

# Procurement Policy Training

Middlesex Community College | Christina Kelley, Maureen Hudson, Karen Kurps

# Purchasing Department Staff/Key Job Functions

## Karen Kurps Buyer

- Provide support for purchase order and requisition questions and issues
- Provides support to Department buyers with questions and issues related to placing and receiving orders
- Provide assistance with Back-up docs & questions regarding credit card purchases
- Responsible for all orders in Amazon
- Create new vendors in Banner and enter Direct Deposit

## Maureen Hudson Purchasing Coordinator

- Review and signs all contracts and amendments under \$10k,
- Create and oversee all encumbrances in MMARS for grant purchase
- Research PO requests for equipment, places orders, resolves vendor issues
- Provide Banner User Training in Groups and one-on-one setting
- Review all purchase order account codes for accuracy

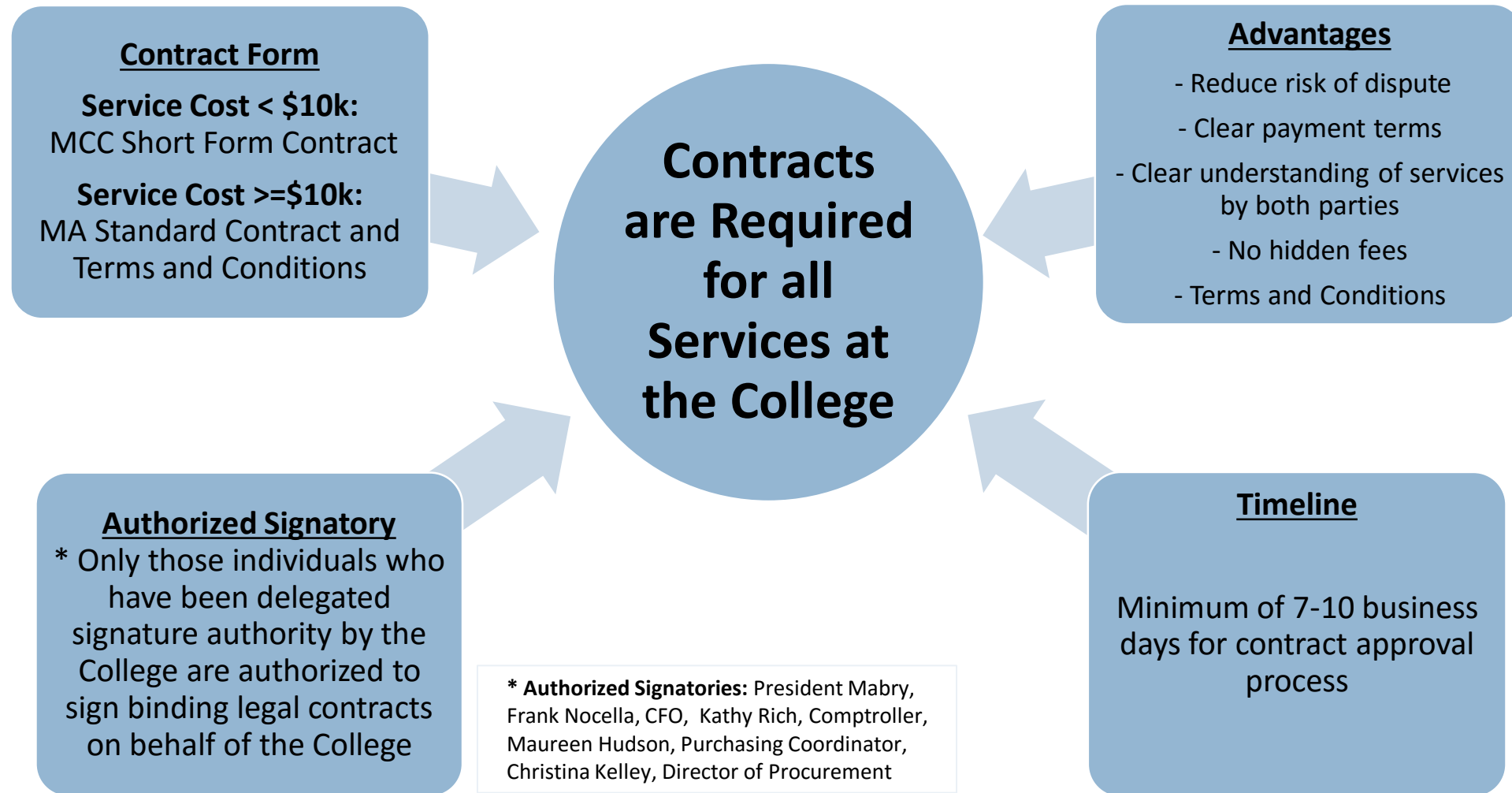
## Christina Kelley Director of Procurement

- Reviews and creates all contracts and amendments \$10k or over
- Prepare and oversee the Bid Invitations and Request for Proposals
- Responsible for coordination and purchasing of large furniture orders
- Disposal of surplus assets
- Ensures compliance with state procurement laws and implements policies and procedures
- Oversee rental and insurance agreements
- Oversees Copier Fleet

# Training Overview

- New Process for Service Contracts
- Requirements by Dollar Threshold for Procurement of Supplies and Services
- State and National Purchasing Consortia
- Purchase of Equipment/Software/Furniture
- Grant or State Funded Purchases in MMARS
- Invoice Requirements
- Disposal of Surplus Assets
- Purchasing Website Updates
- Purchasing Department Future Initiatives

# Contract Guidelines for Services



# Procurement of Supplies and Services

## Under \$10k

### Policy

Multiple quotes are recommended

### Contract - Services

MCC Short Form Contract

Exceptions:  
MHEC/State Contract

\*Annual purchases not on state or national contract must not exceed \$10k

## \$10k - \$50k

### Policy

Purchase from a Contract or Solicit written quotes (3 vendors)

### Contract - Services

MA Standard Contract/T&C

Exceptions:  
MHEC/State Contract

\*Only Requisitions should be created in Banner for purchases

## Over \$50k

### Policy

Purchase from a Contract or RFP/IFB

### Contract - Services

MA Standard Contract/T&C

\*Only Requisitions should be created in Banner for purchases

**\*\*All goods should be delivered to Lowell or Bedford Receiving to ensure items are entered as received**

# State and National Contracts (Purchasing Consortiums)



# Purchase of Equipment/Software/Furniture

## Equipment – Apple/IT/Software)

- Buyer sends an email to [ServiceDesk@middlesex.mass.edu](mailto:ServiceDesk@middlesex.mass.edu) to request quote (cc: Kevin Doherty)
- Buyer Enters Req (quote#)
- IT verifies order
- Purchasing completes Req to PO and places order

## Equipment (non-IT)/Furniture

### Under \$1,000 (3500/4000 pool)

- Buyer Creates PO and places order

### \$1,000 and over (6000 pool)

- Buyer Creates a Req for Purchasing review

# Grant or State funded purchases in MMARS

## Required Forms

### New Vendors

- Vendor Quote
- MCC Contract
  - W-9
- Terms and Conditions
- State EFT Form w/ Cancelled Check

### Active Vendors

- Vendor Quote
- MCC Contract



## Timeline

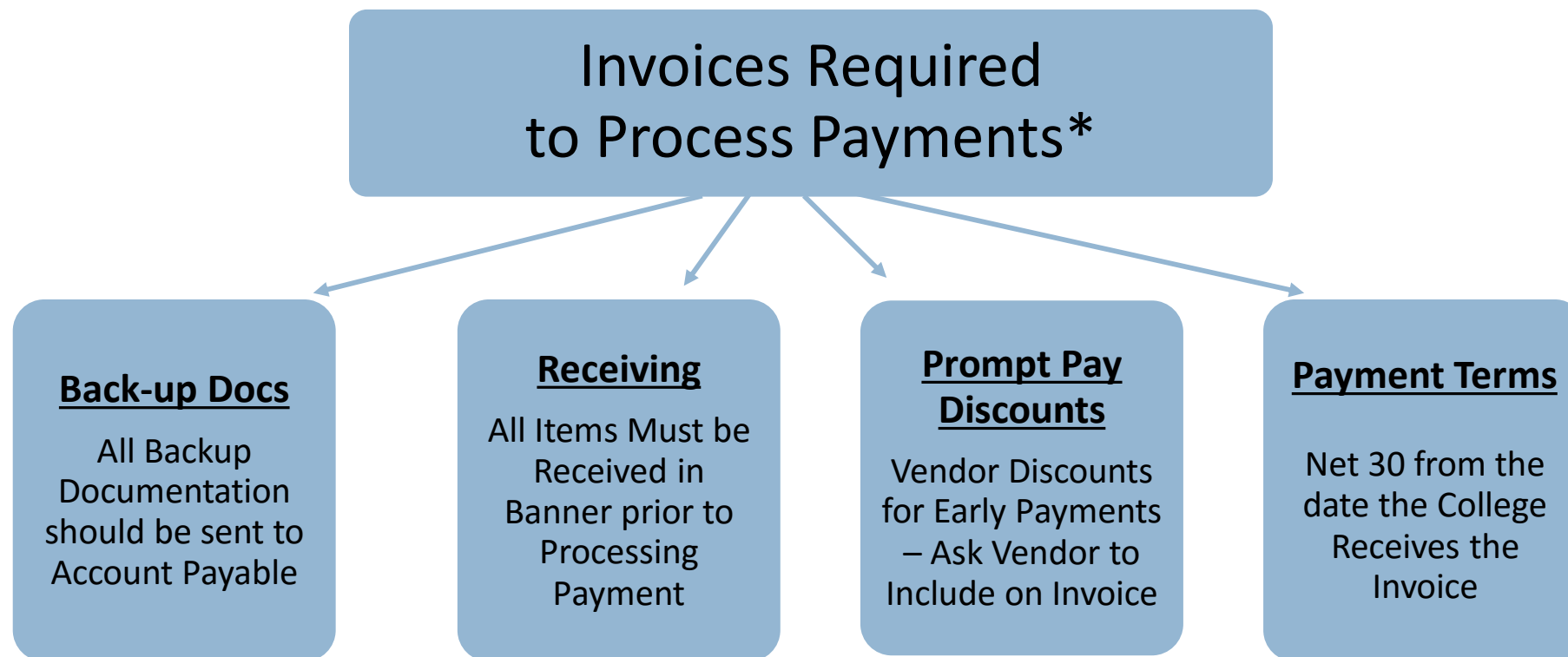
### New Vendors

3-4 weeks to complete encumbrance

### Active Vendors

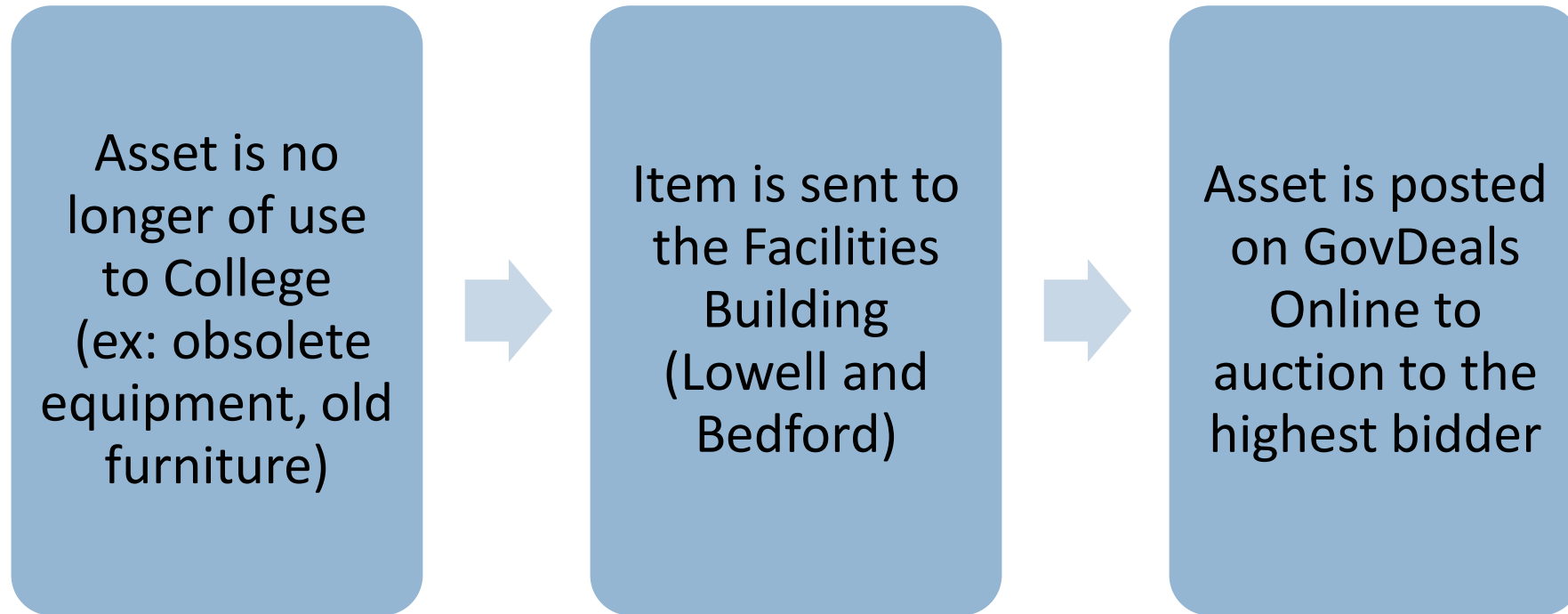
7-10 business days to complete encumbrance

# Accounts Payable - Invoice Requirements



\*Invoices are not required for student stipends

# Disposal of Surplus Assets

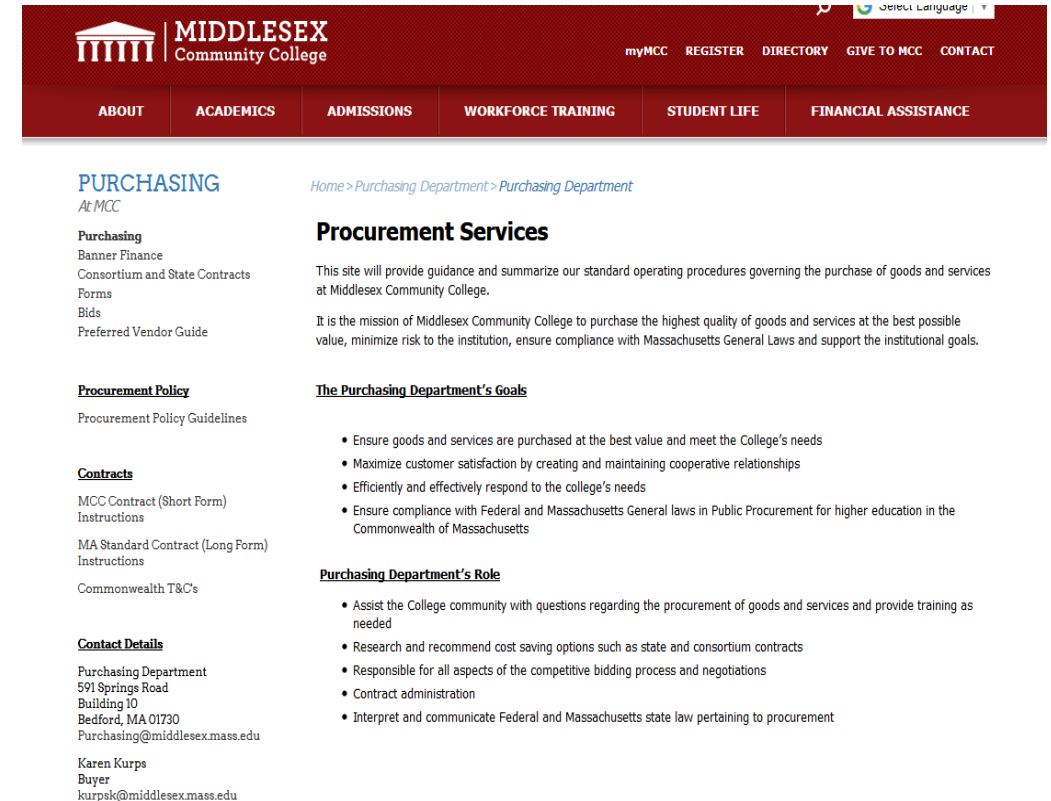


# Purchasing Website Updates

<https://www.middlesex.mass.edu/purchasing/>

## Website Updates

- Procurement Policy Guidelines – Home Page
- Contract Documents (Short Form, Long Form, Instructions)
- Banner Finance User Guide
- Consortium and State Contracts
- Purchasing Forms
- Bids (Bid Opportunities and Bids Awarded)



The screenshot displays the Middlesex Community College Purchasing website. The header features the college's logo and name, along with navigation links for myMCC, REGISTER, DIRECTORY, GIVE TO MCC, and CONTACT. A secondary navigation bar lists ABOUT, ACADEMICS, ADMISSIONS, WORKFORCE TRAINING, STUDENT LIFE, and FINANCIAL ASSISTANCE. The main content area is titled 'PURCHASING At MCC' and includes a sidebar with links to Purchasing, Banner Finance, Consortium and State Contracts, Forms, Bids, and Preferred Vendor Guide. The main text area is titled 'Procurement Services' and provides information about the college's mission and procurement goals. It also includes a section for 'The Purchasing Department's Goals' and 'Purchasing Department's Role'.

**MIDDLESEX**  
Community College

myMCC REGISTER DIRECTORY GIVE TO MCC CONTACT

ABOUT ACADEMICS ADMISSIONS WORKFORCE TRAINING STUDENT LIFE FINANCIAL ASSISTANCE

**PURCHASING**  
At MCC

**Purchasing**  
Banner Finance  
Consortium and State Contracts  
Forms  
Bids  
Preferred Vendor Guide

**Procurement Policy**  
Procurement Policy Guidelines

**Contracts**  
MCC Contract (Short Form)  
Instructions  
MA Standard Contract (Long Form)  
Instructions  
Commonwealth T&C's

**Contact Details**  
Purchasing Department  
591 Springs Road  
Building 10  
Bedford, MA 01730  
[Purchasing@middlesex.mass.edu](mailto:Purchasing@middlesex.mass.edu)  
Karen Kurps  
Buyer  
[kurpsk@middlesex.mass.edu](mailto:kurpsk@middlesex.mass.edu)

Home > Purchasing Department > Purchasing Department

**Procurement Services**

This site will provide guidance and summarize our standard operating procedures governing the purchase of goods and services at Middlesex Community College.

It is the mission of Middlesex Community College to purchase the highest quality of goods and services at the best possible value, minimize risk to the institution, ensure compliance with Massachusetts General Laws and support the institutional goals.

**The Purchasing Department's Goals**

- Ensure goods and services are purchased at the best value and meet the College's needs
- Maximize customer satisfaction by creating and maintaining cooperative relationships
- Efficiently and effectively respond to the college's needs
- Ensure compliance with Federal and Massachusetts General laws in Public Procurement for higher education in the Commonwealth of Massachusetts

**Purchasing Department's Role**

- Assist the College community with questions regarding the procurement of goods and services and provide training as needed
- Research and recommend cost saving options such as state and consortium contracts
- Responsible for all aspects of the competitive bidding process and negotiations
- Contract administration
- Interpret and communicate Federal and Massachusetts state law pertaining to procurement

# Purchasing Department Future Initiatives

- Account Codes – Definitions/Examples
- New Timeline for end of the year ordering
- New Reports
  - Monthly Receiving Confirmation Report
  - Monthly PO - No Invoice Paid Report

# Questions

