

Procurement Procedures

Steps for Contracts/Agreements

The MDCC Procurement Committee establishes process for all contracts/service agreements. Each contract/service agreement must go through one of the following evaluation processes.

If your purchase is \$1,000 or less:

- Complete the *Purchase Requisition* form and forward it to the Business Office.
- Complete the *Contracts/Consortium Evaluation* form and attach it to the *Purchase Requisition*. Send both documents to the Business Office.

If your purchase is more than \$1,000:

- Complete the *Purchase Requisition* form. Attach quotes and other documentation, if necessary.
- You must attach a formal agreement to the *Purchase Requisition*.
 - This agreement can come from the vendor or MDCC. MDCC uses the attached *MOA (Memorandum of Agreement)*. Before attaching it to the *Purchase Requisition*, make sure it is already signed by the selected vendor. Then obtain all appropriate MDCC signatures.
- Complete the **Contracts/Consortium Evaluation form (see page 2)**
- Forward the *Purchase Requisition*, the vendor agreement or *MOA*, and the *Contracts/Consortium Evaluation* form to the Business Office. A member of the Procurement Committee will determine which of the following approvals are necessary.
 - Agreements of \$1,000 to \$5,000 require the President's signature on the Contract/Agreement/MOA for approval.
 - Agreements of \$5,000.01 to \$24,999.99 will require ratification of the Contract/Agreement/MOA by the Board of Trustees after approval by the President.
 - Agreements of \$25,000 or more will require multiple bids or quotes as appropriate and must obtain Board of Trustees approval for the Contract/Agreement/MOA. Such agreements must also include the criteria used to evaluate the proposals and the completed evaluation forms attached to the *Contracts/Consortium Evaluation* form.
- After appropriate approval and processing, copies of all executed agreements will be forwarded to the Office of Research, Planning, and Effectiveness for archiving.

**Mississippi Delta Community College
Contracts/Consortium Evaluation**

The Contracts/Consortium Evaluation is a feedback mechanism that allows for continual improvement in securing contracts and other agreements. It also provides a mechanism for demonstrating whether agreements contribute to achieving the mission and goals of the institution.

Name of Agreement/Contract

Department/Division

1. Please evaluate this agreement/contract by responding to the items below:

- Is the contract/consortium agreement appropriate to the mission and goals of the institution? ___Yes ___No Comments:

- Does the contract/consortium agreement meet the needs of the institution? ___Yes ___No Comments:

- Are both parties in agreement with the contract/consortium agreement? ___Yes ___No Comments:

- Does the contract/consortium agreement impact the MDCC budget? ___Yes ___No Comments:

- Does the contract/consortium agreement require Board approval? ___Yes ___No Comments:

Justification for selecting this vendor (For contracts exceeding \$25,000 please attach the criteria used to evaluate the proposals and the completed evaluation forms)

Div. Chair/Director/Supervisor: _____ Date _____

Vice-President: _____ Date _____

President: _____ Date _____

2. After obtaining the above signatures, forward this evaluation to the Business Office, along with the Purchase Requisition, Contract/Agreement, and other supporting documents.

<p>Procurement Committee Recommendation</p> <p>The above agreement has been evaluated and meets all the procurement guidelines for the institution. The Procurement Committee recommends the following in order to execute the agreement.</p> <p>___ Obtain President's Signature on the Contract/Agreement (\$5,000 or less) ___ Obtain Board Ratification for the Contract/Agreement (\$5,001 to \$24,999.99) ___ Advertise for bids and obtain Board Approval for the Contract/Agreement (\$25,000 and over)</p> <p>Committee Representative: _____ Date _____</p>
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