



**LARAMIE COUNTY
COMMUNITY COLLEGE**
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ADMINISTRATION & FINANCE DIVISION

CONTRACTING & PROCUREMENT POLICIES AND PROCEDURES MANUAL

DEPARTMENT CONTACTS

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I. MISSION

- A. The mission of the Laramie County Community College’s (LCCC) Contracting & Procurement (C&P) Office is to ensure that through the use of public funds, it achieves maximization of competition, equal and fair competition, and the best value at the lowest price while adhering to college policies and procedures, and federal and state laws and regulations.

II. PURPOSE

- A. Establish procedures and guidelines that define the processes to ensure that centralized procurement services for LCCC are consistent and compliant with the College’s Policies, State of Wyoming Statutes and federal requirements;
- B. Maintain uniform sets of procedures, documents, and forms to implement procurement processes;
- C. Assist and provide training, guidance, and support; and ensure proper and prompt response; and
- D. All LCCC procurement activities shall be completed by the C&P Department or under the direct order, guidance, or supervision of the C&P Department.

III. AUTHORITY

- A. By delegation of the Vice-President of Administration & Finance (Policy 4.2), the Director of Contracting & Procurement is responsible for all procurement functions.

IV. PRINCIPLES

- A. LCCC is tax-exempt and qualifies exemption from tax in the State of Wyoming. A current, signed copy of the Certificate of Exemption can be found on the Accounting and Payroll page of the Administration & Finance virtual office. The LCCC tax-exempt number is 83-6009473.
- B. Public funds shall be expended for an authorized public purpose; therefore, the expenditure shall benefit the public interest and purpose rather than private individuals or private purposes.
- C. Shipment terms for all purchases shall be “FOB Destination” or “FOB LCCC Dock, Cheyenne, WY 82007” or “FOB Albany County Campus, Laramie, WY 82070” unless otherwise negotiated and approved by the C&P Department.
- D. The purchase of technology-related goods & services starts with the Integrated Technology Services (ITS) Department. Computers, peripherals, software, computer equipment, audiovisual equipment, phone equipment, information technology equipment, electronic equipment, online subscriptions, and materials shall have prior review and approval by the ITS Department before a purchase is initiated. Exceptions to this principle shall be approved via the “Pre-Procurement Collaboration (PPC)” request form prior to the purchase, and the purchase shall be completed via the ITS Department or the C&P Department, regardless of dollar value.
- E. The purchase of furniture, furnishings, and equipment (FF&E) starts with the C&P Department. Review and approval of such purchases shall be done via the PPC request form and completed via a PO, regardless of dollar value. The purchase of FF&E shall be performed by the C&P Department.
- F. The purchase of any goods with LCCC logo/image, design, any trademark emblem, and/or anything that affects or impacts the LCCC public image shall be reviewed and approved by

the Marketing and Communications Department prior to the initiation of a purchase. Creation, deformation, alteration, and/or modification of any trademarked LCCC logo/image is strictly prohibited without the express written authorization of the college administration. Requestor shall submit the LCCC Branding Review Worksheet located on the Marketing & Communications virtual office.

V. **BEST PRACTICES**

- A. Due to the size and complexity of LCCC and the programs offered, we require a wide range of products and services. When working with vendors, there are several other points to remember:
1. All LCCC funds are public funds, and therefore, all employees must be mindful to spend funds in a manner that best benefits LCCC.
 2. **DO NOT SIGN any agreements, contracts, MOU's, Sales Order or Quote binding LCCC.** Contact the C&P Director to review before processing. The LCCC President, or their designee, is the only authorized employee to sign on behalf of the College.
 3. Do not promise an order to a vendor or make unauthorized commitments. Do not request or expect a supplier to provide services without charge or obligation. Do not accept equipment as a "loaner" or "on evaluation."
 4. When purchasing from a member of your family or friend, please contact the C&P Department to avoid any negative perceptions or decisions that may not be in the best interest of LCCC. If you are an employee acting as a potential vendor or have a relative who is a potential vendor, you must disclose this relationship via the form titled "Disclosure of Substantial Interest" on an annual basis so long as the relationship exists.
 5. Ask for an educational discount and/or if a Cooperative agreement would get LCCC an additional discount. The C&P Department has a list and contact information for all Cooperatives, such as E&I, NASPO, Omnia, Vizient, State of Wyoming, etc.
 6. Buy from Wyoming Resident businesses whenever possible, but continue to obtain competitive pricing to ensure the best use of Public Funds.
 7. Splitting an individual order to circumvent procuring procedures or limits is strictly prohibited.
 8. Vendors must be in good standing with the State of Wyoming. Vendor certifies, by submission of the respective Quote/Bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of State or Federal benefits by State or Federal court, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.
- B. As LCCC employees, we are subject to the laws and policies which impact all public employees. LCCC should not show favoritism to particular vendors or providers of services. LCCC does not allow sharing vendors' quotes/proposals with other vendors unless a Public Records request is made through the Institutional Advancement Division, via the Smartsheet request form linked on the LCCC website.
- C. LCCC employee should not accept gifts and gratuities, of monetary value from, outside interests such as vendors, of more than a de minimis amount. When in doubt about the acceptance of gifts that may be considered customary, remember, the best guideline is to not accept anything of value from a vendor.

VI. UTILIZING FEDERAL OR GRANT FUNDING

- A. Generally, procurement using Federal or Grant funds must comply with LCCC’s policies and procedures. However, specific Federal awards and/or contracts may impose stricter requirements that must be followed. Employees must contact the Sponsored Awards and Compliance (SAAC) Department before using any federal or grant funds. SAAC provides guidelines and procedures for the solicitation, acquisition, disposal, and management of all externally funded projects.
- B. Contact information: 307-432-1630 or saac@lccc.wy.edu.

VII. PURCHASING THRESHOLDS

- A. Employees procuring goods or services must have the budget authority or written approval from someone who has budget authority before procuring any goods or services.

Amount	Requirements
Requirements A: Less than \$20,000 Written quotes are not required but are <i>strongly</i> encouraged	A. Requestor allowed to purchase if they have budget authority or have received approval from budget authority.
	1. Services \$1,500+ always require a written contract, PO is required for all services. Call C&P Director before proceeding to ensure a contract is not required. A Contract Request form, located on the C&P virtual office, is required for anything needing an LCCC signature.
	2. Under \$5,000 goods purchases can be put on a p-card or submit a voucher form (Accounting virtual office) to acctspayable@lccc.wy.edu with the itemized invoice(s) and budget approval in writing or email.
	3. \$5,000-\$19,999 Requestor sends a PO or BPO request, with quote(s) attached, to the C&P general email, procurement@lccc.wy.edu . <i>Required</i> to submit a Purchase Order Request form, located on the C&P virtual office. Note, fixed assets (\$10,000 or more) always require a PO.
	4. No VP/Cabinet member approval required – check with your Dean/Director before proceeding.
Requirements B: More than \$20,000 Public bid/ RFP required	B. Requestor must work with C&P to begin the procurement process if they have budget authority or have received approval from the budget authority.
	1. Public bid/RFP initiated through C&P Department – email scope of work, potential vendors, and minimum requirements. A call or meeting is encouraged. Public bids may take up to 30-45 days depending on request and funding source, plan accordingly.
	2. If no public bid, required to complete the Bid Exception form located on the C&P virtual office.
	3. VP/Cabinet member approval required (Requirements A:1-3, above included).
	4. \$60,000+ (not included in approved budget) Require approval by the Board of Trustees prior to procurement.

VIII. PUBLIC BID or REQUEST FOR PROPOSALS (RFP) PROCESS

- A. Required for procurement of goods and services exceeding \$20,000 in a fiscal year.
- B. Schedule a meeting with the C&P Department to discuss scope, timeline, and requirements, which are summarized below, but are dependent on the procurement request:
 - 1. Services:

- a. Public Bids have a required number of days to be listed, which may vary based on the funding source. Please plan 21-30 days prior to anticipated date of service.
- b. Requestor shall email the scope of work to include responsibilities, expectations, program/department details; payment details, to include total cost, hourly or unit costs; desired start, implementation, and end date; contact list of potential vendors to notify.
- c. LCCC publishes RFP's on the Public Purchase site. All potential vendors must sign-up with Public Purchase to participate. Some exceptions may be made to this requirement, but this is rare.
- d. Requestor shall set up a committee to score vendor responses. The C&P Department can assist with this prior to releasing the bid opportunity.
- e. The C&P Department will share the proposals with the Requestor, via email. The committee scores vendor proposals and sends the scoring sheets and tabulations to the C&P Department. The committee makes a recommendation on vendor awards based on what is in the best interest of the College. RFP's do not require awarding to the lowest cost, but what is deemed to be in the best interest of the College. All committee scoring, evaluation notes, ect, must be sent to the C&P Office for documentation.
- f. The C&P Department will notify the awarded vendor and begin the contract process.

2. Goods:

- a. Public Bids have a required number of days to be listed, which may vary based on the funding source. Please plan 14-30 days prior to the anticipated date of purchase.
- b. Requestor shall email quantities, specifications, part #'s, descriptions, and delivery deadlines (if applicable).
 - 1. If requesting a specific manufacture, LCCC requires justification to ensure fair and open competition.
- c. LCCC publishes bids on the Public Purchase site. All potential vendors must sign-up with Public Purchase to participate. Some exceptions may be made to this requirement, at the discretion of the C&P Department.
- d. The C&P Department will share the bid tabulation and bid responses with Requestor.
- e. Award is based on lowest cost; however, if the Requestor & C&P Department deem the lowest cost is not in the best interest of LCCC, we can award differently with adequate documentation and justification.
- f. The C&P Department will notify the awarded vendor and works with the Requestor to issue a Purchase Order.
- g. If an individual good is more than \$10,000, the C&P Department will work with the Requestor to tag the item as a Fixed Asset once it arrives on campus.

IX. PROCURING GOODS AND SERVICES

- A.** Purchases prohibited for LCCC employees unless prior approval by Administration & Finance Vice-President, Director of C&P, and/or a member of President's Cabinet:
1. Illegal or dangerous goods or services, to include, but are not limited to alcohol, tobacco, illegal drugs, weapons, ammunition, hazardous or radioactive materials, etc;
 - a. Immediately contact Risk Management to discuss if your department has a need to procure any items that are considered dangerous.
 - b. Cleaning supplies must be approved by Risk Management.
 2. Political contributions;
 3. Shredders;
 4. Space heaters;
 5. Personal refrigerators;
 6. Personal coffee pots;
 7. Break Room Supplies, which include but are not limited to food, snacks, beverages, coffee/tea makers, utensils, paper products, condiments, kitchen items, disposable culinary, etc. These items can only be purchased with employee's personal funds;
 8. Decorated items, which include but are not limited to artwork, plants, lamps, etc. These items can only be purchased with employee's personal funds;
 9. Gift cards, unless for pre-approved SFAC groups or special events;
 - a. Awards & gifts, unless approved by the Vice President of Administration & Finance, with a legitimate business purpose, which include but are not limited to flowers, gifts, cards, personalized stationary, party items, etc. These items can only be purchased with employee's personal funds. LCCC Print Shop has thank-you cards and other greeting cards available.
- B.** Purchases allowed for LCCC employees, with additional requirements are as follows:
1. Awards & Gifts, approved by the Vice President of Administration & Finance, with a legitimate business purpose:
 - a. Exception: President's office may purchase flowers or gifts (when required to perform their duties and at their discretion); meals, entertainment, gas, etc.
 2. Professional development materials:
 - a. For employees, may be purchased for continued learning for themselves or their department.
 3. Catering services:
 - a. Employees may have vendors come onsite to drop off food, but if the vendor will serve or set up the food, a contract and certificate of insurance must be set up prior to the onsite services.
 4. Technology-related Equipment:

- a. The ITS Department generally purchases all hardware and software for the campus. This includes, but is not limited to: computers, printers, monitors, keyboards, accessories, software, DVD, and TVs, etc.
 - b. Requestor shall submit a technology-order request through the support desk site accessed through myLCCC. Some requests may be required to follow the Pre-Procurement Collaboration (PPC) process.
 - c. Requests for copiers, leased or purchased, are facilitated by the C&P Department.
- 5. Vehicles:
 - a. The purchase of vehicles, leased or purchased, are facilitated by the C&P Department in collaboration with the Plant Operations Department and generally must go out for public bid. They must also go through the PPC process if not replacing a currently owned vehicle.
- 6. Fuel:
 - a. LCCC fleet vehicles utilize the fuel pumps located on campus or a Voyager card may be used for long distance travel, facilitated by Plant Operations.
 - b. With a pre-approved travel request, employees may purchase fuel for rental vehicles.
- 7. Furniture, Fixtures & Equipment (FF&E):
 - a. Furniture purchases are standardized and facilitated through the C&P Department, using the State of WY or nationally available Contracts.
 - b. A Pre-Procurement Collaboration (PPC) is required for all FF&E requests. Examples are any goods that are technology-related, may hang on the wall, large equipment installation, and/or may require the use of electricity, plumbing, and HVAC. The best practice is to request a meeting with C&P, Plant Operations, ITS, and Risk Management Department leads before purchasing FF&E.
 - c. Appliances such as refrigerators, microwaves, stoves, etc., are facilitated by the Plant Operations Department.
- 8. LCCC Branded Promotional Items:
 - a. Logos are trademarked and all merchandise proofs must be reviewed and approved by Marketing & Communications Department. Requestor shall submit the LCCC Branding Review Worksheet located on the Marketing & Communications virtual office.
- 9. Travel, with a pre-approved Travel Request:
 - a. P-card may be used for flights, registration, rental car, rental car fuel, hotel (no room service), taxi, parking, and reasonable tips for services. Employees

may request reimbursement, via an approved Travel Expense Form, with itemized receipts.

- b. P-card may be used by Athletic Coaches for travel expenses while with students or recruiting.
- c. P-card may be used to purchase fuel for rental cars.
- d. P-card may be used for entertainment/recreation – only for Clubs, SFAC and Athletics.
- e. P-card may NOT be used for meals & incidentals. Traveling employees must pay for their own meals and incidental expenses; employees will get reimbursed by Accounting upon submittal of approved Travel Expense documents.
- f. Review the P-Card manual located on the Accounting page of the Administration & Finance virtual office, or contact Accounts Payable Office for additional information or clarification on P-Card usage.

10. Services:

- a. Onsite and offsite services require a contract if the cumulative cost is \$1,500 or more, per vendor, per fiscal year. The requestor shall submit a Contract Request Form located on the C&P Virtual Office page. Services include, but are not limited to:
 - 1. Guest speakers/visiting artists,
 - 2. Catering,
 - 3. Temporary staffing,
 - 4. Construction, repair, installation and renovation,
 - 5. Maintenance agreements,
 - 6. Facility or space rental requires a contract through C&P

X. CONTRACTS

- A. Contract documents may include: leases, rentals, MOU's, Care & Custody agreements, clinicals/education affiliations, service agreements, etc.
 - 1. Internships and Volunteer Opportunities – A contract is not needed, unless the employer requires their own agreement to be signed. Otherwise, it is sufficient to use the Internship or Community Outreach Agreement and Waiver forms located on the C&P page of the Administration & Finance virtual office. The completed forms should be sent to the Academic Affairs office at vpaa@lccc.wy.edu.
- B. LCCC contract requirements:
 - 1. Services over \$1,500 must have a contract in place before services are performed.
 - 2. Contracts are drafted, reviewed and routed for signatures only by the C&P Director. Call the C&P Department before contacting potential vendors.
 - 3. The only LCCC employee authorized to sign contracts is the President or their designee.
 - 4. A contract is required for all individuals without business insurance, visiting artists, and guest speakers.

5. LCCC prefers to write all contracts. If a vendor requires LCCC to sign their agreement, it must be routed to the C&P Director for review and routing. Please anticipate additional time if the vendor wants to use their contract.
6. All contracts must include protections due to LCCC as a governmental entity. The C&P Director has the expertise necessary to review outside contracts to determine if LCCC is properly protected and to negotiate terms as necessary. The C&P Director has the authority to request a determination by the LCCC contracted Legal Counsel.
7. LCCC requires all vendors, before coming onsite to perform services, to provide a COI naming LCCC as additional insured to procurement@lccc.wy.edu.

C. Contract Requests:

1. The Requestor shall fill out the Contract Request Form located on the C&P page of the Administration & Finance virtual office, which requires the following information:
 - a. Vendor company name, address (mailing & physical), email, phone, and point-of-contact (name)
 - b. Written statement of work (SOW) proposal, rate sheet, etc.
 - c. Vendor's responsibilities
 - d. LCCC's responsibilities
 - e. Authorized budget and threshold approval(s)
 - f. Budget coding
 - g. Bid exception approval (if applicable, to be determined by the C&P Director)
 - h. PPC (if applicable, to be determined by the C&P Department)
 - i. W-9 Form
 - j. Provide or verify that a Certificate of Insurance (COI) is on file, listing LCCC as additional insured. The list of vendor COI's on file can be found on the C&P page of the Administration & Finance virtual office.
 - k. If you have a question, please contact the C&P Department before you proceed.

XI. PREFERENTIAL FOR WYOMING RESIDENTS

- A. Wyoming Statues provide a percentage preference for items supplied by Wyoming resident vendors for items produced or grown in the State of Wyoming. Preference may not be applied when federal funds are involved. Preference will be given in accordance with WS §9-2-3204 and 16-6-301. The Department of Workforce Services certifies residency and enforces the preference law.
- B. The preference, when applied, will be accomplished by adding a percentage (%) to the total of the non-resident bidder. Discounts offered will be taken into consideration, and a deduction of the discount amount will be made before application of the preferential. Expenditures involving federal funds are subject to Federal Rules and Regulations, therefore under these conditions, a percentage preferential will not be allowed.
- C. Vendors who intend to claim the percentage preference are required to submit written documentation with their respective Quote that will verify their current State of Wyoming "Resident" status. LCCC reserves the right to omit or exclude a vendor(s) from receiving the percentage preference per respective Quote in the absence of proper "Resident" verification and shall not be responsible or liable for same.
- D. Wyoming Resident: means a person, partnership limited partnership, registered limited partnership, registered limited liability company, or corporation certified as a resident by the department of employment in accordance WS §16-6-101.

- E. State of Wyoming resident verification/certification can be obtained from the Wyoming Secretary of State's office.
- F. Federal Funds: Expenditures or contracts involving federal funds are subject to federal rules and regulations. Under these conditions, a percentage preferential will not be applied.

XII. COOPERATIVE PROCURING AGREEMENTS

- A. LCCC has the option of using a number of established contracts developed by the College and other state, federal or, educational agencies. We have cooperative procuring agreements with the State of Wyoming, other colleges, and national educational procuring organizations. The C&P Department can assist you in accessing the information on these contracts. These agreements are negotiated on behalf of groups of educational institutions or governmental entities. The College intends to support these agreements whenever possible. The College reserves the right to obtain the best possible price and quality even without utilizing these agreements.
- B. LCCC has access to E&I, NASPO, GSA, Omnia/Vizient, State of Wyoming and many more. Contact the C&P Department for more information.

XIII. DISPOSAL/SURPLUS

- A. As a subdivision of the State of Wyoming, LCCC and its vendors must comply with state, federal and local laws and regulations regarding proper disposal of FF&E.
- B. Methods of disposition of surplus materials shall be in accordance with procedures established by Risk Management (Policy 5.3).
- C. Employees shall contact the Fixed Asset & Procurement Assistant and/or the C&P Department to coordinate the removal of all excess and surplus FF&E, as follows:
 - 1. If the item has an LCCC asset tag (blue, red, or green),
 - a. Complete the LCCC Disposition Form, located on the C&P page of the Administration and Finance Virtual Office. Ensure the division/department signatures have been obtained prior to submitting the disposal form to procurement@lccc.wy.edu.
 - 2. If the item does not have an LCCC asset tag, email procurement@lccc.wy.edu with the following information:
 - a. Brief description of surplus item(s), including photos and quantities;
 - b. Location, including building and room number;
 - c. Contact person with availability for C&P to evaluate the item(s); and
 - d. Timeline for disposal, if applicable.
 - 3. The C&P Department shall determine and facilitate the transfer of excess or disposal of surplus property, in a fair and equitable manner, to best benefit LCCC.
 - a. Internal reallocation
 - 1. Departments seeking surplus furniture may submit the "Furniture & Equipment Needs Request" form located on the C&P page of the Administration & Finance virtual office site. Submitting a request is not a guarantee that the request will be filled.

2. Surplus/Excess items that the C&P Office deems appropriate to offer for on-campus use will be announced via email, sent to the LCCC distribution list, with a deadline for pick up, on a first-come, first-served basis.
- b. Public auction
 1. LCCC uses the Public Surplus site to auction any excess and surplus items. Employees may access this site to bid on items for personal use, and items won must be used off-campus.
 2. Methods used for determining fair market value of excess and surplus property may include quotations, estimates, use of reference guides and other publications, as well as market indexes.
 - c. Non-profit organizations
 1. The C&P Department maintains a list of local nonprofits. Surplus items will be offered to nonprofits on a first-come, first-serve basis after the items have not been claimed for internal reallocation or public auction.
 - d. Recycle, scrap, or trash
 1. If all other avenues of disposal have been exhausted, the C&P Department will coordinate with external vendors and Plant Operations to recycle, scrap, or trash surplus items.
 2. The department may be expected to provide the budget to pay for any removal costs.
4. If unusual circumstances render the above methods impractical, the C&P Office may employ other disposition methods, including appraisal or barter, provided the C&P Director makes a written determination that such procedure is advantageous to the College.

XIV. DEFINITIONS

- A. Bid Exception Request – a request for goods or services exceeding \$20,000 that is deemed non-competitive, and therefore requesting to waive the required bid/RFP process, due to the following: emergency, maintain campus standardization, failed bid/RFP, sole-source (unique to program needs, available only from one source), or cooperative agreements. Employees must fill out the bid exception request form and attach all pertinent documents to justify the request. The request is routed to the supervisor, budget manager, Dean/Director, and the appropriate member of President’s Cabinet.
- B. Blanket Purchase Order (BPO) – a document created by the C&P department, upon request by an employee, to encumber funds for each fiscal year (July 1 – June 30), and only for one budget number or an even budget split. A BPO is issued for recurring procurement of goods or services, which helps to reduce paperwork and increase efficiencies for LCCC.
- C. Budget Signature Authority – Procurement authority and approval is based upon the type of transaction, the dollar amount, and by “Budget Signature Authority” designated by each President’s Cabinet member. Employees play a valuable role in the requisition process, requesting goods or services for their department, but are not necessarily authorized to approve the purchase of goods or services unless they have specific written authorization to do so. Employees may be personally liable for payment to the vendor for unauthorized purchases.

- D. Certificate of Insurance (COI) – a document required, before vendor comes onsite, to provide services at all LCCC campuses. A COI validates required coverages, such as general liability, workers’ compensation and employer’s liability, auto liability, professional liability, liquor liability, etc.
- E. Conflict of Interest – a conflict of interest occurs when an employee either (1) has an existing or potential financial or other interest which impairs, or might appear to impair, the employee’s independent judgment in the discharge of responsibilities to the College or (2) may receive a material, financial or other benefits from knowledge or information confidential to the College.
- F. Contract – a legal, written, and binding agreement between two or more parties, which establishes the scope of work, responsibilities, term dates, compensation, and conditions for services provided. Oral agreements are not an acceptable method of procurement. Contracts include leases, MOU’s, clinicals, internships, education affiliations, onsite and offsite services.
- G. Fixed Asset – tangible good purchased by the college with an individual value of \$10,000 or more and a useful life of more than one year. These items are considered capitalized equipment and will be assigned a fixed asset tag for tracking, depreciation, and management purposes.
- H. Furniture, Fixtures & Equipment (FF&E) – movable furniture, fixtures, or equipment that have no permanent connection to the structure of buildings or utilities. Examples include, *but are not limited to*, desks, chairs, ITS equipment & software, whiteboards, carts, livestock, etc., or anything that plugs in, hangs on a wall, or requires assistance to place correctly.
- I. Goods - tangible items procured or consumed that are manufactured and made available.
- J. Invitation for Bid (IFB) – public solicitation requesting set prices for goods or services. IFB is generally awarded to the vendor offering the lowest price, but exceptions may be requested by employees or C&P.
- K. Invoices – documents issued by a vendor to request payment for goods or services. All invoices shall detail the PO/BPO #, Contract #, itemized detailed, quantities, unit price and/or scope of work, as applicable. Vendors shall send invoices directly to acctspayable@lccc.wy.edu and Accounts Payable will facilitate the approval to pay process. All invoice terms are Net 30, and shall not be prepaid unless approved by the C&P Director, and the appropriate member of President’s Cabinet.
- L. ITS Hardware & Software – Computer equipment, hard drive, laptop, tablet, monitor, audiovisual equipment, office or cell phone equipment, printer, scanner (desktop or stand-alone), software, tablets, mouse, keyboard, cables and cords, etc. Employees shall submit a “Technology Order Request” with the Support Desk for all ITS Hardware & Software requests. Requests for copiers should include discussion with both the ITS and C&P Departments.
- M. Pre-Procurement Collaboration (PPC) – a document required for the procurement, trade in, donation of furniture, fixtures, or equipment (FF&E). The PPC is filled out by the Requestor and routed to supervisor, Risk & Safety, Plant Operations, Integrated Technology Services (ITS), Sponsored Award and Compliance (SAAC), and C&P Departments for review and approval. The PPC request should include supporting documents such as a technical specification sheet, location drawings, utility requirements, network connection requirements, and product information. Employees are encouraged to request a meeting with C&P, Plant, ITS, and Risk Management before submitting the PPC to better facilitate

the request. Refer to the PPC Supplemental Guidance policy 4.2.1.

- N.** Procurement – the process of acquiring (purchasing, renting, leasing, etc.) goods, services, or works from an external source, often via a tendering or competitive bidding process. It is an organizational process intended to ensure that the buyer receives goods, services, or works at the best possible price when quality, quantity, time, and location are compared. Procurement is intended to promote fair and open competition for their business while minimizing risks such as exposure to fraud and collusion.
- O.** Procurement card (P-card) – LCCC credit card issued in authorized employee’s name to be used for purchases under \$5,000.
- P.** Purchase Order (PO) – is a document created by the C&P Department, upon the request by an employee, using information contained in an approved Requisition or the Requestor’s documentation. A PO is issued for all onsite services, and for any good or offsite service exceeding \$5,000. The PO number is a critical reference used by Accounting, C&P, and vendors to identify the purchase and shall be referenced on all shipping documents and invoices.
- Q.** Quote – a document prepared by a vendor to propose the cost of a good or service. The employee is responsible for facilitating the quote request for goods or services with costs less than \$20,000. The Requestor may use the LCCC Request for Quotation to ensure consistency however, if the employee requests quotes in a different manner, it is required that all potential vendors receive the same information for the quote request, including the scope of work or description of each good, quantities, delivery date, shipping cost, etc.
- R.** Requestor – the employee requesting to procure goods or services.
- S.** Requisition (Req) – created by an employee requesting to procure goods or services. Req’s include details necessary to complete the procurement, including item number, model number, quantity, description, unit cost, the scope of work, start and end dates, vendor contact information, approval by the supervisor, budget manager and/or employee’s member of President’s Cabinet.
- T.** Request for Information (RFI) – a public solicitation requesting information from vendors to allow the employee and/or C&P to formulate a final public bid/RFP process.
- U.** Request for Proposal (RFP) – a public solicitation request for goods or services defined by the employee. RFP awards are based upon scoring criteria, not necessarily based on the lowest cost.
- V.** Request for Qualifications (RFQ) – a public solicitation request for professional services.
- W.** Services – intangible means of furnishing labor, time, or effort by a vendor or individual.
- X.** Voucher – a document prepared by the employee requesting procurement of goods or offsite services, which includes vendor information, description of goods, quantities, total cost and signature/approval by the employee, budget manager, Dean/Director and/or member of President’s Cabinet.