



NECC PROCUREMENT POLICY

INTRODUCTION:

To ensure that the acquisition of supplies and services are consistent with college requirements and are obtained at competitive prices, and in compliance with all applicable Commonwealth of Massachusetts laws, regulations, policies and procedures regardless of the funding source.

POLICY:

- To obtain sufficient information about the supplies and services to be purchased in order to identify qualified vendors.
- To make reasonable efforts to solicit competitive quotations from vendors as appropriate within the market for particular supplies and services in accordance with Commonwealth of Mass Public Procurement Guidelines surrounding M.G.L. c.149, M.G.L. c.30 39m, M.G.L. c. 149, 26-27 and the M.G.L. c30b model.
- To provide for terms and conditions which are consistent with good business practices.
- To make use of the Commonwealth of Mass OSD, MHEC, and other competitively procured consortiums or existing contracts and resources.
- NOTE: ALL PURCHASES MUST BE SHIPPED AN NECC BUSINESS ADDRESS. NEVER TO A PERSONAL ADDRESS.

GENERAL PURCHASES:

A purchase order is generated for most purchases of \$1,000 or more.

Exceptions:

- In most cases, IT Equipment and Software is ordered through a purchase order irrespective of the value.
- [P-card purchases](#)
- [Travel & Conferences](#)
- [Employee Reimbursement](#)–NOTE: PURCHASES MUST BE SHIPPED TO AN NECC BUSINESS ADDRESS. NEVER TO A PERSONAL ADDRESS.
- Subscriptions and Memberships NOTE: If over \$1,000 contact procurement for approval
- Food purchases – po is not required

PROCUREMENT THRESHOLDS:

[Supplies & Services \(M.G.L. c 30B\)](#)

NECC Board of Trustees (BOT) have voted to follow Massachusetts General Laws M.G.L. c 30B model, summarized below:

- 0-10K per fiscal year: Requires the use of sound business practices.
- 10K to 50K requires three (3) written quotes or utilization of approved consortium vendor. Please solicit three (3) written quotes and email them to the procurement department along with the purchase requisition.
- Over 50K requires competitive sealed bids or proposals.

[Building Construction Contracts and Public Works \(M.G.L. C149 and M.G.L C30 39M\)](#)

- 0-10K per fiscal year: Requires the use of sound business practices.
- 10K to 50K: SOW and three (3) written quotes through OSD. Prevailing Wage Law compliance. Additional requirements may be required, see procurement office for guidance.
- Over 50K requires competitive sealed bids or proposals.

CONTRACTS/AGREEMENTS/LEASES:

The procurement office should be involved in the acquisition stage of purchases requiring a contract/agreement/lease, ***not*** after a vendor has already been selected and contract terms discussed or determined. This helps to ensure that the goods and services are procured under the proper state statute and through the appropriate process (i.e. quote, IFB, state contract, etc.).

- All contracts/agreements/leases should be sent to the procurement office for review of the terms and conditions. The procurement office will forward to the COO/CFO for signature as required.
- No contracts or procurement documents should be sent directly to the COO/CFO for signature; all should be sent to the procurement office, and they will obtain the signature(s) required.

INDEPENDENT CONTRACTORS:

Independent Service Contracts generally are generated for stipends or services \$1,000 or more per fiscal year to an individual who is not an NECC employee and not a established business who issues quotations:

- Complete the [Independent Service Contract \(ISC\) Form](#) and [Employment Status Form](#) available on the procurement webpage.
- Forward completed independent service contract, [W9](#), and [Employment Status Form](#) to procurement office for processing/approval.
- A contract purchase order (CP) is generated once the ISC is fully executed
- **Payment Process** - ISC invoices should be submitted to accountspayable@necc.mass.edu monthly and are net 30 upon receipt.

Independent Contractors being paid less than \$1000/fiscal year:

- Submit [W9](#) to procurement department.
- Procurement will set up vendor ID.
- **Payment Process** – To authorize payment, forward the invoice with the following info to accountspayable@necc.mass.edu: OK to pay, org, index, name of approver, signature of approver and date.
- Invoices should be submitted monthly and are net 30 upon receipt.

CHANGES AND EXCEPTIONS:

Purchasing patterns and situations may change over the course of the fiscal year. The Procurement and Fiscal departments will assist you in providing information on how to approach these.

PROCESS TO REQUEST A PURCHASE ORDER

STEPS TO GENERATE A PURCHASE ORDER:

1. A written quote for goods or services and a [w9](#) (if new vendor) should be obtained from the vendor prior to the purchase of these goods or services.
2. Submit [W9](#) to procurement@necc.mass.edu (new vendors only).
 - Procurement will set up vendor # and notify you of vendor # to be used when completing the purchase requisition (step 3 below).
3. A purchase requisition must be created and submitted in self-service banner for all purchases of \$1,000 or more (or if po is required by vendor).
 - The associated quotes should be emailed to procurement department at procurement@necc.mass.edu.
 - Include the corresponding requisition # in the title of the email.
 - Include vendor contact name and vendor email address where the PO should be sent.
4. The online requisition will be sent electronically through an automated approval process. The procurement department will not receive the requisition until the approvals are complete.
5. Once the requisition has been approved, a purchase order will be produced by the procurement office and emailed to the vendor. *This ensures that the funds have been encumbered for this purchase.*

STEPS AFTER GOODS OR SERVICES ARE RECEIVED:

The vendor must send an invoice by mail/email (with the corresponding PO # noted on it) directly to the accounts payable department (accountspayable@necc.mass.edu) once the goods have been-received or the service has been completed.

MULTIPLE OR REPETITIVE PURCHASES

A Blanket Purchase Order (BP) is used when it is anticipated that multiple orders will be placed to the same vendor, **over the course of the fiscal year**. Expenditures may be of the same (example: lease) or varying (office supplies, water, utilities) dollar amounts.

- The BP process is the same process as the above PO process.
- *Note: Be sure to include a note on the online req requesting a BP be created instead of a PO.*

Contacts for Assistance – Training available

NECC Procurement Department, Beth Donovan, procurement@necc.mass.edu

NECC Accounts Payable Department, Jennifer Desmond, accountspayable@necc.mass.edu