



Procedures No. 4100A

Title of Procedures: Procurement Procedures

Applies to (check all that apply):

Faculty _____ **Staff** _____ **Students** _____

Division/Department _____ **College** X

Topic/Issue:

The Board of Trustees recognizes and importance of ensuring fair and equitable treatment of vendors, maximizing the State's purchasing power, and fostering broad-based competition through compliance with the State of Maryland procurement regulations.

Background to Issue/Rationale for Policy or Procedure:

The procurement procedures provide a framework to ensure fair and equitable treatment of vendors, maximize the State's purchasing power, and foster broad-based competition through compliance with the State of Maryland procurement regulations. The procedures are intended to guide employees in their procurement of goods and services for the College.

State/Federal Regulatory Requirements (cite if applicable):

As outlined in the Procurement Policy.

Procedure Language:

1. The President shall establish and promulgate procurement procedures required for the purchase of commodities and services. The procedures shall meet or exceed Code of Maryland Regulations (COMAR) Title 21.
2. The purpose of the Code of Maryland Regulations Title 21 is to:
 - a. Provide increased public confidence in the system;
 - b. Ensure fair and equitable treatment of everyone who deals with the system;
 - c. Maximize the State's purchasing power; and
 - d. Foster effective broad-based competition.

3. The procedures established for the procurement of commodities and services are found in the BCCC Procurement Procedures Manual located on the BCCC website at: [http://bcccenter/Policies/Business%20and%20Finance%20\(4000\)/Procurement%20Procedures%20Manual.pdf](http://bcccenter/Policies/Business%20and%20Finance%20(4000)/Procurement%20Procedures%20Manual.pdf)

Implementation Date: November 12, 2007

Originator/Division: Business and Finance