

VCUarts Qatar Internal Purchasing Procedures

As of December 6th, 2024 (replaces Purchasing Procedures as of August 05, 2013)

Procurements:

A. Purchases below \$10,000 USD

1. VCUQ Requestor must obtain one (1) written quote.
2. If the purchase is under \$10,000 USD, it is highly encouraged that a p-card be used for payment if the p-card is accepted by the vendor.
3. If the purchase is under \$10,000 USD OR if the p-card is not accepted by the vendor, then a purchase requisition with quote attached, must be filled out by VCUQ Requestor.
4. VCUQ Director of Finance approval in RealSource is required.

B. Purchases above \$10,000 USD

1. VCUQ Requestor must obtain the appropriate number of quotes based on Method of Procurement as described below.
2. A purchase requisition (found at <https://realsource.vcu.edu>) with all quote(s) attached, must be filled out by VCUQ Requestor, and approved by VCUQ Department Head (and VCUQ Dean if request is \$200,000 USD or over).
3. VCUQ Procurement Coordinator must send supporting documentation to VCUQ Buyer (Located in Richmond) who will complete the procurement process.

C. Method of Procurement:

1. Term Contract Orders:

- a. Contracts+ serves as the university's system of record for all purchase contracts and agreements. For more information please visit:
https://realsource.vcu.edu/media/realsource/content/media/ContractsPlus_Help-Guide.pdf
- b. For an order to be placed off a term contract, VCUQ Requestor must obtain a quote from the contractor and verify that the quote matches prices, discounts, and terms of the contract.

2. Competitive Purchases between \$10,000-\$200,000

- a. VCUQ Requestor must obtain three (3) quotes with common, written specifications.
- b. Award goes to lowest responsive and responsible vendor.

Note: Spot (single non-recurring) purchases may be exempt from the competitive process by obtaining a single quote at the Buyer's discretion and when price reasonableness has been documented.

3. Competitive Purchases over \$200,000

Competition is generally handled by VCUQ Buyer using one of the following methods:

- a. **Invitation for bid (IFB):** used if award is based solely on price
 - i. VCUQ Requestor should create specifications and send to VCUQ Buyer along with a list of potential sources.
 - ii. VCUQ Buyer will draft solicitation and send to VCUQ Requestor for approval.
- iii. **Solicitations:**

1. Middle Eastern/European vendors:

- a. Seek competition to most reasonable extent.
- b. Keep solicitations out for a time period sufficient to receive adequate responses.
- c. Advertise in Middle East newspapers (if applicable)
- d. Bidders send bids directly to VCUQ Buyer.

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2. US vendors:

- a. IFB: out to bid for minimum of 10 calendar days.
- b. If available, 6 vendors must be solicited.
- c. SWaM requirements included.
- d. Post solicitation in eVA.
- e. Bidders send bids directly to VCUQ Buyer.

iv. Evaluation: VCUQ Buyer tabulates all bids, and sends the lowest responsive and responsible bid to the VCUQ Department Head for approval of award.

v. Award: Award goes to lowest responsive and responsible bidder.

b. Request for Proposal (RFP): Used if award is based on overall value

- i. VCUQ Requestor should submit a requisition via RealSource in the amount of \$10,001.00 USD to any vendor, then write in the Internal Notes section: "Attention: VCUQ Buyer- For RFP"
- ii. The VCUQ Requestor should provide a Statement of Needs including information describing the required goods and services and attach it to the requisition in RealSource.
- iii. VCUQ Requestor should additionally provide a list of potential sources and direct contact details, names of Evaluation Committee member(s) and identify the designated chairperson.
- iv. VCUQ Buyer will send the Evaluation Guide and Conflict of Interest Form to Committee members via DocuSign for their signature.
- v. VCUQ Buyer will draft solicitation and send to VCUQ Evaluation Committee member(s) for approval.
- vi. **Solicitations:**

1. Middle Eastern/European vendors:

- a. Seek competition to most reasonable extent.
- b. Keep solicitations out for a time period sufficient to receive adequate responses.
- c. Offerors send proposals directly to VCUQ Buyer.

2. US vendors:

- a. RFP: sufficient time to receive adequate responses but not less than 10 calendar days after the solicitation has been advertised publicly.
- b. US based solicitations must be publicly posted in eVA.
- c. Advertise in the Richmond Times Dispatch.
- d. Offerors send proposals directly to VCUQ Buyer.

vii. Evaluation and Award: VCUQ Buyer reviews all proposals to ensure responsive and responsible offers. VCUQ Buyer and RFP Committee review, and evaluate all responsive and responsible proposals and award the contract based upon the Evaluation Committee Memo to Committee Members.

3. Sole Sources (all Sole Sources over \$10,000 USD must be approved in advance by VCU Richmond Procurement Services)

- a. For sole sources, VCUQ Requestor must obtain quote and complete detailed [sole source documentation form](#).
- b. The fully completed sole source form must be attached to the corresponding requisition created within RealSource.

4. Exemptions to Competition (all Exemptions to Competition over \$10,000 USD must be approved in advance by VCU Richmond Procurement Services)

The following services/products may be procured non-competitively, in addition to those on the VCU Procurement Services Website (found at: <https://procurement.vcu.edu/i-want-to/make-a-purchase/understand-the-procurement-methods/#exceptions-competition>).

The VCUQ Requestor must obtain one quote:

- a. Short-term rental (less than six months) of real property (i.e., building/hotel space)
- b. Catering
- c. Qatar Foundation Payments
- d. Tuition for employees' children (up to four)
- e. Rental vehicles for employees
- f. Freight Forwarding Services

5. Emergency:

- a. VCUQ must obtain advance approval of the VP for emergency procurements exceeding \$200,000.
- b. VCUQ must submit quote to VCUQ Buyer.
- c. VCUQ must submit documentation to VCUQ Buyer that:
 - 1. Supports the nature of the emergency
 - 2. States the amount of competition sought
 - 3. States rationale for the selection of the vendor
 - 4. States price reasonableness.
- d. The requisition will be edited as necessary and routed through RealSource to obtain required approvals.
- e. For more information see the following.
 - 1. <https://procurement.vcu.edu/document-library/university-purchasing/>
 - 2. <https://procurement.vcu.edu/i-want-to/make-a-purchase/understand-the-procurement-methods/#emergency-purchase>

7. Change Requests if an amount on an Invoice exceeds the amount on the Purchase Order)

- a. If the total dollar amount of an invoice is higher than the total dollar amount on the original purchase order (and the invoice is accurate), then a RealSource Change Request must be created to reflect the new total.
- b. For additional information concerning Change Requests, please visit <https://procurement.vcu.edu/media/procurement/pdf/document-library/RealSourceHelpGuide.pdf>

8. Information Technology Orders from US vendors

- a. If p-cards are accepted, purchase with a p-card under \$10,000 and have order shipped to the office in Richmond accepting VCUQ packages
- b. If p-card is not accepted, or if the order is over \$10,000, follow instructions to submit a purchase requisition to VCUQ Requestor to enter into RealSource.
- c. VCUQ Director of Finance must approve the order in RealSource for it to route to the VCUQ Buyer in Richmond. Once fully approved VCUQ Requestor should send the PO to the vendor.

9. Vendor Contracts needing Signature:

a. For Contracts below \$10,000 USD:

1. Please have VCUQ Requestor submit contract directly to the contracts team via the Contracts+ Module in RealSource
2. <https://procurement.vcu.edu/i-want-to/manage-contracts/contracts-less-than-or-equal-to-10000/>

b. For Contracts over \$10,000 USD:

1. Please have VCUQ Requestor submit a requisition in RealSource and attach contract to the requisition. VCUQ Buyer will review contract and send it for signature.

10. Independent Contractors:

- a. See "Independent Contractor Policies and Procedures" -Payments to Individuals, Employees, Local Hires (effective 9/20/2016)" for processing instructions. Located under the VCUQatar Purchasing forms section located at:
<https://procurement.vcu.edu/media/procurement/pdf/document-library/VCUQ-Independent-Contractor-Policies-and-Procedures.pdf>
- b. VCUQ Payment Officer must send all ICA's for US citizens, regardless of dollar amount, to VCU Vendor File Manager for tax reporting.
- c. The ICA approval process is separate from the procurement approval process. All ICA's must be accompanied by a Purchase Order prior to commencement of services.
- d. For more information visit <https://procurement.vcu.edu/i-want-to/pay-an-individual/pay-an-independent-contractor/>

11. Honoraria

- a. <https://procurement.vcu.edu/i-want-to/pay-an-individual/give-an-honorarium/>

12. Purchasing Cards

a. Application

1. Applicant must take and pass the annual online Purchasing Card Training (found in Canvas using the keyword "p-card" or by emailing Corpcard@vcu.edu to be enrolled)) and pass the test prior to filling out the Corporate Purchasing Card Employee Agreement (found at <https://procurement.vcu.edu/i-want-to/use-a-p-card/> , "Related Documents" document name: Corporate Purchase Card Employee Agreement eForm

2. Agreement must be signed by applicant, applicant's supervisor, and applicant's Authorized Approver who must also have completed the annual online trainings and tests in Canvas.

3. Application must have the following information filled in:

Dept number: 1304
Phone: (804) 828-5126
Box: 842539
Index Code: HQ1123
Supervisor:
Authorized Approver:
Limits: Standard limits (\$15,000 credit/\$10,000 transaction limit)

b. Reconciliation:

Online Reconciliation procedures are available at: <https://procurement.vcu.edu/i-want-to/use-a-p-card/process-online-reconciliation>

c. Contact information:

All service requests, issues and questions regarding P-cards must come to Corpcard@vcu.edu to ensure they are answered in a timely manner.

13. Real Estate Leases:

- a. Any new leases or lease renewals must be coordinated through and approved by VCU Real Estate Services in advance.
- b. VCU Real Estate Services will enter real estate leases into RealSource and receive in Banner.

14. Gifts from Vendors:

University employees having administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a procurement transaction, or any claim resulting there from:

- a. Shall not solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services, gifts, transportation, lodging, meals, tickets to events or shows or anything else of value.
- b. Shall not accept employment from any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the state unless the employee or former employee provides written notification to the head of the state agency prior to commencement of employment by that bidder, offeror or contractor (Code of Virginia, Section 2.2-4370).

For additional information, please refer to the "Ethics in Public Contracting" portion of the "Conflict of Interest" in the "Learn about Compliance" section of the VCU Procurement Services Website: <https://procurement.vcu.edu/i-want-to-make-a-purchase/learn-about-compliance/#conflict-of-interest>

15. Chrome River Travel and Personal Reimbursement:

- a. VCU will reimburse individuals traveling on official University business for reasonable and necessary expenses incurred. The use of State Funds to accommodate personal comfort, convenience and taste is not permitted.
- b. The University recognizes that employees, non-employees and students may incur non-regular or emergency expenses while conducting official university business. Whenever possible, these purchases should be placed on the university PCard. VCU will reimburse individuals for allowable expenses through the personal reimbursement process. Employee personal reimbursements may not exceed \$2,000 USD per reimbursement or instance.

