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SCEIS Access

Purpose:
To establish procedures for handling role assignments and access to specific transactions in SCEIS.

Procedures:
Offices will send an email to the Office of Internal Operations requesting access for individuals. The requirements or job duties should be described so that appropriate roles may be assigned. Also, the email must be approved by the Division Director or his/her designee as appropriate. Roles fall into several categories:

- Shopping Cart Creation
- Shopping Cart Approval
- Buyer
- Receiving Goods/Services
- Reporting
- Business Warehouse

When requesting roles for shopping cart creation, the e-mail should include the name of the individual who will be approving the shopping carts. For shopping cart approval roles, the e-mail should include the name of the individual(s) who will be creating the carts for approval. Spending/Approval limits will be set based on the current Procurement Policies for the Budget & Control Board.

When requesting roles for a Buyer, the e-mail should include the associated Purchasing Group(s). If the Purchasing Group is not known, please list the Divisions for which the individual will be issuing purchase orders.

Please note that any subsequent changes to the roles must be sent to:
Budget & Control Board
Office of Internal Operations-Finance
Attn: Director of Finance
Capitol Center Building
1201 Main Street, Suite 400
Columbia, South Carolina 29201
Authorized Signature/Approval Requirements

Purpose:
All requests for purchase (whether shopping cart or Purchase Request Form) will require the appropriate management approval. These requirements are minimum requirements and additional signature limits may be imposed at the discretion of the approving Board Office.

Procedures:

Program Managers  $0 to $4,999.99
Division/Deputy Directors  $5,000.00 to $49,999.99
Chief of Staff  $50,000.00 and above
Chief of Staff  All Sole Source Procurements
Chief of Staff  All Emergency Procurements
Chief of Staff  All Procurements for Bidding Process
Chief of Staff  Print & Broadcast Advertising
IT Planning  All IT Procurements $50,000 and above
Director, Board IT  All IT Procurements and Cell Phones
Competition Requirements

Purpose:
To establish levels of competition required by the South Carolina Procurement Code for various types and levels of procurements.

Procedures:

**Contract Purchases:** Purchases made against existing statewide or agency contracts. All competition has already been completed during the contract formation process and no additional competition is required. However, if multiple contracts have been awarded to different vendors for the same products or services, it is permissible to request quotes from these vendors in an attempt to obtain better pricing than the established contract.

State law requires state agencies, including the Budget and Control Board, to purchase goods and services from the vendors with statewide/term contracts, unless (a) another vendor is willing to offer the same goods and services at a price at least 10% lower than the term contract vendor’s price under the same terms and conditions of the statewide contract and the term contract vendor declines an opportunity to meet the lower price or (b) an exception is noted in the contract. When using the 10% rule, the Office must document a savings of at least 10% and that the contract vendor was given the opportunity to match or further reduce the price. This documentation must be attached to the Shopping Cart or the Procurement Request Form. If the transaction was completed using the P-Card, the documentation must be retained by the Office in its Purchasing Card files and a copy forwarded to Internal Operations-Procurement for MMO quarterly reporting.

**Non-Contract Purchases up to $2,500:** No competition is required if prices are considered fair and reasonable. The shopping cart and/or purchase order must indicate in the Internal Notes section “Price is fair and reasonable”. Purchases should be distributed equitably among qualified suppliers and quotes should be solicited when practical.

**Non-Contract Purchases from $2,500.01 to $10,000:** Three written or email quotations from qualified sources of supply must be solicited. These quotes must include company name, company address and name of person providing the quote. The PO must be issued to the lowest responsive/responsible vendor.

**Non-Contract Purchases from $10,000.01 to $50,000:** Written solicitation for bids is required. Only Internal Operations-Procurement may issue solicitations for procurements over $10,000. The requesting Board Office must provide all detailed information pertinent to the procurement to Internal Operations-Procurement. Each solicitation must be advertised in South Carolina Business Opportunities (SCBO) for at least 7 (seven) days.

**Non-Contract Purchases over $50,000:** Written solicitation for bids is required. The Procurement Services Division (ITMO/MMO) will issue solicitations for procurements over $50,000. The requesting Board Office must provide all detailed information pertinent to the procurement to Internal Operations-Procurement. Internal Operations-Procurement will serve as the liaison between the requesting division and ITMO/MMO. IT Planning approval is required for solicitations issued by ITMO.

**Sole Source Procurements:** Sole source procurements are purchases made from a vendor who has been determined the only source and sole provider for specific supply items, services, or construction. Circumstances which may
necessitate using a Sole Source procurement include instances where compatibility of an item is the paramount consideration or the item is one of a kind.

After it is determined that a Sole Source Procurement is necessary, a Sole Source Form is to be completed and signed by the Executive Director of the Board or his or her designee before the purchase is initiated.

Information provided on the form must include: the name of the vendor, justification for the Sole Source Procurement, the amount to be paid in the current fiscal year. If the sole source covers multiple years, the amount expected to be expended over the life of the agreement must be included. If the cost over the expected life of the agreement exceeds the authority level for the Office, the Executive Director or their designee must sign the form prior to initiating the procurement. The Office must retain a copy of the Sole Source Procurement Form and attach the original with any supporting documentation to the shopping cart or the Procurement Request Form.

For Sole Source Procurements over $50,000, a Drug Free Workplace Affidavit is required. Offices can obtain the Drug Free Workplace Affidavit from Internal Operations-Procurement. Offices have the responsibility to ensure that it is completed by the vendor and attached to the appropriate component copies of the procurement document (Code of Laws, Title 44, Chapter 107, Section 20).

Sole Source Procurements that have not been properly authorized prior to a Purchase Order being issued are considered unauthorized procurements. The Office must have the purchase ratified by the Chief of Staff of the Budget and Control Board. All unauthorized procurements are reported quarterly to the five member Budget and Control Board.

All Sole Source Procurements are reported quarterly to the Procurement Services Division and annually to the 5 member Budget & Control Board.

Emergency Procurements: Emergency Procurements occur when a situation arises which threatens the public health, welfare, or safety and the extenuating circumstances preclude the normal processes for planning, budgeting, or obtaining competitive bids for obtaining supplies, services, information technology, or construction. The lack of these items must seriously threaten the functioning of State government, the preservation or protection of property, or the health or safety of any person in order to qualify for an Emergency Procurement. Examples of Emergency Purchases are the repair of a water-damaged roof caused by a storm, repair or replacement of parts for an inoperative air conditioning unit in extremely hot and humid weather.

An Emergency Procurement Form is to be completed and signed by the Executive Director of the Budget and Control Board or his or her designee after a purchase is made. Information provided on the Emergency Purchase Form must include: the name of the vendor; description of the emergency; and amount to be paid. The Office must retain a copy of the Emergency Purchase Form and attach the original with any supporting documentation to the shopping cart or the Procurement Request Form.

For an Emergency Procurement over $50,000, a Drug Free Workplace Affidavit is required. Offices can obtain the Drug Free Workplace Affidavit from the Internal Operations-Procurement. Offices have the responsibility to ensure that it is completed by the vendor and attached to the appropriate component copies of the procurement document (Code of Laws, Title 44, Chapter 107, Section 20).

All Emergency Procurements are reported quarterly to the Procurement Services Division and annually to the 5-member Budget & Control Board.
Exemption Procurements: Purchases that have been determined to be exempt by the Budget and Control Board in accordance with the SC Consolidated Procurement Code Section 11-35-710. A current list of approved exemptions is maintained by the Materials Management Office and can be found on their website at the following link - http://procurement.sc.gov/PS/legal/PS-legal-procurement-law.phtm. When there may be sufficient competition, even though the procurement is considered exempt, competition should be obtained.

The exemption should be noted on the shopping cart or the Procurement Request Form.
Shopping Carts

Purpose:

To establish a procedure for Offices of the Budget and Control Board to create shopping carts for the purpose of requisitioning goods/services.

Procedures:

A. In order to request goods/services from an outside vendor, Shopping Cart Creators within the Board Offices must complete a shopping cart in SCEIS. The following sections of the shopping cart must be completed:
   a) Basic Data
   b) Account Assignment
   c) Documents & Attachments
   d) Ship-to Address
   e) Source of Supply
B. Scanned copies of any documentation (Quotes, Specifications, Written Justifications, etc.) must be attached to the shopping cart in the Documents & Attachments section.
C. When purchasing an Asset, the Account Assignment should be set to Asset Unknown and the Account Assignment Information entered in the Internal Notes Section of the Shopping Cart. This will workflow the shopping cart to Internal Operations-Assets in order to properly set-up the asset.
D. If the purchase is being made against an existing Statewide or Agency contract, the contract number and line item number must be included in the Source of Supply section.
E. All shopping carts will go through workflow upon ordering and receive all required approvals electronically. The shopping cart will route to the appropriate approvers based on shopping cart value and the SRM Org Structure. Approvals from the Chief of Staff may be in the form of an e-mail granting approval to process. The e-mail should be attached in the Documents & Attachments section of the shopping cart. The e-mail must contain a description of the purchase and the amount. Any missing approvals from the Chief of Staff will be obtained by Internal Operations-Procurement prior to ordering.

Central Requisition Process for Participating Board Offices

Internal Operations-Procurement has developed a centralized procurement process for small Board Offices. Participating Board Offices complete a Procurement Request Form in order for Internal Operations-Procurement to create the shopping cart in SCEIS on their behalf. The Procurement Request Form can be printed from the Internal Operations Web site located at: http://www.state.sc.us/dio/docs/Purchase%20Request.xls

A. The Procurement Liaison completes a Procurement Request Form in its entirety. This form requires the following:
   a. Requestor Information (including the Division Office Name, Contact Name, and Address).
   b. Ship to address, along with email address, phone and fax number
   c. Vendor Information
   d. Statewide or Agency contract number, if applicable
   e. Description of all goods/services to be purchased, quantity and unit cost
   f. Identify if requested item is an Emergency, Sole Source, Asset, or Exempt Purchase. Any back-up documentation/justifications required must be included with the Purchase Request Form.
Procurement Policies and Procedures

- Enter account assignment information. If multiple account assignments are used, please include either quantity or percentile distribution for each.

- Requestor signature is required based on the total value of the request. Any approvals required by the Chief of Staff may be in the form of an e-mail granting approval to process. The e-mail must include the description and amount of the purchase.

B. Please send all procurement requests to Internal Operations - Procurement. Board Offices may scan the Procurement Request Form along with any additional supporting documents and send to the email address mailto:ioprocurementrequest@io.sc.gov

C. Internal Operations - Procurement receives the Office request and reviews for errors. If the Requisition Form is incomplete or additional information is required, Internal Operations - Procurement will return the form to the Requesting Area for completion. Once the completed form is received, Internal Operations - Procurement will enter the shopping cart into SCEIS on behalf of the requesting office.

D. The shopping cart will workflow to the Internal Operations - Procurement Director for approval prior to ordering.
Procurement Policies and Procedures

Purchase Orders

Purpose:

To establish a procedure for Offices of the Budget and Control Board to issue Purchase Orders to vendors for the procurement of goods and services. All Purchase Orders will be issued in compliance with the PO Policy issued by the Comptroller General’s Office, Procurement Services Division, and SCEIS.

Definitions:

Authorized Call – Individual order placed with a vendor using a Blanket Purchase Agreement. In order to be authorized, the order must be less than $2,500 and must be made by an individual listed on the Blanket Purchase Agreement as an Authorized Caller.

Authorized Caller – Individual(s) listed on a Blanket Purchase Agreement as authorized to make purchases against that BPA on behalf of the State. Orders placed by individuals other than the Authorized Callers are not valid purchases. A Blanket Purchase Agreement may have multiple Authorized Callers and each Authorized Caller may have a different Call Amount limit.

Call Amount – Dollar Value of an individual order placed against a Blanket Purchase Agreement. Each authorized caller may have a different call amount limit for a BPA. The Call Amount may not exceed $2,500 for a Blanket Purchase Agreement.

Procedures:

Purchase Orders are issued to cover all purchases by the Board for goods and services not otherwise covered by Procurement Cards, Interdepartmental Transfers (IDT), or Direct Pay Invoices.

Purchase Orders take the following format:

A. State Standard Purchase Order – All purchase orders shall be issued as a State Standard PO unless the procurement falls under one of the formats listed below. State Standard Purchase Orders may be issued for both contract and non-contract purchases.

B. Blanket Purchase Order - Blanket Purchase Orders (BPO) are to be used when there is a need for which multiple or repeat purchases of goods or services will be made on an as needed basis. Blanket Purchase Orders may be issued against Agency or State Term Contracts for any amount. Blanket Purchase Orders may be issued for non-contract items where the total of a single purchase exceeds $2,500 but is less than $10,000; however, the Office must solicit 3 quotes and attach to the shopping cart or Procurement Request Form. The total amount of the Blanket Purchase Order for non-contract purchases may not exceed $10,000. Blanket Purchase Orders shall be issued for a specific time period. Blanket Purchase Orders shall list the current contract number and dates for which the Purchase Order will be effective. Blanket Purchase Orders may be issued for the dollar amount necessary for commitments through the end of the contract year or fiscal year (whichever comes first). Blanket Purchase Orders may be carried forward across fiscal years provided they are issued against an Agency or State Term Contract. New Blanket Purchase Orders are normally issued on a fiscal year basis for non-contract purchases.

C. Blanket Purchase Agreement - A Blanket Purchase Agreement may be used for repetitive purchases of small quantities from a single vendor for goods or services that are not on statewide term contracts or agency contracts. To the extent practicable, BPA’s should be placed concurrently with more than one supplier. Blanket Purchase Agreement
Agreements cannot exceed $10,000 in total and the maximum call amount cannot exceed $2,500. Employees designated as Authorized Callers should not agree to purchase goods or services until a price has been confirmed. When concurrent agreements for similar items are in effect, calls shall be equitably distributed by the Office. Blanket Purchase Agreements shall be established for each fiscal year and must be terminated at the end of the fiscal year or when funds expire. New Blanket Purchase Agreements will be set-up at the beginning of each fiscal year. Each Blanket Purchase Agreement must contain the following provisions:

1. The description of the agreement with goods/services to be purchased in general terms, a specified timeframe and the aggregate amount.
2. A statement that the State is obligated only to the extent of authorized calls actually placed against the blanket purchase agreement.
3. The Authorized Caller(s) - the employees authorized to place orders against the agreement and the dollar amounts approved for each Caller.
4. All shipments under the agreement shall be accompanied by delivery tickets or sales slips which shall contain the following information: name of supplier; Blanket Purchase Agreement number; date of call, call number, name of Authorized Caller itemized list of goods or services; quantity, unit price and price extension; and date of delivery.

Offices must submit invoices for the goods and services received on the Blanket Purchase Agreement at least monthly.

D. Operating Lease Purchase Order - Descriptions on a Purchase Order for rental, lease, lease purchase, or the installation of any type of equipment or software must include information that identifies the following: model, software version, series and brand name; terms of the agreement including the beginning and ending date; cost per month plus any interest; total cost including interest charged over the life of the agreement; freight or installation cost; and the complete amortization schedule for lease purchase and installment payments as a part of, or as an addendum to, the written contract from the vendor; and the invoices referencing the Purchase Order number. The Standard Equipment Agreement Form must be used and can be printed from the MMO Web site located at: [http://www.mmo.sc.gov/MMO/webfiles/MMO_main/forms_pubs/lease.doc](http://www.mmo.sc.gov/MMO/webfiles/MMO_main/forms_pubs/lease.doc). Copies of all leases must be submitted to the Office of Internal Operations.


Board Offices which have had training and have individuals certified as buyers have delegated authority to issue purchase orders for contract items in any amount and non-contract items up to $10,000. All other purchase orders must be entered by the Internal Operations - Procurement Staff.

All Purchase Orders created by Board Offices will be entered in a blocked status. The PO may not be printed or paid against while in a blocked status. Internal Operations-Procurement will review all blocked Purchase Orders daily for completeness and appropriate documentation. If there are any problems with the PO, Internal Operations-Procurement will contact the issuing Board Office. Internal Operations-Procurement will review/approve the PO and send an e-mail to the Procurement Liaison with a PDF attachment of the PO. The Procurement Liaison will contact the vendor via e-mail, fax, or mail to complete the order.

Internal Operations-Procurement will issue purchase orders on behalf of small Board Offices using the Central Requisition Process. Once the PO has been issued, Internal Operations-Procurement will notify the Procurement Liaison via email with a PDF attachment of the purchase order. The Procurement Liaison must contact the vendor via email, fax or mail to complete the order.
Purchase Order Modifications/Amendments/Cancellations

Purchase Orders may be amended or cancelled as necessary with proper documentation. An amendment is the documentation for a changed order that records the difference between the transactions amount(s) on a procurement document and the vendor’s invoice. Amendments provide the Offices and vendors some flexibility in the estimated and actual or quoted and amended cost for goods and services. Documentation for amendments ensures that vendors are properly paid for the goods or services they provide. If the amendment is required due to an authorized price increase on a Statewide or Agency contract, documentation of the price increase must be attached to the PO. A copy of the approved contract change order or the Statewide Contract Sheet reflecting the correct price will be acceptable documentation. All changes to the purchase order must be made by Internal Operations-Procurement.

If an amendment to a PO increases the value to the next level of Approval Requirements (for example, a PO amendment changes the value of the PO from $48,000 to $52,000) then additional approvals will be required. If the amendment does not increase the value to the next level of Approval Requirements, a 10% tolerance is allowed (for example, a PO amendment changes the value of a PO from $15,000 to $15,500). Any increases over 10% will require additional approvals – See Authorized Signature/Approval Requirements (For example, a PO amendment increases the value of a PO from $20,000 to $25,000 approval from the Division/Deputy Director is required).

Offices must notify vendors directly about cancelled orders and notify Internal Operations-Procurement to cancel the PO in SCEIS and release any budget encumbrances.
Goods Receipts

Purpose:
To establish procedures for Offices of the Budget and Control Board to confirm receipt of goods or services.

Procedures:

A. A goods receipt or goods confirmation is required for all standard purchase orders prior to invoice payment. If a goods receipt has not been entered for the PO, the invoice cannot be processed.

B. A goods receipt is optional for blanket purchase orders. The buyer will indicate on the blanket purchase order if a goods receipt is required or not. If a goods receipt is not required, invoice payments can be made against the blanket PO without a goods receipt entered into SCEIS.

C. Board Offices which enter their own shopping carts may use either the SRM Goods Confirmation or ECC MIGO transaction to enter the Goods Receipt into SCEIS.

D. Board Offices using the Central Requisition Process will use the ECC MIGO transaction to enter goods receipts into SCEIS. A scanned image of the goods receipt (packing slip, receipt slip, etc.) must be attached to reflect receipt of goods. In the event a packing slip is not available, written documentation from the end user indicating receipt of the items must be attached. An e-mail from the end user is considered acceptable documentation.

E. Goods and services must always be inspected prior to taking possession where possible. Compare the goods or services received to the descriptions, quantities, and amounts on the PO.

F. If there are discrepancies in the quantity received and the quantity ordered, accept the goods actually received and make a notation of the shortage on the delivery ticket. A goods receipt should only be entered for the actual quantities received.

G. It is important that discrepancies be communicated to the delivery person and by telephone to the vendor.

H. If the goods are not in satisfactory condition, do not accept delivery. Provide a written statement of non-acceptance to Internal Operations-Procurement and retain a copy in the Office. After the problem has been resolved, the invoice may be processed for payment.

I. If a delivery is made in error, advise the delivery person of the correct location and employee responsible for receiving the goods or services. If this information is not available to you, contact Internal Operations-Procurement.
Unauthorized Procurements

Purpose:

To establish policies and procedures for Offices of the Budget and Control Board concerning unauthorized procurements.

Procedures:

An Unauthorized Procurement is defined as an act that obligates the State in a contract/purchase made by any person without a requisite authority to do so, by appointment or delegation. Any persons obligating the State in an Unauthorized Procurement without said authority to do so, by appointment or delegation, can be held liable for the unreasonable price difference paid. Any unauthorized procurement committed by an employee will be considered an employee disciplinary matter with corrective disciplinary actions administered by the respective division.

Purchases that may be considered to be unauthorized are not limited to, but shall include, the following:

1. Purchasing items that are on State or Agency Contract from a vendor who does not have the contract, without following the 10% rule for Statewide Contracts;

2. Receiving goods or services without obtaining an authorized number, such as a Purchase Order Number or Procurement Card number in advance of making the procurement (i.e. the invoice date precedes the PO Date);

3. Exceeding the limit of delegated purchasing authority;

4. Not obtaining the proper level of competition for procurements, such as informal written quotes, formal written quotes, or sealed bids;

5. Not adhering to the requirements of the South Carolina Consolidated Procurement Code and ensuing regulations.

Ratification:

A. Upon finding that a State employee has made an unauthorized procurement or award of a contract or that a contract award is otherwise in violation of the law, the Board Office must request a ratification of the procurement/contract from the Executive Director of the Board or his or her designee before the purchase is paid. If the total value of the unauthorized procurement exceeds $100,000, the Chief Procurement Officer must also ratify the procurement.

B. Information provided on the request for ratification must include: the facts and circumstances surrounding the act, what corrective action is being taken to prevent recurrence, and the action taken against the individual committing the act, if any.

C. All Unauthorized Procurements are reported quarterly to the Procurement Services Division and annually to the 5-member Budget & Control Board.
Service/Maintenance Agreements

Purpose:
To establish procedures for Offices of the Budget and Control Board for purchase of Service/Maintenance Agreements for equipment or software.

Procedures:
A separate Purchase Order must be used to purchase a Service/Maintenance Agreement for equipment or software. Service/Maintenance Agreements set the parameters for the requirements and conditions on the vendor.

Descriptions provided on the purchasing document must include information about the equipment or software that identifies the following: model, software version, series and serial number; beginning and ending date of agreement; expected period during which service is to be provided (example: 8:00 a.m. – 5:00 p.m., Monday – Friday); hourly rate and minimum charge for services provided after normal hours; monthly cost; inclusions or exclusions of service in the agreement; and any changes to the terms of a maintenance agreement.

The Office must retain (may be scanned) the original of the Service/Maintenance Agreement and attach it to the shopping cart/PO. If the Service/Maintenance Agreement is part of an existing Statewide or Agency contract, the Board Office should not sign any additional documents containing terms and conditions unless specifically indicated by the contract.

Examples of Service/Maintenance Agreements include Agreements for copiers, printers, postage machines, etc.
Trade-Ins

Purpose:
To establish procedures for Offices of the Budget and Control Board for the trade-in of existing equipment.

Procedures:
A trade-in is a used piece of equipment given a monetary value by the vendor to reduce the cost of purchasing a new piece of equipment.

A description of the item(s) and dollar value of the trade-in must be completed on a Surplus Property Request for Trade-In Document. In addition, trade-ins with acquisition cost of more than $5,000 must be approved by the Surplus Property Office prior to the asset being traded.

The Office must retain the original (may be scanned) of the approved Trade-in Form and attach a copy to the shopping cart/Purchase Request Form.
**Contracts Between State Agencies**

**Purpose:**

To establish procedures for Offices of the Budget and Control Board for issuing contracts to other State Agencies.

**Procedures:**

Purchases between the Board and other state agencies must be submitted in duplicate on a [Contract Between State Agencies Form (MMO # 136)](Contract_Between_State_Agencies_Form) to the Materials Management Office for approval thirty days prior to the expected delivery of the goods or services.

The Office must retain the original of the approved Contracts between State Agencies Form and send a copy of the form to Internal Operations-Procurement. Attached to the form should be a copy of the contract and the appropriate Board approval (based on the value of the contract). Internal Operations-Procurement will maintain the copies as part of the contract files. Board Offices should follow the procedures for Interdepartmental Transfers in order to make payments against these contracts.

**Note:** Purchases made from Prison Industries do not require the MMO# 136 form. These purchases must receive appropriate Board approval (based on the value of the purchase) and then be made using the procedures outlined by Prison Industries.
Contracts for Small Architect-Engineer and Land Surveying Services

Purpose:

To establish procedures for Offices of the Budget and Control Board for issuing contracts for small Architect-Engineer and Land Surveying Services.

Procedures:

Offices can use direct negotiation and selection to award contracts to vendors for architect-engineer or land surveying services where estimated costs will not exceed $25,000. To execute a contract and procure these services, the following considerations must be taken into account:

1. Nature of the project
2. Proximity of the architect-engineer
3. Capability of the architect, engineer, or land surveyor to produce the required services within a reasonable time
4. Architect, engineer, or land surveyor’s past performance
5. Ability to meet project budget requirements

The maximum fees paid to a person or firm by the agency during the 24 month period immediately preceding the contract negotiation may not exceed $75,000. A Vendor Actual Report can be run in SCEIS to determine the amount paid to a specific vendor. Persons or firms seeking to provide professional services shall furnish a list of professional services and the fees paid for them during the fiscal year immediately preceding the fiscal year in which negotiations are occurring and during the fiscal year in which negotiations are occurring. Offices are prohibited from breaking large projects into smaller projects to circumvent the provisions for obtaining services. The Office must submit a copy of the contract, including the negotiated scope of services and fees awarded, to the State Engineer’s Office for information.

The Office must retain the original of the contract and attach a copy to the shopping cart or Procurement Request Form.
In-State Conference Facilities

Purpose:

To establish procedures for Offices of the Budget and Control Board for the use of In-State Conference Facilities.

Procedures:

Offices will designate a conference planner to initiate an agreement with potential facilities. Offices are to provide a fair and equitable opportunity for different vendors to host their conferences, whenever possible. This consideration should be applicable to the geographical area, and the particular hotel or motel. Materials Management Office policy states that “a minimum of two sites shall be contacted in at least two different cities of the State.” South Carolina State Park facilities must be considered whenever they meet conference requirements. The Office must complete a written determination of the site selection on a Justification for In-State Conference Form (MMO # 138).

The Office must retain the original of the Justification for In-State Conference Form and attach a copy to the shopping cart or Procurement Request Form.
Vendor Disputes

Purpose:
To establish procedures for Offices of the Budget and Control Board for the resolution of disputes with vendors.

Procedures:

Disputes between an Office and a vendor should be attempted to be resolved within the terms and condition of the contract. When a dispute arises between an Office and a vendor that cannot be resolved, the Office must write a narrative that details the nature of the dispute and send it to Internal Operations-Procurement. The narrative must be very specific with details about the dates, actions taken, and results obtained. Internal Operations-Procurement will attempt to resolve the dispute. If the dispute involves a vendor on a statewide contract, Internal Operations-Procurement will involve the appropriate Procurement Manager from ITMO/MMO. If the dispute still cannot be resolved, OIO-Procurement will complete a Justification for Determination of Non-responsibility (MMO #105) and send a copy to the vendor and a copy to the Office. Decisions to discontinue current or future business with vendors are based on the actions that they take to resolve disputes.