



COLORADO Procurement Guidance

A Publication of the State Purchasing Office in conjunction with the Colorado Community College System

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SCOPE

- The Colorado Community College System Office and the thirteen (13) system colleges:
 - Arapahoe Community College
 - Colorado Northwestern Community College
 - Community College of Aurora
 - Community College of Denver
 - Front Range Community College
 - Lamar Community College
 - Morgan Community College
 - Northeastern Junior College
 - Otero Junior College
 - Pikes Peak Community College
 - Pueblo Community College
 - Red Rocks Community College
 - Trinidad State Junior College

TOPICS

- Waiver Request for Industrial Supplies on State Price Agreements

CCCS CONCERNS

CCCS and its system colleges maintain large campuses requiring attention to the maintenance and upkeep of the infrastructure across the state. Campus facilities departments often have purchasing needs for parts and supplies to make immediate repairs and the required supplies are not kept in inventory. In these cases, it is not feasible to wait for parts and supplies to be ordered and shipped, particularly for the rural colleges. CCCS understands that rules allow for non-Price Agreement purchases in cases where the need is urgent and/or using the Price Agreements would disrupt operations with the provision that a waiver be submitted to the State Purchasing Director. Due to the frequent nature of these needs, submitting a waiver request for these individual purchases would create a flood of requests and is not an efficient practice.

SOLUTION

The State Purchasing Office recognizes the unique nature of the CCCS college campus maintenance operations and agrees frequent submissions of individual waiver requests would create a burden for both the State Purchasing Office (SPO) and the CCCS. The SPO here by grants a waiver from the Industrial Supplies Price Agreements to the CCCS and its system wide colleges subject to the requirements in the Guidance and Responsibility section below.

GUIDANCE & RESPONSIBILITY

Price Agreements will continue to be used for routine and inventory MRO items, pursuant to Procurement Code & Rules. The CCCS office and college Purchasing Directors/Managers may authorize purchases outside of Industrial Supply Price Agreements without submitting waiver requests to the State Purchasing Director for small dollar and urgent needs when at least one of the following conditions exist:

- The awarded Price Agreement suppliers do not carry a product or suitable substitute needed, and/or
- The awarded Price Agreement suppliers cannot provide the product in time to satisfy an urgent need

The CCCS internal policies require that the CCCS office and college staff provide supporting documentation in the form of a written explanation and/or description of the need and the circumstances leading to the purchase for any non-Price Agreement purchase. This supporting documentation will be included as back up for PCard purchases or other small dollar payment processes.