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1. GENERAL INFORMATION

1.1 Purpose
The Citadel is a state agency subject to South Carolina laws governing public entities and must adhere to these rules when furthering the mission of the College. The Procurement Services Department at The Citadel is an extension of the South Carolina Division of Procurement Services with delegated authority to coordinate all procurement activities for the campus.

1.2 Mission
The Procurement Services Department exists to support The Citadel in all of its materials management needs while always upholding the College’s core values of Honor, Duty, and Respect. Our goal is to provide excellent customer service to campus departments, vendors, and the general public when contracting for the purchase of goods and services. As stewards of public funds, we work to deliver quality results that are in compliance with all state laws and regulations governing procurement, while also taking into account sound business practices that are fair, open, and ethical.

1.3 Code of Ethics
Procurement Services personnel employ the core values of The Citadel, Honor, Duty, and Respect in the performance of their daily job functions. All employees maintain the highest ethical standards in the conduct of business on behalf of The Citadel and the State of South Carolina.

Procurement Services will always:
- Engage in fair, ethical, and legal business practices that promote The Citadel’s mission.
- Grant all competitive offers equal consideration to the extent State regulations and the established policies of The Citadel permit.
- Abide by the South Carolina Code of Laws and Code of Regulations governing procurement.
- Conduct business with potential and current suppliers in an atmosphere of mutual respect and integrity.
- Strive to obtain the maximum value for every public dollar spent.
- Decline personal gifts or gratuities.

1.4 Conflict of Interest
It is the responsibility of each staff member in Procurement Services to take all appropriate steps to ensure that The Citadel does not knowingly enter into any purchase commitment which could result in a conflict of interest situation.

1.5 Authority
The South Carolina State Fiscal Accountability Authority (SFAA) was established in 2015 by the General Assembly and is comprised of the Insurance Reserve Fund and the Division of Procurement Services. SFAA provides fiscal oversight for the state and
meets the needs of the public sector by delivering quality, cost-effective insurance, procurement, and engineering services. Furthermore, SFAA administers the South Carolina Consolidated Procurement Code which was adopted by the General Assembly as a modified version of the 2000 ABA Model Procurement Code for State and Local Governments. The Code is detailed in Title 11, Chapter 35 of the South Carolina Code of Laws and supplemented by the South Carolina Code of Regulations 19-445 in establishing the procurement policies governing state agencies.

1.6 Delegation
Procurement Services is the centralized campus department given authority by the SFAA to acquire products and services on behalf of The Citadel in accordance with the SC Consolidated Procurement Code. The State requires that all purchases adhere to established procurement laws regardless of the source of the funds.

The Citadel’s delegated purchase limit is $500,000 for products and services, and any purchase request that exceeds that amount will be sent to the SFAA in Columbia for further processing and approval. There are occasions where Procurement Services can request a special, one-time, increased delegation to coordinate the purchase on campus and those requests are handled on a case-by-case basis.

The exception to the campus’ $500,000 purchase delegation is construction projects that exceed $100,000. All construction projects that exceed that dollar amount are processed in coordination with the Office of the State Engineer (OSE). The Facilities and Engineering department will work together with the OSE to issue the solicitation, award the contract, and manage the project from start to finish.

1.7 Compliance
The Citadel is subject to compliance audits conducted by SFAA every five (5) years to ensure all procurements are processed in accordance with established rules. The actions taken by Procurement Services when processing departmental requests are all aimed at adhering to the state’s Procurement Code. The goal of the compliance audit is to receive zero findings or citations for not following the state’s rules.

2. ORGANIZATION
The Procurement Services Department at The Citadel reports to the Vice President for Finance and Business (VPFB) and consists of the Purchasing Office, Central Supply, and the Post Office. The Purchasing Office is located on the second floor of Bond Hall, the Post Office is in Mark Clark Hall, and Central Supply is located in the ‘Central Supply Warehouse & Auxiliary Services’ building in the Southwest corner of campus with Facilities & Engineering.

2.1 Purchasing Office
The Purchasing Office is responsible for issuing official purchase orders and coordinating solicitation processes to meet the needs of campus departments.
This office is also responsible for coordinating and managing the campus-wide Purchasing Card and Travel Card program.

2.2 Central Supply
Central Supply incorporates the functions of receiving packages, warehousing supplies, and managing the surplus property program. Many vendors provide desktop delivery direct to departments, but for those who only deliver to our Central Supply Warehouse, the staff will distribute items to the requesting departments or make them available for pick-up; they also receive and store Cadet materials in the Warehouse. Supply staff are responsible for disposing of surplus materials in accordance with the rules and regulations of both the State of South Carolina and The Citadel. Surplus property that may be used at a later date by departments on campus is stored in the Warehouse, and discarded surplus property will be sold at the State Warehouse, online, and/or through public auction in accordance with the rules of the State.

2.3 Post Office
The campus Post Office is a fully functional location of the United States Postal Service that both sends and receives mail and packages. Deliveries for Cadets from UPS, FedEx and Amazon are also delivered to this area and coordinated by Post Office staff.

2.4 Inventory Control
Inventory Control is a function of Procurement Services and is responsible for maintaining a complete and accurate inventory of all equipment purchased at an initial cost of $5,000.00 or more. All location changes, disposal, or loss of equipment should be reported to Procurement Services so that appropriate action can be taken and records updated.

3. POLICIES & PROCEDURES
3.1 South Carolina Term Contracts
The State solicits competition and enters into term contracts with vendors to acquire favorable pricing for many commonly used goods and services. These contracts are available for use by all State agencies and do not require additional bidding at the College level. A vendor under a term contract is contracted only for the goods or services listed on that contract and not necessarily for all items or services offered by that vendor. Some contracts are mandatory for use by State agencies like The Citadel, while others are convenience contracts that are available for use if they represent the best value. Contact the Purchasing Office with questions about use of South Carolina state contracts.

Information about the items on various State contracts is found at:  
https://procurement.sc.gov/agency/contracts

3.2 Citadel Term Contracts
When there is no South Carolina state contract available for the routine purchase of particular goods or services, The Citadel can solicit competition and enter into term contracts with vendors for these items or services. The Purchasing Office will compile specifications or the scope of work and issue solicitations that will result in multi-year, convenience contracts available for use by all campus departments. A vendor under a term contract is contracted only for the goods or services listed on that contract and not necessarily for all items or services offered by that vendor. Contact Procurement with questions about use of these contracts, or to request a solicitation to establish a contract for particular commodities or services.

3.3 Small Dollar Purchases
South Carolina considers small purchases to be those that do not exceed $100,000.00, and while formal bidding is not required, there are still several regulations that apply to these procurements.

Generally, requests that do not exceed $10,000.00 will not require competition if the price is determined to be fair and reasonable, and purchases can be made from the supplier of the end user’s choice. However, purchases must be distributed equitably among qualified suppliers, and sound business practices should still be observed to ensure the price received from the supplier is fair and reasonable.

Purchases that exceed $10,000.00 up to the small purchase limit of $100,000.00 have varying regulations that apply to them based on both the dollar amount and the type of purchase. The below chart provides a high-level summary of the State’s competition and advertising requirements, but the campus is encouraged to contact the Purchasing Office for detailed explanations when questions arise.

Please note that it is not permissible to divide requests into multiple, smaller requests with the intent of circumventing the State’s competition requirements.

3.4 Competition Requirements
3.4.1 Requests $10,000.01-$25,000
At least three written quotes are required for requests that exceed $10,000 and the Purchasing Office will work with departments to assist in finding multiple sources of supply for goods and services. Departments are welcome to solicit quotes from suppliers on their own and these quotes shall be forwarded to the Purchasing Office when the requisition is entered into Banner so that they can be maintained with the procurement file. Per State procurement rules, the purchase must be made from the lowest quoting offeror meeting requirements.

3.4.2 Requests $25,000.01-$100,000
The State of South Carolina requires requests in this range be posted to the South Carolina Business Opportunities (SCBO) website for at least seven (7) calendar days to ensure fair and open competition. The Purchasing Office will gather the requirements or specifications from the department and issue a Request for Quote (RFQ) document that will be posted in accordance with State
rules. Even if three written quotes have been previously secured, the request must still be posted to remain compliant with State law before a purchase order can be issued. The exceptions to this posting requirement are Construction projects or purchases of Commercial Off The Shelf (COTS) products. COTS products are those that are available to the general public for retail sale in the same manner they are offered for sale to State Agencies. In those two instances, as long as three written quotes have been secured, there is no posting to SCBO required. Per State procurement rules, the purchase must be made from the lowest quoting offeror meeting requirements.

### COMPETITION AND ADVERTISING REQUIREMENTS

<table>
<thead>
<tr>
<th>Dollar Value</th>
<th>Formal Solicitation Required</th>
<th>Competition Required</th>
<th>Advertising Required</th>
<th>Award Notice Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤$10,000</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
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<tr>
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<tr>
<td>$50,000.01-$100,000</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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</tbody>
</table>

#### 3.4.3 Formal Solicitations

Purchase requests that exceed $100,000.00 require formal soliciting of offers coordinated by the Purchasing Office.

The State of South Carolina provides the format and all terms that must be included in every formal Invitation for Bid or Request for Proposal issued by The Citadel. Procurement Services has developed a standard, boilerplate template utilizing these terms that is the genesis of each solicitation. The end using department will provide all specifications, requirements, and scope of work, as applicable, to the Procurement for use in the construction of the document. The Purchasing Office staff will customize the document with the specifications or scope of work provided by the department and present a finalized version for review prior to advertising the requirement to the public.

The solicitation document will be advertised on the SCBO website and a copy of the solicitation will be posted to The Citadel’s Procurement Services website at [https://mighty.citadel.edu/root/procurement-vendors/solicitations](https://mighty.citadel.edu/root/procurement-vendors/solicitations). Formal solicitations must be advertised for a minimum of seven (7) calendar days, but typically are advertised for two (2) to four (4) weeks, depending on the complexity.
Throughout the formal solicitation process, from the time the document is issued through the time the award is made, all contact with the vendors must be coordinated by the Purchasing Office. The end using department should have no direct interaction with the vendors relating to the solicitation.

Vendors must complete, sign, and return the pages from the formal solicitation document that require vendor input along with any other noted documentation in order to be considered for award; simply providing a quotation is not an acceptable response and cannot be considered for award.

**Types of Formal Solicitations**

3.4.3.1 Sealed Invitation for Bid

- Award of the solicitation will be made to the lowest responsive and responsible bidder who meets all specifications.
- Specifications are provided by the end using department and the formal document is compiled by the Purchasing Office.
- Adequate notice of the IFB must be advertised on SCBO and remain active for at least seven (7) days. If a pre-bid conference is scheduled, it must be at least seven (7) days after the advertisement begins.
- All bids, including modifications, received before the time of opening must be kept secure and unopened. Bids must be opened publicly in the presence of one or more witnesses, at the time and place designated in the invitation for bids. The amount of each bid, and other relevant information as may be specified by regulation, together with the name of each bidder, must be tabulated. The tabulation must be open to public inspection at that time.
- Bids must be accepted unconditionally without alteration or correction, except as otherwise authorized in the procurement code. The invitation for bids must set forth the evaluation criteria to be used. Criteria must not be used in bid evaluation that are not in the invitation for bids. Bids must be evaluated based on the requirements in the invitation for bids.
- Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation and re-award of awards or contracts, after award but before performance, may be permitted. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the State or fair competition must not be permitted. After opening, bids must not be corrected or withdrawn except in accordance with the provisions of the procurement code. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts, after award but before performance, must be supported by a written determination of appropriateness made by the chief procurement officers or head of a purchasing agency.
- Tie Bids. If two or more bidders are tied in price while otherwise meeting all of the required conditions, awards are determined in the following order of priority:
  - (a) If there is a South Carolina firm tied with an out-of-state firm, the award must be made automatically to the South Carolina firm.
(b) Tie bids involving South Carolina produced or manufactured products, when known, and items produced or manufactured out of the State must be resolved in favor of the South Carolina commodity.
(c) Tie bids involving a business certified by the South Carolina Office of Small and Minority Business Assistance as a Minority Business Enterprise must be resolved in favor of the Minority Business Enterprise.
(d) Tie bids involving South Carolina firms must be resolved in favor of the South Carolina firm located in the same taxing jurisdiction as the governmental body’s consuming location.
(e) In all other situations in which bids are tied, the award must be made to the tied bidder offering the quickest delivery time, or if the tied bidders have offered the same delivery time, the tie must be resolved by the flip of a coin witnessed by the procurement officer. All responding vendors must be invited to attend.

- Unless there is a compelling reason to reject bids as prescribed by regulation of the board, notice of an award or an intended award of a contract to the lowest responsive and responsible bidders whose bid meets the requirements set forth in the invitation for bids must be posted to SCBO. For contracts with a total or potential value in excess of one hundred thousand dollars, notice of an intended award of a contract must be given by posting the notice to SCBO for seven (7) business days before entering into a contract and must be sent electronically to all bidders responding to the solicitation on the same day that the notice is posted in accordance with this section. The posting date shall appear on the face of all these notices. If a change to the posting date is necessary, notice of the revised posting date must be given by posting the notice for three business days at the location identified in the solicitation and must be sent electronically to all bidders responding to the solicitation on the same day that the notice is posted in accordance with this section. The invitation for bids and a notice of award or notice of intent to award must contain a statement of a bidder’s right to protest pursuant to Section 11-35-4210(1). When only one response is received, the notice of intent to award and the delay of award may be waived.
- Request for Qualifications.
  (a) Before soliciting bids, the procurement officer, may issue a request for qualifications from prospective bidders. The request must contain, at a minimum, a description of the scope of work to be solicited by the invitation for bids, the deadline for submission of information, and how prospective bidders may apply for consideration. The request must require information concerning the prospective bidders’ product specifications, qualifications, experience, and ability to perform the requirements of the contract. Adequate public notice of the request for qualifications must be given in the manner provided in Section 11-35-1520(3).
  (b) After receipt of the responses to the request for qualifications from prospective bidders, the rank of the prospective bidders must be determined in writing from most qualified to least qualified on the basis of the information provided. Bids then must be solicited from at least the top two prospective bidders by means of an invitation for bids.
A minor informality or irregularity is one which is merely a matter of form or is some immaterial variation from the exact requirements of the invitation for bids having no effect or merely a trivial or negligible effect on total bid price, quality, quantity, or delivery of the supplies or performance of the contract, and the correction or waiver of which would not be prejudicial to bidders. The procurement officer shall either give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive any such deficiency when it is to the advantage of the State. Such communication or determination shall be in writing. Examples of minor informalities or irregularities include, but are not limited to:

(a) failure of a bidder to return the number of copies of signed bids required by the solicitation;

(b) failure of a bidder to furnish the required information concerning the number of the bidder's employees or failure to make a representation concerning its size;

(c) failure of a bidder to sign its bid, but only if the firm submitting the bid has formally adopted or authorized the execution of documents by typewritten, printed, or rubber stamped signature and submits evidence of that authorization, and the bid carries that signature or the unsigned bid is accompanied by other material indicating the bidder's intention to be bound by the unsigned document, such as the submission of a bid guarantee with the bid or a letter signed by the bidder with the bid referring to and identifying the bid itself;

(d) failure of a bidder to acknowledge receipt of an amendment to a solicitation, but only if:

(i) the bid received indicates in some way that the bidder received the amendment, such as where the amendment added another item to the solicitation and the bidder submitted a bid, on it, if the bidder states under oath that it received the amendment before bidding and that the bidder will stand by its bid price; or

(ii) the amendment has no effect on price or quantity or merely a trivial or negligible effect on quality or delivery, and is not prejudicial to bidders, such as an amendment correcting a typographical mistake in the name of the governmental body;

(e) failure of a bidder to furnish an affidavit concerning affiliates;

(f) failure of a bidder to execute the certifications with respect to equal opportunity and affirmative action programs;

(g) failure of a bidder to furnish cut sheets or product literature;

(h) failure of a bidder to furnish certificates of insurance;

(i) failure of a bidder to furnish financial statements;

(j) failure of a bidder to furnish references;

(k) failure of a bidder to furnish its bidder number; and

(l) notwithstanding Title 40, the failure of a bidder to indicate his contractor's license number or other evidence of licensure, except that a contract must not be awarded to the bidder unless and until the bidder is properly licensed under the laws of South Carolina.
3.4.3.2 Fixed Price Bid

- When Procurement determines that the use of a standard IFB is either not practicable or not advantageous to the State, a contract may be entered into by competitive fixed price bidding. The purpose of fixed price bidding is to provide multiple sources of supply for specific services, supplies, or information technology based on a preset maximum price which the College will pay for such services, supplies, or information technology.
- Awards will be made to all responsive and responsible bidders who submit bids that do not exceed the maximum set price. Campus users will then be able to select any of the contracted firms when an order needs to be placed.
- Specifications will be provided by the end using department, a solicitation document created by the Purchasing Office and public notice of the solicitation will be posted to SCBO in the same manner as provided with a standard IFB.
- The Citadel shall establish, before issuance of the fixed price bid, a maximum amount the College will pay for the services, supplies, or information technology desired.
- Vendors' responses to the fixed price bid will be reviewed to determine if they are responsive and responsible.
- Award must be made to all responsive and responsible bidders to the College's request for competitive fixed price bidding. The contract file shall contain the basis on which the award is made and must be sufficient to satisfy external audit.
- As provided in the solicitation, bidders not responding to the initial fixed price bid may be added to the awarded vendors' list provided the bidder furnishes evidence of responsibility and responsiveness to the College's original fixed price bid as required by the solicitation.

3.4.3.3 Best Value Bid

- When Procurement determines that the use of a standard IFB is either not practicable or not advantageous to the State, a contract may be entered into by competitive best value bidding. The purpose of best value bidding is to allow factors other than price to be considered in the determination of award for specific supplies, services, or information technology based on pre-determined criteria identified by the College.
- Price must account for a minimum of 60% of the evaluation factors.
- Specifications will be provided by the end using department, a solicitation document created by the Purchasing Office and public notice of the solicitation will be posted to SCBO in the same manner as provided with a standard IFB.
- At bid opening, the only information that will be released is the names of the participating bidders. Price information will be provided after the ranking of bidders and the issuance of award.
- The best value bid must state the evaluation factors to be used in determination of award and the numerical weighting for each factor. Price must be a factor in determination of award and cannot be weighted at less than sixty percent (60%). Best value bid evaluation factors may include, but are not limited to, any of the following:
  (a) operational costs the College would incur if the bid is accepted;
(b) quality of the product or service or its technical competency;
(c) reliability of delivery and implementation schedules;
(d) maximum facilitation of data exchange and systems integration;
(e) warranties, guarantees, and return policy;
(f) vendor financial stability;
(g) consistency of the proposed solution with the College's planning documents and announced strategic program direction;
(h) quality and effectiveness of business solution and approach;
(i) industry and program experience;
(j) prior record of vendor performance;
(k) vendor expertise with engagement of similar scope and complexity;
(l) extent and quality of the proposed participation and acceptance by all user groups;
(m) proven development methodologies and tools; and
(n) innovative use of current technologies and quality results.

- After opening, the Purchasing Office may ask a responsive bidder to clarify an ambiguity in its bid; however, no material modification of the bid is allowed.
- Bids shall be evaluated by using only the criteria and weightings stated in the invitation for best value bids. All evaluation factors, other than price, will be considered independent of and prior to determining the effect of price on the score for each participating bidder. Once the evaluation is complete, all responsive bidders must be ranked from most advantageous to least advantageous to the College, considering only the evaluation factors stated in the invitation for best value bids.
- Award must be made to the responsive and responsible bidder whose bid is determined, in writing, to be most advantageous to the College, taking into consideration all evaluation factors set forth in the best value bid. The contract file shall contain the basis on which the award is made and must be sufficient to satisfy external audit.

3.4.3.4 Sealed Request for Proposal
- When Procurement determines that the use of a standard IFB is either not practicable or not advantageous to the State, a contract may be entered into through a proposal solicitation process that makes an award to the overall best value to the College. The purpose of the RFP process is to allow factors other than price to be considered in the determination of award for specific supplies, services, or information technology based on pre-determined criteria identified by the College.
- The evaluation criteria will be established and presented in the RFP document in descending order of importance. Price is an evaluation factor, but its level of importance can be set at any amount in the overall evaluation that is deemed to be in the best interest of the College. Unlike a Best Value IFB, there is no minimum evaluation percentage that must be assigned to price.
- Specifications will be provided by the end using department, a solicitation document created by the Purchasing Office and public notice of the solicitation will be posted to SCBO in the same manner as provided with a standard IFB.
• Unlike a bid process, the only information made public at the time of the proposal opening is the number of offers received. A tabulation of proposals must be prepared, but will only be open for public inspection after contract award.

• Request for Qualifications.
  (a) Before soliciting proposals, the procurement officer may issue a request for qualifications from prospective offerors. The request must contain at a minimum a description of the scope of the work to be solicited by the request for proposals and must state the deadline for submission of information and how prospective offerors may apply for consideration. The request must require information only on their qualifications, experience, and ability to perform the requirements of the contract.
  (b) After receipt of the responses to the request for qualifications from prospective offerors, rank of the prospective offerors must be determined in writing from most qualified to least qualified on the basis of the information provided. Proposals then must be solicited from at least the top two prospective offerors by means of a request for proposals.

• The request for proposals must state the relative importance of the factors to be considered in evaluating proposals along with a numerical weighting for each factor. Price is an evaluation factor, but may be rated as high or low as deemed necessary to achieve best value.

• As provided in the request for proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors must be accorded fair and equal treatment with respect to any opportunity for discussions. In conducting discussions, there must be no disclosure of confidential information derived from proposals submitted by competing offerors.

• Selection and Ranking. Proposals must be evaluated using only the criteria stated in the request for proposals and there must be adherence to weightings that have been assigned previously. Once evaluation is complete, all responsive offerors must be ranked from most advantageous to least advantageous to the College, considering only the evaluation factors stated in the request for proposals.

• After proposals have been ranked, the procurement officer, in his sole discretion, may proceed with negotiations in any of the manners indicated below, except that in no case may confidential information derived from proposals and negotiations submitted by competing offerors be disclosed:
  (a) negotiate with the highest ranking offeror on price, on matters affecting the scope of the contract, so long as the changes are within the general scope of the request for proposals, or on both. If a satisfactory contract cannot be negotiated with the highest ranking offeror, negotiations may be conducted, in the sole discretion of the procurement officer, with the second, and then the third, and so on, ranked offerors to the level of ranking determined by the procurement officer in his sole discretion;
  (b) during the negotiation process as outlined in item (a) above, if the procurement officer is unsuccessful in his first round of negotiations, he may reopen negotiations with any offeror with whom he previously negotiated; or
(c) before or after negotiations, the procurement officer may make changes to the request for proposals within the general scope of the request for proposals and may provide all responsive offerors an opportunity to submit their best and final offers, which must be reevaluated and ranked.

- Award must be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the College, taking into consideration the evaluation factors set forth in the request for proposals, unless the procurement officer determines to utilize one of the negotiation options. The award of the contract must be made on the basis of evaluation factors that must be stated in the RFP. The contract file must contain the basis on which the award is made and must be sufficient to satisfy external audit.

3.4.3.5 Cancellation of Solicitations
Prior to award, any solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or part as may be specified in the solicitation, when it is in the best interest of the State. The reasons for rejection, supported with documentation sufficient to satisfy external audit, will be made a part of the contract file.

3.4.3.6 Competitive Negotiations
- Competitive negotiations may only be conducted by the State’s Materials Management Office, a department of the SFAA in Columbia.
- Competitive negotiations are most appropriate for complex, major acquisitions. If the Purchasing Office determines that the use of competitive negotiations is appropriate and in the Citadel's interest, we will coordinate with Columbia to provide all necessary information so that a contract may be entered into by competitive negotiations. This process may not be used to acquire only commercially available off-the-shelf products.
- Specifications/scope of work will be provided by the end using department, sent to the Purchasing Office, and then coordinated with the State to have a solicitation document created. Columbia will then manage the entire RFP and negotiation process.
- Once negotiations are complete, the award must be based on a comparative assessment of final proposals from offerors within the competitive range against all source selection criteria in the solicitation. Award must be made to the responsible offeror whose final proposal meets the announced requirements in all material respects and is determined in writing to provide the best value to The Citadel as determined by the State, taking into consideration the evaluation factors set forth in the request for proposals and, if price is an evaluation factor, any tradeoffs among price and non-price factors. As provided by regulation, the contract file must document the basis on which the award is made, and the documentation must explain and justify the rationale for any business judgments and tradeoffs made or relied on in the award determination, including benefits associated with additional costs.
3.4.3.7 Negotiations After Unsuccessful Bidding

- When bids received pursuant to an invitation for Bids under Section 11-35-1520 of the Procurement Code are considered unreasonable by Procurement, or are not independently reached in open competition, or the low bid exceeds available funds, and it is determined by Procurement that time or other circumstances will not permit the delay required to resolicit competitive sealed bids, a contract may be negotiated pursuant to this section, provided that:
  (a) each responsible bidder who submitted a bid under the original solicitation is notified of the determination and is given reasonable opportunity to negotiate;
  (b) the negotiated price is lower than the lowest rejected bid by any responsible and responsive bidder under the original solicitation;
  (c) the negotiated price is the lowest negotiated price offered by any responsible and responsive offeror.

3.5 Sole Source Purchases

There are items and services that may legitimately have only one source of supply and require a purchase order sent to that specific vendor. Any time it is requested that competition requirements be waived, a Sole Source Justification form, available from the ‘Forms’ section of the Procurement Services website, must be completed and provided to the Purchasing Office when the request is submitted. This justification must clearly state how this item or service is unique, why it is only available from a single vendor, and why that specific item or service is needed at The Citadel. The form contains guidance to aid the user with completion, and assistance with these justifications can always be provided by Purchasing Office staff. Each submitted form will be reviewed and a decision will be rendered by the Purchasing Office as to whether the State’s competition requirements can be waived to make the purchase. Even if the request is approved, the State requires Sole Source requests that exceed $50,000 be advertised on SCBO for at least five (5) business days and those that exceed $250,000 for ten (10) business days; purchase orders will not be issued until the advertisement period concludes.

3.6 Emergency Purchases

Emergencies are defined as situations which endanger life, property, or the continuation of vital programs. True emergency situations may require the immediate purchase of equipment, materials, or services and the College is authorized to make such purchases up to its delegation of $500,000. Departments must clearly explain the emergency circumstance, how the campus could be negatively impacted through non-action, and why the chosen supplier is the only/best fit to resolve the emergency. The Emergency Purchase Justification form is available in the ‘Forms’ section of the Procurement Services website and Purchasing Office staff can assist departments with completion as may be necessary. Similar to Sole Source requests, all forms will be reviewed and a decision rendered by the Purchasing Office as to whether a true emergency exists and if the State’s competition rules can be waived. Approved emergency purchases that exceed $50,000 are required to be advertised on SCBO as soon as practicable after the emergency action, but this requirement will not delay the issuance of a purchase order.
3.7 Exemptions from the Procurement Code
Certain purchases of goods and services are exempt from the rules of the South Carolina Procurement Code, and requests up to The Citadel’s delegation that fall into this category will be processed without the need for further documentation or competition. The exemptions are limited and very specific in nature, so please contact the Purchasing Office for guidance as to whether a request may fall into one of the exemption categories.

Examples include, but are not limited to:
- Advertisements in professional publications, TV, radio, or newspaper
- Published books and periodicals
- Copyrighted educational materials
- Postage
- Professional dues and fees
- Utilities

3.8 Resident Vendor Preference
The South Carolina General Assembly enacted legislation to provide a preference to resident bidders when determining the low bidder in a solicitation process. Vendors responding to an RFQ or an IFB must request the preference when they submit their quote or bid and clearly identify the preference(s) being requested. The preference, when applied, will reduce the vendor’s bid amount for the purposes of evaluation only; if the vendor becomes the low bidder by virtue of the preference, they will receive the award at their actual, full bid amount.

Available Preferences
Preferences available on commodity contracts:
- United States End Product, 2%
- South Carolina End Product, 7%
- Resident Vendor, 7%

Preferences available on service contracts:
- Resident Contractor, 7%
- Resident Sub-Contractor, 2%

Applicability
The available preferences are applied with the limitations as described below:
- Procurements where preferences are NOT applied
  - Those that do not exceed $10,000 in total cost
  - Motor vehicles
  - Construction and construction related goods and services
  - RFP processes
- Limitations
  - Commodity preferences do not apply to items with a unit price exceeding $50,000 or to total awards exceeding $500,000
Service preferences do not apply to a single line item of work that exceeds $50,000 or if the total for all work exceeds $500,000. While preferences can be added together, the total preference cannot exceed 10%.

Preferences are applied by line item in the RFQ or IFB; if the solicitation is not broken into individual line items, the preferences would apply as though the entire solicitation was a single item. If a preference award is made, the contractor is NOT allowed to substitute a commodity or sub-contractor if the said commodity or sub-contractor is the basis of the preference award.

**Definitions**
For purposes of determining vendor preferences:
- "End product" means the tangible product described in the solicitation including all component parts and in final form and ready for the state's intended use.
- "Grown" means to produce, cultivate, raise, or harvest timber, agricultural produce, or livestock on the land, or to cultivate, raise, catch, or harvest products or food from the water which results in an end product that is locally derived from the product cultivated, raised, caught, or harvested.
- "Labor cost" means salary and fringe benefits.
- "Made" means to assemble, fabricate, or process component parts into an end product, the value of which, assembly, fabrication, or processing is a substantial portion of the price of the end product.
- "Manufactured" means to make or process raw materials into an end product.
- "Office" means a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty-five hours a week each.
- "Services" means services as defined by Procurement Code Section 11-35-310(29) and also includes services as defined in Section 11-35-310(1)(d).
- "South Carolina end product" means an end product made, manufactured, or grown in South Carolina.
- "United States end product" means an end product made, manufactured, or grown in the United States of America.

### 4. ADMINISTRATIVE PROCESSES

#### 4.1 Bonding
There are three main types of bonding or surety that are regularly encountered as it relates to procurement processes; bid bonds, payment bonds, and performance bonds.
- **Bid Bond:** This type of bonding is a guarantee to the College that a bidder has the means to complete a project and will actually begin the work after award of the contract. The intent of this type of bond is to avoid frivolous bids from contractors who do not have the means of performing the work.
• Performance Bond: This bond protects the College by providing a guarantee that the awarded contractor completes all aspects of the project in an acceptable manner. If there are uncured issues with the contractor’s performance, the bond payment exists to make the College whole and provide funding to source a new contractor to complete unfinished portions of the project.
• Payment Bond: This bond is a guarantee that the prime contractor will pay all of its sub-contractors and suppliers for products and services used to complete the project. While this bonding does not provide any financial benefit to the College, it will guarantee that a completed project is delivered by the contractor free of any liens or obligations to other parties.

Bonds are generally not required for commodity and service solicitations; they are reserved for construction projects and other complex projects with a significant degree of risk involved. The State of South Carolina requires a bid bond for all construction projects that exceed $100,000 in an amount equal to at least five percent (5%) of the total bid. Additionally, both performance and payment bonds are required for all construction projects that exceed $50,000 in an amount equal to the total project cost.

4.2 Drug-Free Workplace Certification
No state agency, which includes The Citadel, may enter into a contract with a value of $50,000 or more unless contractor certifies that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract. This is commonly called the Drug-Free Workplace Certification and applies to all procurement contracts that exceed the stated value of the legislation. In an effort to ensure compliance, The Citadel requires all contractors supply this certification when they are created as an active vendor in the Banner system. The form requiring completion is available in the ‘Forms’ section of the Procurement website.

4.3 Green Purchasing
South Carolina introduced its environmentally preferred purchasing policy in 2009 to provide guidance to all state agencies regarding sustainable procurement methods. The Citadel, as an agency of South Carolina, will abide by all of the state’s green procurement practices to the greatest extent possible.

The College will strive to:
• Reduce waste and purchase fewer products when practicable
• Consider the environmental impact when making procurement decisions
• Purchase products that contain recycled content, prevent pollution, and reduce toxins or negative impacts on the environment
• Purchase products from South Carolina business when possible to minimize transportation costs and emissions, provided quality and performance are not compromised
4.4 Minority Business Enterprise Program
The South Carolina Consolidated Procurement Code requires that all State agencies create a Minority Business Enterprise (MBE) utilization plan to increase purchases made from these firms. The Citadel has an annual goal of directing at least ten percent (10%) of “controllable dollars” to purchases from MBE firms. Controllable dollars are purchases that do not have a directed source of supply and fall into the broad category of those that are considered to be fair and reasonable; generally, they are single purchases under $10,000. The Procurement Code, section 11-35-5240 (1) (f), allows large project requirements to be divided into smaller tasks solely for the purpose of increasing MBE participation. This is the only circumstance where the Code permits large projects to be split into smaller units and it cannot be done for any purpose other than to increase MBE participation.

Procurements that have a directed source of supply with a particular vendor do NOT fall into the controllable dollars category since the source is determined by other criteria, and include purchases from:
- South Carolina state contracts
- Competitive solicitation awards
- Three-quote process awards
- Appropriately justified Sole Sources
- Appropriately justified Emergency circumstances
- Categories specifically exempted by statute from the Procurement Code

The Citadel makes use of the guidance provided by the state’s Division of Small and Minority Business Contracting and Certification (SMBCC) to increase purchases made from MBE firms. SMBCC maintains a listing of firms who are certified by the state of South Carolina as MBE and only purchases made from firms who have this certification are allowed to be counted toward the annual 10% controlled spend goal.

Procurement Services works with the campus’ Chief Diversity Officer to deliver training to MBE firms about how to better do business with the College and how to become certified by the State.

4.5 Protests
All protests are addressed and processed by the MMO in Columbia; protests are NOT allowed for any awards that total $50,000 or less.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a solicitation shall notify the MMO in writing of its intent to protest within seven (7) business days of the date that the notification of the statement of award or the intent to award is posted to SCBO. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract and has timely notified the MMO of its intent to protest, may protest within fifteen (15) calendar days of the date that the notification of the statement of award or intent to award is posted to SCBO.
Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a Sole Source or Emergency procurement contract shall notify the MMO in writing of its intent to protest within five (5) business days of the date that the notification of the statement of award or the intent to award is posted to SCBO. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a Sole Source or Emergency purchase contract and has timely notified the MMO of its intent to protest, may protest within fifteen (15) calendar days of the date that the notification of the statement of award or intent to award is posted to SCBO.

Work may begin on all contracts up to $100,000 prior to the expiration of the protest period; work may NOT begin until after the close of the protest period for all contracts that exceed $100,000. If a formal protest is received, all contract work must cease, or not begin, until after the protest has been officially settled.

4.6 Records Retention
All procurement records at The Citadel are retained and disposed of in accordance with records retention guidelines and schedules approved by the South Carolina Department of Archives and History after consultation with the Attorney General. Procurement related records are retained for a period of five (5) years after the conclusion of the contract period, and then destroyed.

4.7 Reporting Requirements
At the end of each quarter, Procurement Services must report to SFAA all purchases made on the basis of Sole Source or Emergency, any unauthorized purchases, and the total amount of purchases made through South Carolina certified MBE firms. These reports are due by the end of the month following the end of each preceding quarter and must contain sufficient detail to provide clear evidence in support of the procurement action taken. As it relates to the reporting of MBE spend, only spend with firms certified by the State may be counted in the report.

4.8 Trade-In of Materials
Some used equipment has value when used as a trade-in on the purchase of new equipment. When a campus department wishes to trade-in used equipment, the information must be sent to the Purchasing Office for review. Trade-in requests must include a description of the item; current condition; asset tag number (if applicable); date of acquisition; purchase price; vendor offering the trade-in; full price of the replacement item; trade-in allowance for the used item; and the reason the trade-in is more advantageous than sending the item to Surplus Property.

If the original purchase price of the equipment does not exceed $5,000, the Director of Procurement will make the determination as to whether or not the trade-in represents a good value to the College. If Procurement deems the trade-in to be in the best interest of the College, the request will be approved. If the original purchase price of the equipment exceeds $5,000, the Purchasing Office will request approval from the State Surplus Property Office. If the request is approved by State Surplus Property, the
College may offer the existing equipment as a trade-in under the purchase agreement. Any trade-in requests that are denied will require that the item be transferred to Surplus Property and sold at auction in accordance with the State’s rules on property disposition.

4.9 Unauthorized Purchases
All purchases made by The Citadel must be done in accordance with the Procurement Code established by the State’s General Assembly. If a purchase up to $100,000 is made that falls outside of the regulations established by the Code, or is otherwise determined to be illegal, the specific procurement will be investigated by Procurement Services; those that exceed $100,000 will be sent to the State’s Materials Management Office for investigation. Once the full review is complete, a decision will be made as to whether the procurement is in the best interest of the State and if so, it may be ratified and allowed to stand. If not, the resulting contract will be declared null and void and settled accordingly with the supplier. Any unauthorized purchases must be reported to the State quarterly.

4.10 Vendor Creation in the Banner System
Vendors must be active in the ERP system, Banner Finance, used at The Citadel before a requisition can be entered or a purchase order issued. A completed copy of The Citadel’s Vendor Information Form (VIF), a substitute for the W-9, along with a signed version of the Drug-Free Workplace Certification from the vendor must be provided to Procurement Services so that the new vendor can be added to Banner. The Drug-Free Workplace Certification is only required for companies and is NOT required for individuals. Each request will be vetted to ensure documentation is complete, the vendor is not barred from doing business with the State, and that there are no other issues with making purchases from them. It is preferred that vendors submit the VIF as opposed to their W-9 because the VIF also collects a contact name, telephone number, email address, MBE status, and veteran status.

5. SPECIFIC PROCUREMENTS

5.1 Art Procurement
When a department would like to make a purchase of artwork, they should reach out to Procurement Services for guidance on the state’s requirements. Artwork is exempt from the SC Procurement Code processes, but a letter must be sent to the SC Arts Commission that details the need for the artwork as well as the anticipated benefit to the state. The Commission will review the request, and if approved, the purchase may proceed.

5.2 Auction Procurements
The Citadel is allowed to participate in a public auction for the purchase of goods providing the following steps have been followed:
- Survey the needed items being offered to ascertain their condition and usefulness
- Determine a fair market value for new like items through informal quotes
- Determine the fair market value from similar items considering age and useful life
• Estimate the repair cost and delivery cost, if any, of the desired items

Using this information, The Citadel will determine the maximum price that it can pay for each item desired; at the auction or sale the maximum price shall not be exceeded.

5.3 **Bookstore Purchases**
Follett holds the contract with The Citadel to operate the campus bookstore. The Campus bookstore shall be the first point of contact for all textbook and other book requests, but if they are unable to order the particular book required, off-campus sources may be explored. Follett also is the source of Citadel branded materials that include, but are not limited to, caps, t-shirts, polo shirts, and various promotional items. The Office of Communications and Marketing has established a policy that the bookstore has the right of first refusal for the sale of branded items, whether they are created for use at the College or will be given away as promotional materials.

5.4 **Building or Office Maintenance and Repairs**
All building and grounds repair requests, including major renovations, are submitted online through Facilities & Engineering’s WEBTMA system. Detailed instructions are available at the Facilities & Engineering website.

5.5 **Central Supply Purchases**
Central Supply is the source for daily use paper products such as toilet tissue and rolls of hand towels. Contact them directly to order these products and to provide your index for billing purposes.

5.6 **Conference Facilities**
The choice of locations to hold conferences has been exempted from the requirements of the Procurement Code, provided the following State mandated guidelines are adhered to when departments at The Citadel select sites for conferences.
- South Carolina State Park facilities should be considered whenever possible and practical
- If possible, sites selected should be different from those previously utilized
- A minimum of two hotels must be contacted when the conference is held in the greater Charleston area. A minimum of two hotels in at least two different cities must be contacted for all out of town conferences.
- A written justification that explains the rationale for the site ultimately selected must be provided to Procurement Services to maintain with the conference site procurement file.

5.7 **Construction Projects**
Small construction projects that do not exceed $100,000 are processed in a similar manner to purchases of goods and services up to this dollar amount. Procurement Services works in coordination with the Facilities and Engineering (F&E) department to ensure all competition requirements of the State are met prior to award of any construction contract. Contractors are required to provide proof of insurance coverage.
for all projects before being allowed to come onto campus and perform work; performance bonds are also required for all projects that exceed $50,000.

Large construction projects that exceed $100,000 require formal bidding done in conjunction with the SC Office of the State Engineer (OSE). F&E coordinates all of these large projects with the State and Procurement Services is not directly involved in the solicitation or award process.

5.7.1 Task Order Contracting (TOC)
The Facilities & Engineering (F&E) department, in coordination with the Office of the State Engineer, has established Task Order Contracts at The Citadel through the state mandated competitive process. The contractors who hold these contracts may be used for construction projects that range between $90,000 - $350,000. Contracts exist for multiple construction categories and all work will be coordinated by F&E. Detailed information regarding use and limitations of TOCs is contained in the SC Procurement Code, Section 11-35-3320.

5.7.2 Indefinite Quantity (IDQ) Contracts
Similar to TOCs, Indefinite Quantity Contracts have been established, in accordance with state competition requirements, for architectural and engineering services. IDQs are employed by F&E and used when various professional services are required to coordinate with a construction project. Detailed information regarding use and limitations of IDQs is contained in the SC Procurement Code, Section 11-35-3305.

5.8 Consultants
When a department would like to secure a consultant to assist on a particular project, the purchase will be addressed in the same manner as any other request for a service provider. A well-written Sole Source justification that clearly and factually supports the specific reasons why a particular consultant is the sole source may be considered, but an RFP process is the best method to follow. The department will provide the current circumstance, detail the desired end result, list the information offerors must submit, and tell all potential offerors how proposals will be evaluated. After all proposals received are reviewed and evaluated, a contract award will be made to the highest evaluated offeror.

5.9 Contracting for Services
The College enters into various Contracts so that services can be provided in an efficient and cost-effective manner. A contract shall be created any time a Company or an Individual provides a service to the College so that the deliverables and scope of work are clearly defined. The terms and conditions (T&Cs) governing the contract should also be identified for the protection of both the College and the Contractor.

If the contract document is provided by the vendor it should be routed to the Purchasing Office so that the T&Cs can be reviewed to ensure compliance with South Carolina law prior to being signed by the College. The Purchasing Office has a contract template available for use by campus departments when there is need to create a document internally.
There are guidelines that designate those people on campus who have contract signature authority and the types of contracts they can sign. Please reach out to procurement@citadel.edu or refer to The Citadel’s Contracting Authority policy available on the Procurement Services website for complete details and to access the Signature Authority chart.

All contracts are subject to the State’s Procurement Code and these agreements are addressed in the same manner as standard commodity or service purchases. This means that all competition thresholds and Sole Source or Emergency justification requirements still apply.

5.10 Contracts Between State Agencies
Procurements from other South Carolina state agencies that exceed $10,000 must be made in accordance with the State’s established competitive processes, or with prior written approval from the State’s Chief Procurement Officer. Procurement Services at The Citadel will seek approval from SFAA prior to entering into a purchase agreement with another state agency and if that is denied, a competitive solicitation will be issued. Purchases that do not exceed $10,000 are not subject to prior approval or the competitive process.

5.11 Equipment Lease/Rental Agreements
Lease agreements are entered into for a defined time period, for example, one to three years, and generally cannot be cancelled during the term of the lease. If the equipment will be needed on a continuous basis, it is usually more economical to purchase the equipment outright if the funds are available. Leasing is a financing mechanism, not a funding source. The absence of current funding does not constitute a good reason to choose a lease over a purchase option. The primary reason to lease rather than buy an item is that the needed item is so expensive that its direct purchase is not possible and other financing mechanisms are unavailable or more expensive than leasing.

Rental agreements are similar to lease agreements, but differ in that they can generally be terminated by the renter at any point by providing proper notice, typically thirty (30) days. The cost of some equipment is so great that it may be more economical to rent on a continuing, but indefinite basis.

Leases and rentals are subject to the State’s competition requirements if the total cost exceeds established thresholds and are also required to be processed by the State’s Materials Management Office, regardless of the dollar amount involved. All proposed leases and rentals must make use of the State’s Standard Equipment Agreement unless the total cost does not exceed $15,000, or the term does not exceed ninety (90) days in duration. Procurement Services will assist departments who have a need to enter a lease or rental agreement and be the single point of contact with the MMO.
5.12 Food Service
All contracts for food service must be solicited by the State’s Materials Management Office through an RFP process. The Citadel will have a representative on the evaluation committee, but per SC law, is not permitted to conduct the RFP process independently.

Purchases of food or beverages for events that will take place on The Citadel campus must be ordered through the current contract holder, Sodexo. Contact Sodexo’s catering arm, Flavours of Charleston, to obtain a quote for the required services at 843-953-6951 or their online CaterTrax web portal, https://thecitadel.catertrax.com/ Any exceptions to the use of Sodexo for campus catering must be approved by Auxiliary Services.

5.13 Furniture Purchases
South Carolina has established state contracts with multiple manufacturers and distributors that should be able to meet most office and classroom needs of the College. Detailed information regarding the manufacturers available and the dealers authorized to sell these items to The Citadel is available by reaching out to Procurement Services.

5.14 Honoraria
An honorarium is a payment to an individual generally given as a gift of gratitude for a speaking engagement, presentation, or participation in a campus event. Contracts are not required for honoraria, but the department should memorialize the gift in the form of an official letter to the recipient. Engagements where the individual will be performing a service for the College with expected deliverables are not honoraria and should follow the Independent Contractor process.

5.15 Hotels
Multiple Charleston area hotels offer discounted rates to guests and also provide a rebate to The Citadel when the traveler identifies himself as traveling to The Citadel. Additionally, departments on campus also receive the discounted rates when booking rooms for business travel needs at these hotels, such as reserving rooms for candidates who are interviewing for open positions. The closest participating hotel is the Marriott on Lockwood Drive, and a direct billing relationship for the campus is already in place with this particular hotel. A listing of all hotels participating in this program can be found at the following link: https://campustravel.com/university/the-citadel/

5.16 Independent Contractors
Individuals who will provide a service to the College are subject to the procurement rules of the state and must have their contract memorialized in writing prior to engagement. Once the competition requirements of the state have been satisfied, a contract will be created using the template available on the Procurement website; if the individual provides their own contract document, it will be reviewed and edited as necessary to be in compliance with SC law.
5.17 Personal Purchases
All goods and services procured at The Citadel are for official use in furthering the mission of the College, and may not be used for personal benefit. All purchases become property of the state of South Carolina and are only to be used for official business through the end of their useful life and then disposed in accordance with official State Surplus Property procedures. Similarly, personal purchases may not be made utilizing contracts and other methods put in place for making State purchases.

5.18 Printing & Copying Services
The Citadel has partnered with MUSC University Press for printing and copying needs such as business cards, posters, brochures, pamphlets, and other large print projects. Please reach out directly to MUSC with your printing and copying needs: universitypress@musc.com or 843-792-2591. MUSC University Press orders will be delivered directly to College departments at no additional charge.

5.19 Promotional and Branded Items
Promotional items include any merchandise that contains a Citadel Brand Asset and is used to promote the College, whether the items are produced for sale or give-away. Items that fall into this category include, but are by no means not limited to, t-shirts, polo shirts, pens, coffee mugs, glassware, decals, etc. The Office of Communications and Marketing (OCM) has an established Brand Assets Policy that governs the use of all logos and marks of The Citadel. Part of this policy is a directive that all branded consumer items must be purchased through the campus bookstore operator, either in store or via their online web store. The bookstore operator’s contract provides that they will be the source for branded items offered for sale, both to external customers and to internal campus departments. If a requested item is not available through their standard catalog offering, the bookstore operator shall have the right of first refusal to attempt to fill the order.

5.20 Purchasing Card Purchases
The Citadel has an established purchasing card (p-card) program that allows departmental users to obtain a College credit card that can be used to make purchases outside of the normal Banner purchase order process, provided they are in compliance with the State’s P-card Policy. The p-card can be used when a vendor will not accept a purchase order and/or requires payment prior to shipping the desired products; services are not to be purchased on a p-card due to additional contract requirements generally associated with services. The p-card can also be used to make emergency or after-hours purchases up to the State’s transaction limit of $2,500.00 when it is not possible to obtain a purchase order through the Banner system. The p-card is the preferred purchasing method for subscriptions, advertisements, and airline tickets for business travel requirements.

The use of an individual’s personal credit card is NOT an approved method for making College purchases and is to be avoided.
5.21 Office Supply Purchases
Office supplies are available through a South Carolina state contract and the current provider is Staples Business Advantage. Orders can be placed by accessing the vendor’s website, https://www.staplesadvantage.com/idm and using a departmental p-card to process the order. If you do not yet have a user ID with Staples, contact Procurement Services to have an account created.

5.22 Real Property Lease/Rental Agreements
The Office of General Services is the sole governmental body in South Carolina with the authority to enter into lease/rental agreements for real property. This office will review all documentation that justifies entering into the lease agreement and conduct all associated solicitation or negotiation processes as required. All requests for the lease of real property must be directed to Procurement Services who will then coordinate with the State’s Office of General Services.

5.23 Used Equipment
In most cases, the College enters into agreements for the purchase of new equipment; however, there are instances where the purchase of used or refurbished equipment represents a good value to the College and would make the most responsible financial sense to pursue. Purchases of used items are allowed and will be reviewed on a case-by-case basis to ensure all State procurement rules are followed when making the purchase.

The purchase of used equipment presents variables that should be considered before acquiring the equipment, so the requesting department should first identify the minimum specifications required and then verify that the particular used equipment is acceptable. Best efforts should be applied to determine that the purchase of the equipment would be in the best interest of the College. The State’s Procurement Code applies to the purchase of used equipment, so all competition threshold and/or justification procedures must be followed.

5.24 Vehicle Rentals
A South Carolina state contract exists for rental vehicles needed for official state business. Departments who need to reserve a rental vehicle can either call or visit the vendors’ websites to make a booking by providing the SC Contract number, 4400025119 for Enterprise and 440025041 for Hertz. The p-card can be used for reservation purposes, but be aware when making the reservation that the credit card used at the time the reservation is processed will need to be physically present with the user of the rental vehicle. If the p-card holder making the reservation is NOT the person using the vehicle, the user will need to present their personal credit card at the pick-up location and submit a reimbursement request after the rental is completed. Requests to establish direct billing accounts with a vendor are subject to approval by the Vice President for Finance & Business and will be carefully considered on a case-by-case basis.

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