging, registration, and tournament fees.
 9. Royalties
 10. Real Estate Leases
 11. The purchase of legal services, provided that the Office of the Attorney General has been consulted and has approved the use of Outside Counsel through the approval process, expert witnesses or other services associated with litigation or regulatory proceedings.

C. Price-Reasonableness Determination

When competition is restricted or lacking or the prices offered appear excessive, the Procurement Officer is responsible for further analysis as applicable to determine in writing if the prices are fair and reasonable. This applies to sole source, single response, contract changes or contract modifications, contract renewals, contract extensions, items exempt from competition, or anytime a single price is agreed upon.

3.2.5 Purchases \$200,000 and Above

Purchases of goods and services costing \$200,000 and above shall follow the procedures as set forth in the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors ([Higher Ed Manual](#)).

3.3 Procedures – Guide to Dollar Threshold

The Guide to Dollar Threshold table provides departmental procedures for the various dollar thresholds.

Goods and Services	Departmental Procedures	Purchase Method
<p>Goods and non-professional services \$5,000 or less</p>	<p>One or more quotes are required for purchases of goods and services costing \$5,000 or less.</p> <p>Note: Never split orders under any circumstances in an attempt to keep the cost under \$5,000.</p> <p>Note: Attempt to utilize eVA self-registered vendors.</p>	<p>eVA Requisition/Purchase Order unless exempt from eVA.</p> <p>Attach documentation electronically to the eVA purchase requisition.</p>
<p>Goods and non-professional services: *\$5,001 to \$100,000 (Informal/Small Purchases) <i>*See Note.</i></p>	<p>Departments may receive one quote/proposal from a SBSD certified vendor. If you are not using a DSBSD certified SWaM vendor, three quotes/proposals must be obtained, or a justification must be provided.</p> <p>Departments are encouraged to utilize established Radford University or cooperative contracts.</p>	<p>eVA Requisition/Purchase Order unless eVA exempt.</p>

<p>**Over \$100,000 (Formal/Large Purchases)</p>	<p>Departments are encouraged to utilize established Radford University contracts or to work with Procurement and Contracts to find a cooperative contract or conduct a competitive procurement.</p> <p>For departments making repetitive annual purchases of the same goods/services, Procurement and Contracts may elect to establish a term contract through competitive negotiations.</p>	<p>eVA Requisition and Order.</p>
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***Note: Department of Procurement and Contracts Procurement Officers may, in their sole discretion and in the best interest of the University, place an order with a suggested source without seeking further competition for goods and services not exceeding fifty thousand dollars (\$50,000) in value, or up to and including \$100,000 with a certified SWaM vendor.**

****The Executive Director of Procurement of Strategic Sourcing has the authority to review and approve requests over \$100,000 and below \$200,000 if it is deemed in the best interest of the University and documentation is provided for cost reasonableness.**

<p>Professional Services as defined by the Code of Virginia:</p> <ul style="list-style-type: none"> • Accounting • Actuarial • Architecture • Land Surveying • Landscape Architecture • Law (must be approved) • Dentistry • Medicine • Optometry • Pharmacy • Engineering • Interior Design • Appraiser 	<p>Procured as required by State Law using qualification-based, competitive selection processes. Price is not a determining factor and may not be discussed with vendor until after individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of the initial solicitation.</p>
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Methods of Procurement

Situation	Procedure for all Goods and Services
<p>Emergency</p>	<p>An emergency is an occurrence of a serious and urgent nature (not lack of planning) that demands immediate action. Full justification of the purchase is required. Justification should relate to health, safety, or protection of property. If time permits, contact Procurement and Contracts before making purchase. Competition is not required but should be obtained, time permitting. As soon as possible, submit an eVA Purchase Requisition and emergency justification to procurement, attaching all supporting documentation.</p>
<p>Sole Source</p>	<p>Competition is not required but documentation must be provided. Contact the Department of Procurement and Contracts for further guidance.</p>

<p>Previously Owned “Used” Equipment Valued up to \$100,000</p> <p><i>(This classification does not include factory rebuilt, demonstration, or remanufactured equipment)</i></p>	<p>Competition is not required. Department prepares an eVA Purchase Requisition up to \$100,000. If above \$100,000, contact Procurement and Contracts for guidance.</p>
<p>Request for Proposal</p>	<p>A formal procurement process soliciting qualified vendors to submit a proposal to the University. All proposals are subjectively evaluated and scored. Negotiations are conducted with top offerors. Awards can be made to multiple proposers if stated in the RFP that it is an option. Allows awards to be made based on the best value (all things considered) and not strictly on the lowest price. Used to establish term contracts or for procurements requiring competition.</p>
<p>Invitation for Bid</p>	<p>A formal procurement process soliciting qualified vendors to submit their lowest price for goods or services well defined by the University.</p> <p>Award is based strictly on the lowest price with a responsible and responsive bidder. Used when goods can be clearly identified.</p>

- ***Confirming orders are a violation of procurement procedure and may not be processed. Confirming orders are those orders placed with a vendor prior to receipt of an approved purchase order number.***
- ***There may be instances where Confirming orders are appropriate. Contact Procurement and Contracts for further guidance.***
- **Departments do not have the authority to sign vendor contracts** (e.g., hotel contracts, maintenance agreements, etc.). See Section 13.0.

3.4 Open Encumbrances

Integration of the purchase order to the Banner Finance system establishes an encumbrance to the applicable fund/organization/account/program (FOAP). University departmental designees responsible for departmental budgets must carefully track open encumbrances to ensure payment to the vendor occurs in accordance with the contract and the Commonwealth’s Prompt Pay policy and to ensure the purchase order is fully closed and liquidated. Any discrepancies or irregularities should be reported to the Department of Procurement and Contracts immediately.

3.5 Construction or Renovation Procurements

State and University procedures require **ALL** renovation or construction related procurements must be reviewed in advance by Facilities Planning and Construction to ensure compliance with University space planning, safety, and maintenance requirements. Contact Facilities Planning and Construction for assistance.

3.5.1 Contractor's License

If a procurement involves construction, removal, repair or improvement of any building or structure permanently affixed to real property or any other improvement to such real property, the contractor performing the work must possess an applicable contractor's license by the State Board of Contractors for the type of work involved. (Code of Virginia Section 54.1-1103 and Code of Virginia Section 54.1-1115).

Contractors must be licensed in the proper classification and specialty to perform the work required. If there is any question whether a licensed contractor is required for a specific procurement, call the Department of Procurement and Contracts.

3.6 Information Technology Equipment, Software, and Services

All purchases of Information Technology equipment, software, and services must be approved by ITS.

Chapter 4

eVA

Virginia's Electronic Procurement System

4.0 eVA (Electronic Virginia)

4.1 Entering Requisitions in eVA

All requisitions entered in eVA must contain the following information:

- Title (Vendor Name, eVA User's Name and Phone Number)
- Fiscal Year
- PO Category
- Transaction Type
- Description (detailed specifications or drawings to be forwarded to the Department of Procurement and Contracts)
- NIGP Commodity Code
- Supplier (Vendor Name)
- Contact (Vendor Location)
- Contract Number (if applicable)
- Quantity
- Unit of Measure
- Price
- Accounting Detail (Banner Finance Fund OR Organization, Account/) for funding allocation
- Ship to (name/contact)
- Deliver to (default in eVA is Warehouse Services)
- Comments (when applicable)
- Attachments (when applicable)
- Approvals where applicable

4.2 eVA PO Category Code and eVA Fee Exemptions

PO CATEGORY CODES

When creating purchase requisitions in eVA, the end user is required to select a purchase order (PO) category code from the drop-down menu. The PO category code identifies the type of purchase and if eVA fees apply.

WHERE ARE THE CATEGORY CODES LOCATED?

When you create a requisition, the first screen (Header page) contains the PO category field. Use the drop-down feature for options, then select the appropriate code. The codes for general use are:

- R01 (Routine)
- S01 (Sole Source)
- P01 (Proprietary)
- X02 (Exempt from eVA transaction fees)

(Other codes may be available but are used ONLY by Procurement and Contracts). There is a brief description of the PO Category Code beside each code.

WHICH PO CATEGORY CODE DO I USE?

- A. R01 (Routine):** This purchase order category is used for routine orders. It is the most common PO Category Code. Use for items such as supplies from vendors like Supply Room, or promotional items, software, lab supplies, office supplies, subscriptions for bona fide business purposes, and other items not otherwise classified.
- B. S01 (Sole Source):** A sole source is authorized when there is only one source practicably available for the goods or services required. This purchase order category code is used when the end user attaches the Sole Source Request and Certification Form (Form C035) to the requisition for review and approval by Procurement and Contracts.
- C. P01 (Proprietary):** This purchase category code is used when the item has specifications that restrict the acceptable “product” to those of one manufacturer. Competition is available; however, it is limited to the confines of the distributors of the product. The determination for use of a proprietary specification must be made in advance and be included in the procurement file.
- D. X02 (Exempt from eVA transaction fees):** This purchase order category code is used for those items determined to be exempt from eVA transaction fees.

SELECT PO CATEGORY CODE X02 FOR THE FOLLOWING eVA FEE EXEMPT TRANSACTIONS:

- Academic testing services
- Accreditation fees
- Advertisements for employment or all other announcements (all media formats)
- Entertainment payments for performing artists, speakers, lecturers, musicians, writers, and artists.
- Express Mail Services using the DPS statewide contract (This contract is now titled “Small Package Delivery Services”)
- Government or Public Entities-Purchases from foreign, Federal, State, Localities, Town, City, public colleges and universities, state hospitals. Agency to Agency
- Group travel arrangements in the United States covered under contractual agreements.
- Group travel in foreign countries. Includes travel, lodging, meals, and special services
- Intercollegiate athletic tournaments and events to include team travel, meals, lodging, registrations, insurance, and tournament fees (if entered in eVA)
- Intercollegiate Referees, Officials and Umpires for athletic events
- Licenses (Federal, State, or local) excluding software licenses

- Lodging or meeting rooms in hotels, conference centers, 4-H centers covered under contractual agreements. Excludes charges for additional services covered under contractual agreements.
- Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, intellectual disabilities, substance abuse, or emotional condition
- Pharmaceuticals purchases using the DPS-authorized multi-state contract
- Point of Sale SPCC purchases that are small, over-the-counter purchases made with P-Card at the site of sale and picked up by cardholder. (NOT online orders) (Point of sale will not be processed through eVA)
- Post Office-Purchases from the US Post Office
- Private educational institutions for transactions not associated with sponsored research.
- Public Auctions (non-electronic)
- Real Estate Leases
- Rental fees for exhibitions of historical artifacts and works of arts. May include transportation and other associated expenses.
- Revenue Contracts
- Surplus property from State or Federal agencies
- Utility payments (electric, natural gas, water, sewer)

Miscellaneous

- Award of Grants by agencies and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services.
- Local funds owned by trust-agency organizations (e.g., student organizations). These funds are non-state and are not owned or used by the University. The university's sole responsibility is writing checks out of a local account maintained on behalf of the organization that owns the funds.

The following items are exempt from fees and are not required to be processed through eVA. Please contact Accounting Services for information.

- Conference Registrations for employees
- Gasoline purchased with Voyager Fuel Card
- Honoraria
- Legal Fees
- Membership and Association Dues
- Point of Sale SPCC purchases
- Reimbursements
- Personal Travel and Lodging

4.3 eVA Receiving

Departments are responsible for inspecting and accepting goods or services purchased upon receipt. This includes, but is not limited to:

- Ensuring conformance to the purchase order and other relevant documents (correct model number, description, size, type, color, ratings) and in accordance with applicable requirements and/or specifications
- Comparing the quantity received with quantity specified
- Checking for damage
- Confirming the accuracy of the unit of measure
- Confirming goods are in working order and fully functional

The process of receiving services follows the same procedure as receiving tangible goods.

To facilitate the timely payment of invoices, it is essential that all orders be electronically received in eVA upon delivery to the department no later than three working days from the date of receipt.

For additional information, refer to the [Purchase Portal-eVA Next](#) on the Department of Procurement and Contracts Home Page.

Chapter 5

Taxes

5.0 Taxes

5.1 Excise

As an agency of the Commonwealth of Virginia, Radford University is generally exempt from paying federal excise taxes, except for excise taxes for air transportation, (which is defined as any amount paid within the United States for transportation of any person by air). Certain vaccines also require that an excise tax be paid by the University.

5.2 State Sales

As an agency of the Commonwealth of Virginia, Radford University is generally exempt from paying Virginia's sales taxes on purchases of tangible personal property for its use or consumption. The [COVA Sales and Use Tax Certificate of Exemption](#) (COVA Form ST-12) can be found at the Office of Policy and Tax Compliance website.

5.3 Sales and Use Tax Payments – State Government and Political Subdivisions

Virginia's Sales and Use tax does not apply to sales of tangible personal property to the Commonwealth of Virginia or to its political subdivisions, for their use or consumption, if the purchases are pursuant to required official purchase orders to be paid for out of public funds. The tax applies when such sales are made without the required purchase orders and are not paid for out of public funds. No exemption is provided for state or local government employee purchases of meals or lodging whether purchases are pursuant to required official purchase orders or not. The following examples are offered to show that taxes apply to lodging and conference facilities under a variety of circumstances:

- Hotels, motels, tourist camps, etc. (generally): The tax applies to the sale or charge for any room or rooms, lodgings or accommodations furnished to transients by any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or other similar place. The tax applies to all sales of tangible personal property by such business.
- Charges in connection with accommodations: Any additional charges made in connection with the rental of a room or other lodging, or accommodations are deemed to be a part of the charge for the room and are subject to the tax. For example, additional charges for internet, local telephone calls and similar services are subject to the tax. Toll charges for long-distance telephone calls are not subject to the tax.
- Meals (generally): Retail sales of meals by restaurants, hotels, motels, clubs, caterers, cafes, and others are paid in accordance with policies established by the Virginia Department of Taxation.

For additional information on taxes contact the Controller's Office.

Chapter 6

Unauthorized Purchases

6.0 Unauthorized Purchases

With the exception of the written delegated purchasing authority granted to university departments for goods and/or services (Authority to Contract for Radford University), the Department of Procurement and Contracts has the sole authority and responsibility to oblige the University for the purchase of goods and/or services. Failure to comply with this policy may result in loss of departmental procurement authority. In addition, the individual making the purchase may be held personally and legally responsible for the financial commitment.

Chapter 7

Allowable / Non-allowable Expenditures / Personal Reimbursements

7.0 Allowable/Non-Allowable Expenditures

All requests for disbursement, whether funded from State, Federal or Local (non-State) sources, must include documentation to support the purpose of the expenditure. This documentation must attest to the fact that the expenditure is business-related and is reasonable. Individuals submitting and approving the expenditure are responsible for ensuring that the expenditure is reasonable, meets all internal and external guidelines and is coded to the proper Banner accounting code (i.e., FOAP).

A “business-related expenditure” refers to an expenditure that is directly related to the operation of a functional area (e.g., school, department, administrative area, etc.) in the fulfillment of its stated mission or objective as part of the University (e.g., instruction, research, public service, support services, etc.). The term “reasonable” is defined as an amount that a prudent businessperson would spend to obtain a particular good and/or service on behalf of a public agency of the Commonwealth of Virginia. This also implies that the good and/or service has been acquired under a competitive procurement process when applicable.

It is the responsibility of the person(s) authorized to submit expenditures for processing to ensure the most efficient and effective use of university financial resources assigned to their area of responsibility. Each department’s financial representative is responsible for verifying that all expenditures, regardless of funding source, are adequately justified in terms of the reasonableness and the business-related purpose of the expenditure. Any questions concerning this policy or questions regarding the reasonableness and/or business purpose of an expenditure should be directed to the Department of Procurement and Contracts.

7.1 Employee Personal (Non-Travel) Reimbursements

All employees are expected to follow University, Procurement, and Small Purchase Charge Card [SPCC] policies, procedures, and/or guidelines regardless of dollar amount. Employees should not make personal payments for non-travel business expenses that can be paid directly by the University. When possible, small dollar purchases of \$5,000 or less should be placed on a Radford University SPCC.

The University recognizes that employees may incur unexpected expenses while conducting official university business. During such time, employees may use personal funds for the purchase of goods, **not to exceed \$200**, and request reimbursement.

Requesting reimbursement to circumvent procurement guidelines is prohibited.

Radford University offers reimbursement for allowable expenses for goods and professional memberships through the personal reimbursement process, not to exceed \$200 per reimbursement. Appropriate personal reimbursement requests include infrequent purchases such as supplies, or resource materials needed quickly and outside of business hours.

However, frequent requests may be reviewed to determine the cause and to determine how such items can be procured following established procurement guidelines.

Radford University will not reimburse employees for payments to other individuals or vendors for services performed on behalf of the University.

Before using personal funds to cover business expenses, it is the employee's responsibility to ensure the expenses to be reimbursed are eligible for reimbursement. It is the approver's responsibility to ensure

- (1) the requested expense reimbursement was incurred for official university business,
- (2) the expenses were necessary and consistent with university policies and procedures,
- (3) adequate and accurate documentation is attached to the requested reimbursement, and
- (4) the expenditure is charged against the appropriate fund, organization, account, and program codes.

Reimbursements for expenses not supporting the University's mission or where there is a presence or appearance of personal gain, impropriety, or unethical choices are prohibited and will not be processed. Reimbursements are submitted through the travel reimbursement process using Chrome River and must be accompanied by receipts and/or supporting documentation. Reimbursement requests must be submitted to Accounts Payable within 30 days of the date of the receipt. Receipts must be detailed and legible.

Employees should not assume guaranteed reimbursement of their expenses.

Chapter 8

Gifts and Donations

8.0 Procurements Tied to Gifts and Donations

No purchasing commitment is allowed to be made if the purchase is tied to a gift or donation being made to the University. For example, a donor *may not* specify that a gift to the University is dependent upon the University's future purchase or lease of goods or services from a particular vendor. Likewise, a donor *may not* specify that a particular brand of an item be purchased or that the item be purchased from a particular source. The donor should be informed that a purchase under these conditions is prohibited by law.

When a business or individual is interested in making a donation to the University that is tied to a pending or imminent purchase, contact the Executive Director of Strategic Sourcing.

Donors wishing to make gifts unrelated to procurement activities should be referred to University Advancement.

Chapter 9

Shipping / Freight Charges

9.0 Shipping / Freight Charges

It is the policy of the University to purchase goods "Freight on Board (FOB) Destination". This means the vendor pays the freight charges for shipping the goods to the ordering department and the cost of shipping is included in the price of the goods, the vendor retains title to the goods until the carrier delivers the goods, and any claim for loss or damage incurred during delivery shall be between the vendor and the carrier.

A department may pay freight charges and/or change the FOB point when it is a requirement to make the purchase. Departments are cautioned that changing the FOB point can create problems in the event the product is damaged or lost in transit. In such cases, any claim for loss or damage incurred during delivery shall be between the University and the carrier. Please contact the Department of Procurement and Contracts for any questions relating to the FOB declaration.

If departments are paying freight costs, a shipping line item must be added to the purchase order and the correct commodity code must be used. This designation on the purchase order is notification to the vendor that the University accepts title only when goods are received. This will also notify Accounts Payable that the department has authorized the vendor to prepay the freight cost and add it as a separate line item on the invoice.

Accounts Payable will pay the full invoice including freight costs as stated by the shipping vendor.

Departments have the responsibility to determine the actual (or maximum) freight charge and add a line item to the purchase order when shipping is "prepaid and added" to the order. This will ensure that the total amount of the order does not exceed the departmental delegated purchasing authority.

Chapter 10

Certified Small, Women-owned, and Minority-owned (SWaM) Businesses

10.0 Certified Small, Women-owned, and Minority-owned Businesses

Radford University strongly supports the participation of small, women and minority owned (SWaM) businesses in the procurement process by actively soliciting bids and proposals from these types of businesses. The Department of Procurement and Contracts uses the information contained in the eVA vendor database and information supplied by the Virginia Department of Small Business and Supplier Diversity (SBSD) to assist in this endeavor.

Departments are required to obtain a quote at least one quote from a DSBSD certified SWaM business. If not using a DSBSD certified SWaM vendor, three quotes/proposals must be obtained, or a justification provided. A listing of DSBSD certified businesses is available on the SBSBD [website](#).

Radford University is required to submit an annual Fiscal Year Procurement SWaM Plan that includes goals, processes to attain those goals, and other activities in accordance with the delegated authority Radford University has been afforded by the Restructured Higher Education Financial and Administrative Operations Act.

The President of Radford University is held accountable for attaining the goals specified annually and reported to the Governor and other legislative stakeholders. The Executive Director of Strategic Sourcing, and the Director of Facilities Planning and Construction are responsible for ensuring that the University achieves the goals stated in the SWaM Plan and are dependent on the University community to do its part to include SWaM businesses in purchasing transactions.

If a department is aware that a business is eligible for SBSBD certification or has made purchases from a contractor that uses a SWaM business as a subcontractor, please provide this information to the Department of Procurement and Contracts.

Purchases up to \$100,000 can be directly awarded to Virginia certified SWaM businesses, giving preference to these vendors, as mandated by Executive Orders issued by the Commonwealth of Virginia. Contact Procurement and Contracts for additional information.

Purchase Order Changes

11.0 Purchase Order Changes

Any time a change to a purchase order occurs, departments should contact the Department of Procurement and Contracts to discuss whether a *formal* purchase order change is necessary. If so, purchase order changes must be initiated by the department through eVA. Some change orders do not integrate to Banner; therefore, the Department of Procurement and Contracts will work with departments to ensure that purchase order changes are processed correctly, and encumbrances are adjusted accordingly.

An invoice that is within \$100 of the original PO amount does not require a change order. The invoice will be processed, and the over/underage will be applied to the appropriate FOAP.

Chapter 12

Office of the Attorney General

12.0 Office of the Attorney General

All [High-Risk contracts](#) must be submitted to the Office of the Attorney General for review and approval via the Department of Procurement and Contracts. Legal counsel may be able to clarify or redraft an agreement so that the terms are legally permitted. Counsel's role is not to review or approve the underlying business judgments. By law in Virginia, the General Assembly places this discretion in the sound judgment of the University's officials. It is incorrect to assume that a contract approved for legal sufficiency removes economic risk or the individual's authority and duty to responsibly weigh risk against benefit.

12.1 Procedure to submit a contract or agreement to the Office of the Attorney General

All Contracts or agreements are submitted to the Department of Procurement and Contracts after being approved by the Division Head in the respective area. The Department of Procurement and Contracts will work with the Office of the Attorney General to gain legal sufficiency and approval on contracts.

12.2 Unacceptable Contract Terms

The Office of the Attorney General provided the following summary of forbidden contract provisions or terms which may be included in a contractor's proposal or agreement.

1. Requiring the Commonwealth to maintain any type of insurance for its benefit or for the contractor's benefit.
2. Requiring or stating that the terms of any contractor's form agreement shall prevail over the terms of the Commonwealth's terms.
3. Requiring the Commonwealth to defend, indemnify or hold harmless the contractor or any person or entity.
4. Imposing interest charges contrary to those specified by the Code of Virginia or imposing interest for any period prior to the receipt of contractor's invoice for payment.
5. Except in the case of agencies of the government of the United States, choosing any body of law, except the law of the Commonwealth, as the governing law of the contract.
6. Permitting unilateral modifications of any contract by the contractor.
7. Binding the Commonwealth to any arbitration or to the decision of any arbitration board, commission, panel, or other entity except a court of competent jurisdiction located in the Commonwealth.
8. Obligating the Commonwealth to pay costs of collection or attorney's fees.
9. Limiting the lawful remedies of the Commonwealth to seek enforcement or redress for any violation of statutory, regulatory, or common law.
10. Providing a different statute of limitations other than that provided by the laws of Virginia.
11. Limiting the authority/responsibility of the Attorney General of Virginia as set forth in the statutes of Virginia, or any other official of the Commonwealth of Virginia.

12. Prohibiting the Commonwealth from recovering its lawful damages directly incurred as a result of any breach of contract. The Commonwealth and the contractor may agree to limit or eliminate liability for consequential or indirect damages.
13. Imposing any liability or responsibility on the Commonwealth contrary to the laws of Virginia.
14. Releasing the contractor or any other entity or person from its legal liability for unlawful or negligent conduct or failure to comply with any duty recognized or imposed by applicable law.
15. Imposing any obligation on the Commonwealth as a result of any promise, representation, or statement by anyone without authority to do so.
16. Waiving, directly or indirectly, the sovereign immunity of the Commonwealth of Virginia.

Chapter 13

Vendor Contracts/Agreements

13.0 Contracts

13.1 Contract Review

Any new agreement or contract must be reviewed by the Department of Procurement and Contracts. Include the eVA Requisition number to confirm agreement approval, if applicable. Do not give a purchase order number to the vendor until the contract has been authorized by the University. The agreement or contract will be signed after the requisition is fully approved. The Department of Procurement and Contracts will make any amendments to the terms as required by State law or policy and secure the appropriate signatures in compliance with university procedures. After the appropriate signatures are obtained, the agreement or contract will be returned to the requesting department for processing. A fully approved purchase order must be obtained before executing the contract or agreement, if applicable.

Agreements or contracts without a procurement component such as Academic Agreements, Memorandum of Understanding, Memorandum of Agreement, etc. are reviewed by Procurement and Contracts and must use the [Academic Approval Routing process](#) to ensure all approvals are obtained. Contact Procurement and Contracts for additional information.

Departments/Employees do not have the authority to sign contracts/agreements unless authorized in the “Authority to Contract for Radford University” memorandum.

13.2 Vendor Terms

If a vendor requests that the University agree to the vendor's contract/agreement terms and conditions other than those specified on the purchase order or approved form, the contract/agreement must be submitted to the Department of Procurement and Contracts for review and approval.

Departments are required to thoroughly review contracts and agreements before submitting them to the Department of Procurement and Contracts to ensure any changes required for business needs have been noted on the contract/agreement. This includes, but is not limited to, service contracts, lodging agreements, software agreements, performing artists agreements, license agreements, affiliation agreements, MOU's, etc.

13.3 Unauthorized Contract Clauses/Provisions

Departments should never agree to any terms which are not understood, or which expose the University to substantial and indeterminate risks. The Department of Procurement and Contracts will negotiate with vendors to eliminate objectional contract provisions. If necessary, the Department of Procurement and Contracts will consult with the Office of the Attorney General.

If you have a question regarding a vendor's contract/agreement terms, contact the Department of Procurement and Contracts.

13.4 Contract Addendum Form

The Department of Procurement and Contracts provides a "Contract Form Addendum to Contractor's Form" that allows a streamlined process if the vendor agrees to accept the form. The Contract Form Addendum protects Radford University by allowing both parties to agree to acceptable terms that have been pre-approved by the Commonwealth of Virginia Attorney General's office.

13.5 Contract Files

It is crucial to maintain departmental contract files in an appropriate and accessible manner as they are subject to review upon request by the Office of Audit and Advisory Services, Auditor of Public Accounts, and the University's Department of Procurement and Contracts. Additionally, all procurements are governed by the Freedom of Information Act and are subject to public inspection.

Failure to keep proper documentation and adhere to the policies and procedures outlined as a departmental responsibility may result in the loss of delegated authority.

Individuals or departments with delegated authority are required to maintain all documentation related to their contracts for a minimum of five years after the expiration or termination of the contract, in accordance with the Commonwealth of Virginia's Record Retention Policy.

University Logos: Trademark Requirements

14.0 University Logos: Trademark Requirements

Radford University has an established trademark licensing program to protect and control the use of the University's names, marks, and official logos. The University licenses only those products or goods which promote the desired image of Radford University and demonstrate quality and good taste.

University departments are required to use an officially licensed Radford University manufacturer when ordering items bearing the University's trademarks and have artwork approved by Marketing and Communication or Athletics prior to production (e.g., caps, shirts, gift items, etc.).

To obtain a current listing of licensed manufacturers or additional information about the licensing program, call Marketing and Communication.

Items for Radford University Athletics that require use of the University logo and/or the Highlander image are approved by personnel in Marketing and Communications.

For information regarding trademarks and license, see the [University Brand Guide](#) .

Chapter 15

Small Purchase Charge Card

15.0 Small Purchase Charge Card

The Small Purchase Charge Card (SPCC) may be used for official Radford University purchases only. All purchases must comply with Commonwealth of Virginia and Radford University policies, rules, and regulations.

Information for the Small Purchase Charge Card program can be located on the [Accounting Services Web Page](#).

Fiscal Year-End Cutoff

16.0 Fiscal Year- End Cutoff

Departments have the responsibility to ensure that requisitions to purchase goods and/or services which are to be paid from current fiscal year funds are submitted to the Department of Procurement and Contracts early enough to allow for processing, vendor delivery, and invoice payment prior to fiscal year close-out deadlines. No absolute date can be established which will guarantee procuring, delivery, and invoicing prior to the year-end close due to external factors such as product availability and manufacturing time. Departments should identify a required delivery (and invoicing) date on the eVA requisition when the vendor's performance in that regard is critical. Delivery times may be considered in the evaluation of solicitation responses to purchasing proposals.

If an order is placed prior to year-end, but not received before the year-end cutoff, departments should collaborate with the Controller's Office to roll over the encumbrance. Please note that even if the encumbrance rolls, additional budget is not automatically rolled into the new fiscal year for that encumbrance. All orders are to be received and invoiced to apply to the current fiscal year. Contact the Department of Procurement and Contracts for questions relating to this process.

The Vice President for Finance and Administration releases a Memorandum each year that includes specific fiscal year-end cutoff dates. This Memorandum contains useful information for departments to use as a guide for planning expenditures.

Chapter 17

Purchase of Services

17.0 Purchase of Services

State and University purchasing procedures require competition for the procurement of professional and nonprofessional services when the estimated cost exceeds departmental delegated purchasing authority.

It is important to note that when a current contract exists for the required services, the existing contract should be utilized, thereby avoiding the need for a new procurement process. The goal of these procedures is to ensure fair and competitive practices while obtaining the best value for the University in compliance with departmental delegated purchasing authority.

Services can be categorized as follows:

17.1 Professional Services

Professional services are specifically defined as the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, dentistry, optometry, pharmacy, professional engineering, interior designer, and appraisal services. The procurement of professional services follows a competitive negotiation process and may require concurrence and/or approval from other State agencies. Contact the Department of Procurement and Contracts for assistance regarding the procurement of professional services.

17.2 Nonprofessional Services

Nonprofessional services encompass all services not classified as professional services. The procurement of nonprofessional services varies based on the dollar value and the type of service required. Departments should assess their service needs well in advance to allow adequate time for compliance with competitive requirements. Contact the Department of Procurement and Contracts as soon as a need is identified.

17.3 Independent Contractors

The engagement of independent contractors requires specific considerations, including the Independent Contractor/Employee Status Certification Determination Form. For information regarding the definition of an Independent Contractor and the forms associated with this service, contact the [Office of Policy & Tax Compliance](#).

Do not attach the Independent Contractor/Employee Determination Form to the eVA requisition. The form must be sent to the Office of Policy & Tax Compliance via a secure electronic method. Please refer to the Office of Policy & Tax Compliance for additional information.

Chapter 18

Information Technology Hardware/Software Purchases

18.0 Information Technology Hardware/Software Purchases

Information Technology procurements are generally all-inclusive and cover the purchase, lease, lease-to-purchase, and/or rental of hardware or software, software upgrades, maintenance agreements, computer consulting services, all other information technology related services, and trial or use.

Often, the purchase of software includes a contract from the software provider. This contract must be reviewed and approved to ensure that the contract does not contain language unacceptable to the Commonwealth. These agreements and/or contracts must be signed by a representative in the Department of Procurement and Contracts.

Radford University's Department of Information Technology Services (ITS) reviews all information technology hardware/software requests prior to purchase. This is accomplished through the approval workflow when departments create a purchase requisition in eVA.

Acquisition and Leases of Real Property

19.0 Acquisition and Lease of Real Property

Real property is defined as land and improvements, and any rights thereto. Acquisition of real property, whether by gift, purchase, or lease (any duration) is subject to the provisions of the Code of Virginia as defined in the directives of the Department of General Services, Real Estate Services.

The following requests related to the acquisition of real property should be directed to the University's Department of Facilities Management.

- Purchase of land and/or improvements
- Lease of office space, classrooms, clinical facilities, housing, etc.
- Lease of warehouse or storage space
- Lease of land for parking
- Lease of dedicated spaces in a parking structure

Requests to acquire **services** related to real property are routed through Procurement and Contracts and are requested via an eVA purchase requisition, which will be processed according to the established approval flow and by the account code used. These services include:

- Rental of hotel rooms
- Rental of conference space, sporting events, concert, or registration facilities

Chapter 20

Printing Purchases

20.0 Printing Purchases

Departments are encouraged to use Radford University's Printing Services whenever possible. An eVA requisition is not required when using internal printing services.

Requisitions created in eVA for external printing must use account code **712150** to allow for internal approvals and to streamline workflow processes specific to printing related procurements from outside sources.

When using outside printing sources, departments are encouraged to use established printing contracts as they have been negotiated in advance to protect the University.

Within the departmental delegated purchasing authority, one (1) vendor quotation may be obtained by the department prior to creating the eVA purchase requisition. Departments are strongly encouraged to obtain a written quote because of the technical aspects and complications resulting from printing trade customs.

Departments should also be mindful that printing orders include a standard 10% overrun or underrun clause that will affect final pricing. Departments should account for these charges accordingly.

Purchases of Used Equipment

21.0 Purchases of Used Equipment

Used equipment is defined as equipment that has been previously owned and used and is offered for sale under "where is, as is" condition. It **does not** include demonstration or factory rebuilt items marketed through distribution outlets.

Used equipment purchases of up to \$100,000 may be exempt from competitive purchase procedures. The following must be submitted with the eVA requisition for used equipment purchases less than or equal to \$100,000:

- Complete information describing the item; and,
- A written statement from an individual who is technically knowledgeable of the type of equipment to be purchased verifying the condition of the equipment, its future usefulness, and that its purchase would be in the best interest of the Commonwealth of Virginia and Radford University; and,
- Confirmation of fair market value

Used equipment purchases greater than \$100,000 will follow the sealed competitive purchase procedures unless a waiver of competition (Sole Source Form) is approved in advance of the purchase. In such cases, contact one of the Procurement Officers in the Department of Procurement and Contracts for assistance in the procurement process.

Chapter 22

Advance Payments

22.0 Advance Payments

As a general rule, Radford University as an agent of the Commonwealth of Virginia, does not pay for goods/services in advance. Payment is processed after goods/services are documented as received in eVA and a proper invoice is submitted to Accounting Payable.

If a vendor is requesting an advance payment or deposit, departments should contact Accounts Payable for approval. Once approved, the requisition must identify the advance payment terms. Payments more than 90 days in advance are prohibited.

Proprietary Specification Purchases

23.0 Proprietary Specifications Purchases

A proprietary specification refers to the practice of specifying a particular brand name or product in procurement requirements. It is important to note that, in alignment with the State's commitment to competitive procurement, the use of proprietary specifications should be the exception rather than the normal process. Proprietary specifications limit the consideration of alternatives that could be "equal to or better than" the specified item. These proprietary items may be accessible through multiple distributors, prompting the necessity for thorough competition among the distributors who carry the manufacturer's product.

Proprietary purchase requests that exceed the departmental delegated purchasing limit for goods or services must contain a written determination for the use of proprietary specifications. This determination shall be made in advance, in writing to the Department of Procurement and Contracts and must be electronically attached to the eVA purchase requisition when submitted for electronic approval. The justification addressing the proprietary nature of the request must be completed along with providing all supporting documentation which clearly demonstrates that only one brand name product meets the user's requirements, and the request can be supported by documentation of fair market value. The user department's written justification must contain clear, in-depth, accurate and verifiable information since it becomes a matter of public record.

All proprietary eVA purchase requests must use PO category code **P01**.

Upon submission of the eVA purchase requisition, the Department of Procurement and Contracts will review the documentation provided. If additional information is required during the review, the party responsible will be contacted. If approved, the Department of Procurement and Contracts will attach any additional documentation reviewed. This documentation ensures a complete procurement file.

The use of a proprietary specification may be appropriate where:

- Compatibility with existing equipment or products is imperative
- Pre-qualification of products is necessary to support a specific program's needs.
- The desired product is covered by a patent or copyright
- The requested items must yield absolute continuity of results
- Extensive user training and experience may make an alternative brand impractical.

In instances where proprietary items are available from multiple distributors, adherence to public procurement requirements may involve competitive negotiation within the distributor market. This approach promotes fair competition and compliance with procurement standards.

Chapter 24

Sole Source Purchases

24.0 Sole Source Purchases

It is important to understand the distinction between a sole source purchase and a proprietary specification purchase. A sole source purchase involves obtaining a product or service based on a proprietary specification which is “practicably available” from only an only source. In such cases, the option for competition is not available due to the exclusive nature of the procurement.

Sole source purchase requests that exceed the departmental delegated purchasing limit for goods or services must be approved by the Executive Director of Strategic Sourcing, or their designee, and must also be accompanied by a written sole source justification.

The Request for Sole Source Procurement (Waiver of Competition) form can be located on the Department of Procurement and Contracts [website](#) under the Purchase Portal. The form must be completed in its entirety and attached to the eVA purchase requestion.

All sole source eVA purchase requests must use PO category code **S01**.

Upon receiving the eVA purchase requestion in the Department of Procurement and Contracts, the form will be reviewed by the appropriate Procurement Officer. If additional information is required during the review process, the responsible party will be contacted. If approved, the Department of Procurement and Contracts will attach a fully executed copy of the form, with all supporting documentation, to the eVA purchase requestion to document the file. This documentation ensures a complete procurement file.

For purchase requisitions falling under departmental delegated procurement authority thresholds, designating them as a sole source is not applicable unless the good and/or service is for an on-going need and the total aggregate spend exceeds departmental delegated procurement authority. If assistance is required in making this determination, contact the Department of Procurement and Contracts.

All sole source procurements are subject to public review. Therefore, the sole source justification must contain clear, in-depth, accurate and verifiable information to avoid protests and the resulting possibility of delaying the purchase. Contact the Department of Procurement and Contracts for any assistance needed to prepare the justification.

The Request for Sole Source Procurement (Waiver of Competition) form should be submitted for each subsequent purchase, if applicable.

Emergency Purchases

25.0 Emergency Purchases

In situations where unforeseen emergencies arise, despite the best intentions and preparations, the following guidelines outline how emergency procurements are to be managed:

1. **Emergency Criteria:** Emergency purchases will be considered only in cases where an immediate procurement of supplies and/or services is essential to prevent significant operational or financial losses, or to safeguard life and/or property. The Executive Director of Strategic Sourcing is obligated by state law to ensure a reasonable level of competition, considering the circumstances.
2. **Scope of Emergency Procurements:** Emergency purchases are limited to what is strictly necessary to address the immediate emergency. Any subsequent purchases must follow standard purchasing procedures.
3. **Written Determination:** For all emergency situations, the requesting department must create a written determination that explains the nature of the emergency and the rationale for selecting a specific vendor. This documentation must be included in the procurement file.
4. **Public Posting of Emergency Procurements:** Emergency procurements must be publicly posted by the Department of Procurement and Contracts to ensure transparency and accountability.
5. **Establishing Emergency Contacts:** Deans and Department Heads should designate a contact person in their respective areas to coordinate with the Department of Procurement and Contracts in case emergency purchases are required. Such purchases, if exceeding \$5,000, must be of critical importance and have the prior approval of the relevant Dean/Department Head. During emergencies, contact the appropriate Procurement Officer in the Department of Procurement and Contracts for specific guidance.
6. **After-Hours Emergencies:** In cases where emergencies occur outside regular work hours, the department's authorized representative may proceed with placing the order as necessary. The department should still strive to obtain competition to the extent possible, even if limited (e.g., seeking three quotes). An eVA requisition should be created promptly, accompanied by a signed written determination detailing the emergency and vendor selection basis. This written determination must be retained in the procurement file and posted publicly by the Department of Procurement and Contracts after the incident.
7. **Preliminary Actions Based on Emergency Nature:** Depending on the urgency and type of emergency, different actions are recommended:
 - For emergencies affecting life or property, efforts should be focused on finding a source and granting authorization to the vendor to proceed. However, negotiating a fair price and documenting the procurement action remains important.

- For other types of emergencies, whenever feasible, competitive practices should be pursued. The vendor's information must be documented, including qualifications, licenses, insurance coverage (if applicable), warranties, and other pertinent data.
8. **Use of SPCC for Emergencies:** The SPCC (Small Purchase Credit Card) can be used when it is deemed necessary for emergency purchases.
 9. **Documentation Submission:** In a timely manner, all relevant documentation supporting the emergency purchase's justification and execution should be submitted to the Executive Director of Strategic Sourcing for review and record-keeping.

These guidelines ensure that emergency procurements are managed efficiently, considering the urgent circumstances while adhering to necessary rules and standards of transparency, competition, and accountability.

Chapter 26

Mandatory (Exclusive) Contracts

26.0 Mandatory (Exclusive) Contracts

26.1 Office Supplies

The Supply Room Companies (The Supply Room) and RGH Enterprises, Inc are the mandatory/exclusive vendors for office supplies. Prices for the most commonly ordered items as well as desktop delivery have been negotiated due to VASCUPP executing Master Agreements for both cooperative contracts. Punch-out catalogs are available in eVA to streamline the ordering process. The Supply Room is a certified women-owned small business and RGH is a certified minority small business

26.2 Copy Paper

Recycled copy paper must be purchased for campus use, except when approved in advance by the Department of Procurement and Contracts.

All new copiers, faxes, printers, and other such office equipment purchased or leased by agencies and institutions that use paper shall be recycled paper- compatible. As an agency of the Commonwealth, Radford University shall purchase recycled paper of a quality suitable for the purpose intended so long as the price is not more than 10 percent greater than the price of the lowest responsive and responsible bid or proposal, except where equipment limitations or the nature of the document precludes the use of recycled paper.

If you have any questions about the purchase of recycled paper, please contact the Department of Procurement and Contracts.

26.3 University Bookstore

Departments may make purchases within their delegated authority for approved items from the University bookstore. Faculty adopted instruction material must be purchased from the University Bookstore. A waiver must be provided by the University Bookstore for any faculty adopted instruction material not purchased from the University Bookstore.

It is in the best interest of the University to utilize the University Bookstore whenever possible. Please check with the University Bookstore first before using outside vendors for all books.

26.4 Food and Beverage Purchases

Departments must follow the University's Food and Beverage Policy, which is located on the University's policy website.

26.5 Furniture Purchases

Departments must follow established procurement procedures when placing orders for furniture. A guide to furniture purchases is located on the Department of Procurement and Contracts [website](#) under the Purchase Portal-Purchase Guidance.

26.6 Lab Supplies

VWR is the preferred vendor for lab supplies. Special pricing has been negotiated and can be accessed through the VWR punch-out catalog in eVA. A guide to purchase lab commodities is located on the Department of Procurement and Contracts [website](#) under the Purchase Portal-Purchase Guidance.

Chapter 27

Training

27.0 Training

The Department of Procurement and Contracts offers a diverse range of training options that can be found on the Procurement and Contracts [website](#).

eVA training is required for all employees prior to accessing eVA. Monthly training is offered to new employees and to those in need of a review.

As part of our commitment to continuous growth, we extend a standing invitation to new employees for monthly training sessions. We also extend this opportunity to anyone seeking to reinforce their understanding of eVA and the procurement process.

For those seeking to delve deeper into purchasing protocols or requiring guidance, the Procurement and Contracts Department is happy to provide comprehensive in-house training sessions. Our aim is to ensure every member of our team is well-versed in these vital procedures.

Contract Administration

28.0 Contract Administration

The Department of Procurement and Contracts is responsible for ensuring all departmental Contract Administrators understand the responsibilities of executing and managing a term contract.

University department heads are responsible for identifying Contract Administrators for contracts that have been established for the department's use. Contract Administrators oversee contract performance to ensure the contractor performance remains in accordance with contract stipulations.

It is essential that the Contract Administrator promptly notify the appropriate Procurement Officer if there is a problem with a contract.

Contract administration begins with the signing (execution) of a contract by an authorized representative of the University who holds signature authority. The purpose of contract administration is to ensure that the Contractor performs in accordance with the terms and conditions of the contract.

Contract administration includes all actions taken by the Department of Procurement and Contracts and the assigned Contract Administrator after the award of a contract. As such, proper contract administration requires the cooperation, coordination, and communication of both the Procurement Officer that established the contract and the Contract Administrator. Although they are separate and distinct functions, each of these positions plays a vital role in the total scope of contract administration.

The following information details the Contract Administrator's responsibilities after the procurement has been authorized. Contract Administrators that do not have access to eVA to create a purchase request or to complete receiving must work directly with their departmental eVA account user.

28.1 Follow-up and Contract Kick-Off

After a term contract is awarded, the Contract Administrator should perform any necessary follow-up and contract kick-off meetings with the Contractor. In the event of poor contractor performance, the Contract Administrator must begin documenting all activity concerning non-compliance. When a problem occurs, the Contractor Administrator should notify the Contractor either verbally or in writing of the issues involved. If the issue cannot be resolved in a timely manner, the Contract Administrator must immediately contact the appropriate Procurement Officer in the Department of Procurement and Contracts, provide supporting documentation and request assistance.

28.2 Receipt of Goods and/or Services

Only the eVA user that created the eVA purchase order has access to the purchase order to enter receiving in eVA. The user ensures the individual physically receiving the goods and/or services maintains a copy of the purchase order/contract and is fully informed of the requirements of the contract.

The inspection of the items or services received and the completion of the receiving report in eVA should be completed as soon as possible, but no more than three (3) working days after delivery.

The receiving date must be the actual date the goods and/or services were received on campus; not the date on which the receiving is entered in eVA. The receiving date is used by Accounts Payable to determine the actual payment date for the vendors to maintain compliance with the Commonwealth Prompt Pay Act.

28.3 Over Shipments/Overruns

The Contract Administrator should decline excess goods unless authorized by a valid purchase order or change order. Any over shipment should be rejected even after receiving receipt.

The Contract Administrator must notify the Contractor (or coordinate with the Department of Procurement and Contracts) that the over shipment will not be accepted and will be returned at the Contractor's expense unless picked up by the Contractor.

Printing orders allow up to 10% overruns and underruns which conform to industry standards and are therefore considered acceptable. Accounting Services will process payments of up to ten percent over the purchase order amount for printing orders only.

28.4 Lost or Damaged Shipments

Contract Administrators must promptly inspect deliveries for shipping damage or loss. All damaged or lost merchandise must be documented and reported to the appropriate Procurement Officer. Damaged or lost merchandise must be reported within seven (7) days of receipt and prior to removal from the point of delivery.

The Contractor must promptly replace any merchandise that is damaged or lost. The Contractor is responsible for initiating a claim against the carrier if necessary. In cases where the damage affects a small quantity and is approved by the department, the Contractor may subtract the value of the damage or loss from the University invoice instead of replacing the items. The Contract Administrator should instruct the eVA account user not to finalize the receipt of damaged goods in the eVA system.

28.5 Inspection, Acceptance, and Continuous Monitoring of Performance (including SWaM Subcontracting Requirements)

The Contract Administrator is responsible for inspecting, accepting, and consistently monitoring contract performance.

Inspection is the examination of the delivered goods and/or services to ensure compliance with contract requirements or specifications. It includes the determination that:

- Unless otherwise specifically ordered, the delivery consists of new and unused merchandise; and
- Goods and/or services provided are of the quality, grade, standard or any other aspect specified in the purchase order/contract.

The continual monitoring of the Contractor's performance is critical to the success of the contract.

The Contract Administrator is also responsible for ensuring the Contractor is meeting SWaM certification and subcontracting requirements as stated in their response to the University's solicitation and to which they are contractually bound.

If guidance is required relative to contract administration or assistance is needed in resolving Contractor compliance issues, contact the Department of Procurement and Contracts.

28.6 Rejection of Order

Contract Administrators are responsible for the rejection of goods and services whenever they do not meet contract requirements, and such rejections must be fully documented.

Documentation shall be provided to the Department of Procurement and Contracts by the user department. Communication with the Department of Procurement and Contracts is necessary for the Department of Procurement and Contracts to take the appropriate default actions as provided for in the contract.

28.7 Cancellations and Changes to Contracts

Contract Administrators do not have the authority to make any contract changes or cancellations. Cancellations and changes to contracts must go through the appropriate Procurement officer. Contract changes or cancellations must be requested, in writing, by the Contract Administrator, to the appropriate Procurement Officer. These are considered legal actions. After review, and confirmation, the Procurement Officer will execute a contract modification or cancellation.

Vendor Noncompliance (Complaints)

29.0 Vendor Noncompliance (Complaints)

Departments that encounter problems in dealing with a vendor should contact the Department of Procurement and Contracts for assistance in resolving the problem. Procurement and Contracts can assist in resolving complaints related to:

- Non-delivery.
- Over/under shipments.
- Delinquent deliveries.
- Improper billing; and
- Receipt of non-conforming materials or services-failure to perform.

Feedback on the quality of goods or services from vendors doing business with the University is critical to all University departments, as well as agencies within the Commonwealth.

To ensure the best goods and/or services for users, the Department of Procurement and Contracts takes Contractor noncompliance very seriously.

Effective Strategies for Engaging with Sales Representatives

30.0 Effective Strategies

Sales representatives from vendors engaged in business with the University may periodically contact your department. These representatives can serve as valuable sources of information.

Radford University maintains the authority to determine if goods or services offered by a company are acceptable for use by the University. In certain cases, the University may find it necessary to restrict access to university business for certain companies or individuals.

All commitments to purchase goods or services beyond the departmental delegated purchasing authority are to be made through the Department of Procurement and Contracts. In such cases, quotations or specifications provided by sales representatives should be forwarded to the appropriate Procurement Officer with the eVA requisition.

All goods or services must be purchased using applicable procurement procedures. Any goods provided by a sales representative on a “loaner” or “demonstration” basis should not be interpreted as a commitment to purchase the goods. Contact the Department of Procurement and Contracts for guidance.

In certain cases, unethical tactics might be employed by some vendors to solicit business by telephone. They may falsely claim to offer attractive deals on overstock items or refer to a contractual agreement. Caution is advised in these situations as these companies may take minimal information as a commitment to buy and ship merchandise that was not ordered. Should you receive one of these phone calls, refer the caller to the Department of Procurement and Contracts. Do not place orders based solely on unsolicited vendor communications as this could potentially be a fraudulent scheme.

Public Employees shall not solicit or accept gifts from bidders, offerors, contractors, or sub-contractors as this practice violates the State and Local Government Conflict of Interests Act.

Unauthorized attempts by a vendor to conduct business on University property without following procedures will result in immediate removal of that vendor by the Radford University Police.

Chapter 31

Definitions and Links for Reference

31.0 Definitions

ARMICS	Agency Risk Management and Internal Control Standards. Radford's ARMICS function resides in the Controller's office.
Bid	A competitive solicitation managed by the Department of Procurement and Contracts to meet the requirements of the VPPA. Determination of the award is based on the lowest responsive price. Negotiations are not allowed.
Contract Administrator	The person at the departmental level who oversees the contract. The Contract Administrator is responsible for contract oversight.
Procurement Officer	The buyer identified in the Department of Procurement and Contracts that will be the liaison between the Contract Administrator and the Vendor.
DGS	Department of General Services, which provides a wide array of services for state agencies and local governments that do not fall under the Higher Education Restructuring Act. Radford has the authority to utilize DGS contracts if it is in the best interest of Radford University.
ITS	Radford University Department of Information Technology Services
DPS	Division of Purchasing and Supply, the purchasing division for DGS (see above). DPS facilitates and operates eVA.
DSBSD	Virginia Department of Small Business and Supplier Diversity, which oversees and regulates the Commonwealth SWaM programs.
EP	The prefix for the purchase order number assigned by the previous eVA platform after the Purchase Requisition was processed. Purchase Orders issued before November 1, 2022, have an "EP" prefix.
eVA	Electronic Virginia is the Commonwealth's electronic marketplace. As a condition of the University's ability to establish small dollar purchasing procedures in accordance with the VPPA, VASCUPP schools are required to enter all purchases in the eVA system. Fees are associated with eVA. Both the user and the vendor pay fees. If a vendor is not a self-registered eVA vendor, Radford is required to pay fees for both the vendor and Radford.

Higher Ed Manual	The Procurement Manual for Institutions for Higher Education and their Vendors, which specifies the procurement process for state-funded public colleges and universities and their vendors. The Higher Ed Manual applies only to public educational institutions that have acquired Level II or Level III authority and is intended solely for purchases valued over \$200,000.
PR	The prefix on Purchase Requisitions assigned by the previous eVA platform. Requisitions entered prior to November 1, 2022, have a PR prefix.
RFP	Request for Proposal, a competitive solicitation process managed by the Department of Procurement and Contracts to meet the requirements of the VPPA. This process is used when an award is not based on price alone and allows for negotiations that are included in any contract awarded as a result of the solicitation.
SPCC	Small Purchase Charge Card. Refer to the Accounts Payable website for policies and procedures related to the SPCC program.
SWaM	Small, Women-owned, and Minority-owned businesses as certified by the Department of Small Business and Supplier Diversity.
VPPA	Virginia Public Procurement Act . The section of the Code of Virginia outlines public policies pertaining to governmental procurement from nongovernmental sources. Certain language allows the restructuring of Higher Education and its procurement policies.
VASCUPP	The Virginia Association of State College and University Purchasing Professionals. An organization established as a result of the VPPA and allows for collaboration between the eleven member institutions.
Vendor/Contractor	Terms used interchangeably to identify those to whom the purchase order or contract is awarded.

Chapter 32

Links for Reference

32.0 Links for Reference

[ARMICS](#)

[VASCUPP Procurement Manual for Institutions of Higher Education and their Vendors \(Higher Ed Manual\)](#)

[Radford University Accounting Services Office](#)

[Radford University Authority to Contract Memorandum](#)

[Radford University Controller's Office](#)

[Radford University Office of Policy and Tax Compliance](#)

[Radford University Procurement and Contracts Policy](#)

[Radford University Small Purchase Charge Card](#)

[Radford University Vendor Management Policy and Procedures](#)

[Rules Governing Procurement of Goods, Services, Insurance and Construction \(Governing Rules\)](#)

[VASCUPP](#)

[Virginia Department of Small Business & Supplier Diversity](#)