

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 5301

Procurement Policy

Date Adopted: 29 June 1998

Date Revised:

Date Reviewed:

References: FSM - Financial Management Regulations, amended June 14, 1999
Memorandum from the Comptroller re: Bid Requirements for Federal Grants dated June 29, 1998
FSM Code Title 55

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 as follows:

Items for Purchase

IT/technology-related

Infrastructure

Department Responsible

Office of Information Technology

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 or more
 - For construction projects involving the obligation of \$20,000 or more
2. Direct Contracting (Sole-Source Purchasing)
 - Only one manufacturer makes the item meeting salient specifications and sells exclusively through an authorized dealer.
 - Item required must be identical to equipment already in use by the end user, to insure compatibility of equipment, and that item is only available from one source.
 - Repair and maintenance is 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.
 - Unique expertise or background in a recognized field of specialization, the result of which may depend primarily on the individual's invention, imagination, or

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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 supporting document for the purchase.
- Purchases involving not more than \$1,000.00
- Emergency purchases

3. Informal Bidding/Canvassing

- For purchases not falling on the above conditions
- In the event 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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