

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: CONTRACTS ADMINISTRATION, PURCHASING DEPARTMENT	Page: 09.10.01
	Date: Rev. 10/5/17

General

The Purchasing Department is responsible for the execution of formal contracts for the purchase of goods or services and copies of these contracts will remain on file. The Purchasing Manager must review all contract language to ensure that it is in compliance with the County College's Contract Law 18A:64A and other State and Federal Laws.

The requisitioning department cannot sign contracts for the purchase of goods or services on behalf of the college. A contract shall be forwarded to the Purchasing Department after a Purchase Requisition has been electronically created and is in a status code of "Outstanding". In conjunction with the on-line approval process, the contracts will be reviewed for signature.

Contracts covering the payment of fees for performances and guest speakers can be negotiated by the initiating department head and executed by the Purchasing Manager. Board of Trustee approval will be sought only for the following:

- Those contracts exceeding \$17,500 or greater that have not been publicly advertised
- Contract over the bid threshold
- Consultants
- Licensed professional services
- Food service management
- Insurance

Authority

Board Policy 4.1005.1 "Authorization to Award Purchases, Contracts and Agreements".

Responsibility

Vice President for Business and Finance
Manager of Purchasing

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Procedure

1. If the purchase of goods or services requires a formal contract, the unsigned contract shall be forwarded to Purchasing and must indicate the Purchasing Requisition Number assigned by Ellucian Colleague.
2. After reviewing the terms and conditions of the contract utilizing the framework of the Uniform Commercial Code incorporated in the County College Contracts Law, the contract and accompanying requisition will be processed in accordance with the college's purchasing procedures and executed by an authorized agent of the college.
3. The Purchasing Department is responsible for maintaining all contracts and monitoring expiration dates.
4. The Purchasing Department will select the best method within the guidelines of the law to execute the contract. The Purchasing Department is required to do their due diligence to review the required specifications and recommend the most cost effective solution for the requesting department. It is imperative that the Purchasing Department and the requesting department finalize the specifications together before moving forward with any price proposals or contracts.
5. Contract renewal: The initiator is responsible to submit a requisition for all contract renewals in a timely manner. The average time to process contract renewals is 60-90 days depending on the complexity of the contract and public bidding requirements. The initiating department must review all contract renewal terms before submitting to the Purchasing Department for review.