

CSCU Procurement Manual Crosswalk

August 31, 2021

Chief Executive Officer Liability	Unauthorized Purchases	Delegation of Signing Authority	Methods of Procurement	Methods of Contracting
<p>Page 14: "In accordance with the terms of the C.G.S., a chief executive officer who enters into a contract which fails to meet the requirements of the statute shall be personally liable for the costs of such contract, and such contract shall be void and of no effect. Any amount paid under such contract may be recovered from such chief executive officer by the state in a civil action."</p>	<p>Page 14: "Goods or services identified upon delivery as not related to a properly authorized purchase may be refused and/or returned to the vendor. If accepted, payment for such unauthorized purchases may be the personal responsibility of the ordering individual..."</p>	<p>Pages 22 -23: Exhibit A: Board of Regents for Higher Education – "This policy delegates signing authority by the Board of Regents of Higher Education to the Connecticut State Colleges and Universities executives.... However, if the documents in question exceeds \$5M, then two signatures shall be required. Each President has the authority to re-delegate authority within his/her institution. Re-delegations will be specific to the employee's function and in an amount appropriate for the position."</p>	<p>Page 8: "<u>Statutory Requirements</u> – "The thresholds for contracts which must be competitively bid..."</p> <p><\$10,000 (Competitive bidding is not required.)</p> <p>\$10,000 - \$50,000 (A minimum of 3 quotes are required; ensuring the lowest; most responsible bidder.)</p> <p>\$50,000> (A Request for Proposal, Request for Quote, Request for Information or Invitation to Bid processes are required.)</p>	<p>Pages 17-19:</p> <ul style="list-style-type: none"> • <u>Standard Contract</u> – "When an Institution secures services for a fee, a standard contract or template shall be used as the contracting method." <p>Standard Contracts require OAG approval when:</p> <ol style="list-style-type: none"> 1. Stand contract value is \$25,000>; or 2. Accumulated contract value is \$25,000> within a 12-month rolling period. <ul style="list-style-type: none"> • <u>Personal Service Agreement (PSA)</u> – "Where an institution secures personal or professional services that is greater than \$10,000 as defined in C.G.S., a PSA, standard contract or template, shall be used as the contracting method. <p>PSA's require OAG approval when:</p> <ol style="list-style-type: none"> 1. PSA value is \$25,000>; <p>or</p>

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			<p>Page 12: <u>Use of Available Contracts</u> - Competitive bidding or quotations are not required when participating in any available contract award which has already undergone competitive bidding. In addition to utilizing DAS, state higher education, and standing contracts, goods and services may be secured by utilizing other purchasing consortiums, private or non-profit organizations, GSA. Governmental agencies, or other state governments and Governmental agencies, or other state governments and other institutions of higher education.”</p>	<p>2. Accumulated PSA value is \$25,000> within a 12-month rolling period.</p> <p><u>Services and Honorarium Requests</u> – Agreements for the engagement of personal or professional services (such as speakers or performers) for which a total cost will not exceed \$3,000 over a 12-month rolling period may be set forth on an Honorarium Request Form.</p> <p>Page 19: <u>Review and Approval by the Office of the Attorney General (OAG)</u> - “The OAG reviews and approves as to form all contracts, and amendments to such contracts, with the exception of:</p> <ul style="list-style-type: none"> • standard contracts and personal service agreements with a value less than \$25,000; • memorandum of agreement and/or contracts between state agencies, quasi- • public state agencies, federal agencies, and

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			<p>Page 16: <u>Purchase Order</u> - “When a purchase is strictly commodity or product based and does not involve services of any kind, a written contract or purchase order shall serve as the contractual agreement regardless of cost.</p> <p>When a purchase is service related or includes a service component, and when the value of the procurement is <u>\$10,000 or less</u>, excluding shipping and handling, the purchase order or written contract shall serve as the contractual agreement.”</p>	<ul style="list-style-type: none"> • federally funded programs; • purchase orders written against master contracts; • purchase orders which do not contain material terms in addition to, or which modify, the standard terms and conditions required by C.G.S. and the OAG; and • any contract set forth on a template approved for use by the OAG. <p><i>Note: "OAG mandated that all contracts not submitted for OAG review under \$25,000 must meet all the requirements of the contract checklist and do not include provisions that contradict or alter those requirements."</i></p>