

Non-Competitive Purchases – Executive Privilege

PURPOSE:

As an Executive Privilege, the President of the College may, at his/her sole discretion, enter into professional services contracts not to exceed \$24,999. All such Executive Privilege contracts over \$10,000 shall be reported to the Audit Committee within 3 business days.

A record of these professional contracts will be maintained as a public record and will be provided to the Audit Committee of the Board of Trustees on a quarterly basis. A maximum of six professional services contracts per fiscal year can be established using Executive Privilege.

Contract extensions and change orders to increase dollars to contracts established under Executive Privilege is prohibited. Any additional projects identified in order to continue work that began under a contract established by Executive Privilege is subject to all applicable purchasing policies written in this document including dollar thresholds and competitive bid procedures.

Vendor: _____ Amount: \$ _____
Location: City/State

JUSTIFICATION:

Provide the rationale for issuing a purchase order to this vendor. This form is not to be used for Sole Source purchases, but for purchases where competition exists, however it is necessary to obtain supplies or services essential for the efficient operation of the College but which do not constitute an emergency.

An Executive Privilege purchase is requested by President _____

a. Background - Provide detailed background for this requirement. Why is this service or supply necessary? How long has LCC used this service or supply? Why is seeking competitive bids not feasible? What attempts has the department made to find other sources for the service or supply?

b. Financial – What type of cost/benefit analysis has been performed (i.e. if outsourcing a service LCC used to perform in-house, what were our costs vs. the proposed vendor’s costs?). Provide rationale as to why this makes good business sense for the College to go to this Vendor without using the competitive bid process.

c. Strategic Plan – Which strategic plan goal does this purchase support?

d. Human Resources – What are the human resource implications of this purchase?

e. Risk Management – What are the risks to the College if we do not make this purchase?

f. Other Options/Alternatives – What other options or alternatives were considered? Why are these not feasible?

INSTRUCTIONS:

Describe the services (deliverables) the vendor is to provide, and the dollar amount of the purchase. Provide a breakdown of costs (i.e. hourly rate, travel, expenses, labor and materials, etc.). If purchasing an item you must complete the table below.

DESCRIPTION	QTY	LIST PRICE	DISCOUNT PRICE	TOTAL

[Additional lines may be added.]

President's Signature

Date

Other Signatures:

Dr. Lisa Webb Sharpe, Ed.D.
Executive Vice President

Date

Purchasing Department:

Director, Purchasing

Date