

COLLEGE OF MICRONESIA-FSM BOARD POLICY No. 5301

Procurement Policy

Date Adopted: 29 June 1998

Date Revised: 03 May 2017

Date Reviewed:

References: FSM - Financial Management Regulations

~~In general, the responsibility for the procurement of goods, equipment, services, and the like is delegated to the different divisions of the college, except on the following items, which are to be supervised by specific departments/divisions as follows:~~

In general, responsibility for the procurement of goods, equipment, services, and related items is delegated to the respective divisions and departments of the College, except for the following categories, which shall be centrally supervised by designated departments or divisions as specified below:

<u>Items for Purchase</u>	<u>Department/Division Responsible</u>
IT/technology-related	IEQA/Office of Information Technology
Infrastructure	Administrative Services/Maintenance Division

For the above exceptions, even if the end-users are the other divisions/campuses, the above offices shall be consulted.

The following modes of procurement shall be adopted:

1. Formal Bidding

- For purchases with total amount of ~~\$25,000.00~~ \$30,000 or more
- For construction projects involving the obligation of ~~\$20,000~~ \$25,000 or more

2. Direct Contracting (Sole-Source Purchasing)

- Only one manufacturer makes the item meeting salient specifications and sells exclusively through an authorized dealer.
- The item required must be identical to the equipment already in use by the end user, to ensure compatibility of equipment, and that item is only available from one source.
- Repair and maintenance are solely provided by the original equipment manufacturer (OEM) for a piece of equipment.
- Replacement or spare parts are only available from the OEM and/or their authorized dealers.
- Patented items or copyrighted materials, which are only available from the patent or copyright holder.

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- Unique expertise or background in a recognized field of specialization, the result of which may depend primarily on the individual's invention, imagination, or expertise. Consultant has advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field of experience.
- A request for proposals, bids, or quotes has been sent out to potential suppliers, but those contacted could not meet the specifications and/or requirements of the college. Proof of such should be provided as a supporting document for the purchase.
- Purchases involving not more than ~~\$1,000.00~~ \$1,500.00
- Emergency purchases

3. Informal Bidding/Canvassing

- For purchases not falling under the above conditions
- In the event that there are no bids received during the Formal Bidding
- When the terms of the grants require that contracts be given to nationals of the donor country.

See Administrative Procedure 5301

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