



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

March 20, 2017

## EXECUTIVE SESSION

3:00 p.m.

Taylor Building – President’s Board Room

## BOARD OF TRUSTEES MEETING

4:00 p.m.

Taylor Building – Room 277

# AGENDA

## CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – FEBRUARY 27, 2017: (A) *Jeff Harmon*

MINUTES – REGULAR MEETING – FEBRUARY 27, 2017: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MARCH 6, 2017: (A) *Jeff Harmon*

MINUTES – SPECIAL SESSION – MARCH 16, 2017: (A) *Jeff Harmon*

TREASURER’S REPORT: (A) *Jeff Harmon*

HEAD START OPERATIONAL REPORT: (A) *Mancole Fedder*

## OPEN FORUM

## UNFINISHED BUSINESS

## NEW BUSINESS

AG DIESEL SWATHER BID: (A) *Jeff Harmon*

TITLE III GRANT EVALUATOR BID: (A) *Jeff Harmon*

CSI PURCHASING AND PROCUREMENT POLICY UPDATE: (A) *Jeff Harmon*

## REMARKS FOR THE GOOD OF THE ORDER

## ADJOURNMENT

**General Fund YTD Board**

YEAR: 1617

**Statement of Revenue and Expenses**

Acct Month: 8

Wednesday, March 08, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$10,193,016.25)	(\$10,659,064.29)	(\$11,713,000.00)	(\$1,053,935.71)	9.00%
County Tuition	(\$1,618,094.02)	(\$1,910,827.68)	(\$1,632,000.00)	\$278,827.68	-17.09%
State Funds	(\$18,813,307.08)	(\$20,506,294.17)	(\$20,648,000.00)	(\$141,705.83)	0.69%
County Property Tax	(\$4,109,589.28)	(\$4,288,267.90)	(\$6,870,400.00)	(\$2,582,132.10)	37.58%
Grant Management Fees	(\$324,547.25)	(\$278,688.79)	(\$560,000.00)	(\$281,311.21)	50.23%
Other	(\$321,775.73)	(\$437,186.61)	(\$443,600.00)	(\$6,413.39)	1.45%
Unallocated Tuition	(\$992,616.87)	(\$463,174.34)	\$0.00	\$463,174.34	0.00%
Departmental Revenues	(\$712,765.57)	(\$673,545.43)	(\$808,000.00)	(\$134,454.57)	16.64%

**Total Revenue** (\$37,085,712.05) (\$39,217,049.21) (\$42,675,000.00) (\$3,457,950.79) 8.10%

**Expenditures**

**Personnel**

Salaries	\$13,315,411.97	\$13,987,450.88	\$22,064,200.00	\$8,076,749.12	36.61%
Variable Fringe	\$2,738,871.76	\$2,882,183.10	\$4,513,400.00	\$1,631,216.90	36.14%
Health Insurance	\$2,439,976.01	\$2,932,348.24	\$4,799,800.00	\$1,867,451.76	38.91%
<b>Total Personnel</b>	<b>\$18,494,259.74</b>	<b>\$19,801,982.22</b>	<b>\$31,377,400.00</b>	<b>\$11,575,417.78</b>	<b>36.89%</b>

**Expense Catagories**

Services	\$1,780,524.04	\$2,410,344.81	\$2,955,450.00	\$545,105.19	18.44%
Supplies	\$582,146.47	\$864,857.75	\$1,264,750.00	\$399,892.25	31.62%
Other	\$591,691.36	\$389,166.91	\$571,000.00	\$181,833.09	31.84%
Capital	\$289,372.31	\$499,771.06	\$1,523,000.00	\$1,023,228.94	67.19%
Institutional Support	\$4,139,174.03	\$4,222,520.27	\$4,983,400.00	\$760,879.73	15.27%
Transfers	\$32,226.68	(\$89,595.15)	\$0.00	\$89,595.15	0.00%
<b>Total Expense Catagories</b>	<b>\$7,415,134.89</b>	<b>\$8,297,065.65</b>	<b>\$11,297,600.00</b>	<b>\$3,000,534.35</b>	<b>26.56%</b>

**Total Expenditures** \$25,909,394.63 \$28,099,047.87 \$42,675,000.00 \$14,575,952.13 34.16%

**Rev/Expense Total** (\$11,176,317.42) (\$11,118,001.34) \$0.00 \$11,118,001.34 0.00%

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For February 2017**

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	27
Early Head Start	92
<b>Total</b>	<b>576</b>

**Program Options**

Center Based (PD/PY; FD/PY) Pre– K, Early Head Start -Home Based, Early Head Start Toddler Combo.

**Head Start Attendance**

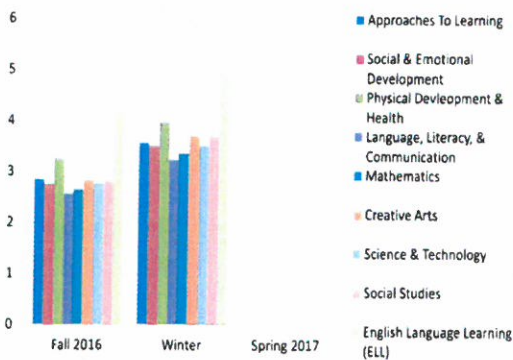
February Head Start Overall Attendance	81%
February Head Start Self Transport Attendance	80%
February EHS Toddler Combo Attendance	77%

**Meals and Snacks**

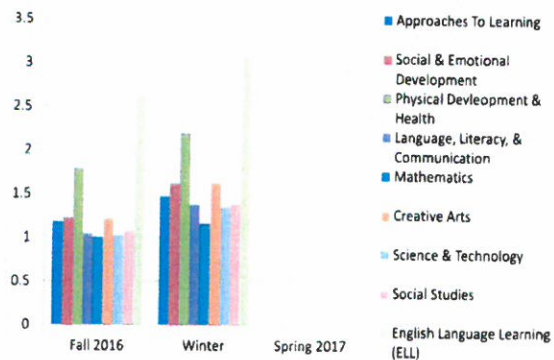
Total meals served for February	5,929
Total snacks served for February	5,693

**Program Notes**

**Program Mid Year Summary  
for Head Start Children**



**Program Mid Year Summary  
for Early Head Start Children**



**Mid Year COR Advantage Outcomes Report 2016-2017**

Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

**Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items)).

**Strengths** – Music, Geography, Book Enjoyment and Knowledge

**Area of Need** – Alphabetic Knowledge, Measurement, Speaking

**CLASS/PQA** – 6.1 Emotional Support, 5.64 Classroom Organization, 2.91 Instructional Support

### **Goals and Objectives**

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide feedback to classroom staff on Program Quality Assessment with lesson plans, environment and classroom materials at in-service January 9, 2017.
- 3) Provide individual outcome information to families on children during home visits and parent/child activities around child goals.

### **Head Start Child Development and Early Learning Framework**

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

**Strengths** – Fine Motor, Reasoning and Problem-Solving, Counting and Cardinality, Comprehension and Text Structure, Relationships with other Children

**Area of Need** – Vocabulary, Phonological Awareness, Measurement

### **Early Head Start's Five Essential Domains of Child Development and Early Learning**

#### **Item Level Report**

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**Strengths** – Music, Tools and Technology, Experimenting, Predicting, and Drawing Conclusions

**Area of Need** – Geometry: Shapes and Spatial Awareness, Art, Writing

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

**Strengths** – Relationships with Other Children, Attending and Understanding, Imitation and Symbolic Representation and Play, Perception

**Area of Need** – Emergent Mathematical Thinking, Memory, Emotional and Behavioral Self Regulation

**School Readiness**

The School Readiness Report measures a child's progress towards meeting school readiness goals over time. The Report looks at a child's performance across all COR Advantage categories.

Each category must have at least 75% of the assessment items scored in each of the selected time periods. The category scores represent the average of the item scores in each. (The item score is the highest score that has been reported for that item during the specified time period.) Scores are calculated when 75% of all possible items in a category have a score for the time period. For children transitioning to kindergarten in the fall, school readiness is measured by an average score of 3.75 in each category and an overall average of 4.0 or higher

- 16% of all children 0-5 are ready for their next educational setting
- 74% of all children 0-5 make progress towards their next educational setting
- Less than 2% (.02) made no progress towards their next educational setting
- 83% of all children going to kindergarten made progress towards their next educational setting. 6% (31 children) didn't have enough data due to late enrollment in the last reporting period.

**Continuous Improvement Plan for Rest of Program Year 2016-2017**

- Head Start** –
- 1) Classroom support and observation and feedback to staff.
  - 2) CLASS observations/feedback and training Mar. 27<sup>th</sup>, 2017
  - 3) Continue training on using data from child outcomes for daily lesson planning and individualization to scaffold children's learning.

- Early Head Start** -
- 1) Continue training staff Mar. 27<sup>th</sup>, 2017 on using data from child outcomes for daily lesson planning and individualization to scaffold children's learning
  - 2) HOVERS home visit observations and feedback

**Hailey Head Start Center**

The program has been put into a situation where closing the Blaine County Campus Hailey Head Start Center is necessary. Budget cuts along with increased Health Insurance costs force us to make the unfortunate and I am sure unpopular choice of ceasing operations in Hailey beginning in the fall of 2017. More information will be provided to the board during the Head Start report at the regularly scheduled board meeting on March 20, 2017.

**Documents for Board Review and Approval:** Financial Reports; Annual Report

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,339,920.00	\$ 172,716.91	\$ 257,499.62	\$ 2,082,420.38	89.0%
BENEFITS	\$ 1,586,210.00	\$ 98,966.67	\$ 142,648.96	\$ 1,443,561.04	91.0%
OUT OF AREA TRAVEL	\$ -	\$ 433.67	\$ 433.67	\$ (433.67)	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 55,458.00	\$ 5,497.63	\$ 7,764.62	\$ 47,693.38	86.0%
CONTRACTUAL FACILITIES/CONST.					
OTHER	\$ 426,580.00	\$ 37,977.74	\$ 81,288.69	\$ 345,291.31	80.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,408,168.00</b>	<b>\$ 315,592.62</b>	<b>\$ 489,635.56</b>	<b>\$ 3,918,532.44</b>	<b>88.9%</b>
ADMIN COSTS (9.0%)	\$ 353,800.00	\$ 35,068.06	\$ 35,068.06	\$ 318,731.94	90.1%
<b>GRAND TOTAL</b>	<b>\$ 4,761,968.00</b>	<b>\$ 350,660.68</b>	<b>\$ 524,703.62</b>	<b>\$ 4,237,264.38</b>	<b>89.0%</b>

IN KIND NEEDED	\$ 1,190,492.00
IN KIND GENERATED	\$ 168,982.89
IN KIND (SHORT)/LONG	\$ (1,021,509.11)

PROCUREMENT CARD EXPENSE \$ 15,303.59 4% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	517.63	17,043.39	1,802.05	19,363.07	23,180.11

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 5,378.85	\$ 6,398.63	\$ 20,941.37	76.6%
SUPPLIES	\$ 3,434.00	\$ 26.74	\$ 56.61	\$ 3,377.39	98.4%
OTHER	\$ 20,776.00	\$ 8,736.98	\$ 9,396.54	\$ 11,379.46	54.8%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 14,142.57</b>	<b>\$ 15,851.78</b>	<b>\$ 35,698.22</b>	<b>69.2%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (12,888.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 553,707.00	\$ 44,662.69	\$ 90,518.75	\$ 463,188.25	83.7%
BENEFITS	\$ 357,120.00	\$ 26,338.26	\$ 53,156.17	\$ 303,963.83	85.1%
OUT OF AREA TRAVEL		\$ -	\$ -	\$ -	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 2,653.87	\$ 2,956.37	\$ 30,103.63	91.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 151,125.00	\$ 8,909.77	\$ 15,610.61	\$ 135,514.39	89.7%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,095,012.00</b>	<b>\$ 82,564.59</b>	<b>\$ 162,241.90</b>	<b>\$ 932,770.10</b>	<b>85.2%</b>
ADMIN COSTS (9.0%)	\$ 82,885.00	\$ 5,650.16	\$ 5,650.16	\$ 77,234.84	93.2%
<b>GRAND TOTAL</b>	<b>\$ 1,177,897.00</b>	<b>\$ 88,214.75</b>	<b>\$ 167,892.06</b>	<b>\$ 1,010,004.94</b>	<b>85.7%</b>

IN KIND NEEDED	\$ 294,474.00
IN KIND GENERATED	\$ 44,179.75
IN KIND (SHORT)/LONG	\$ (250,294.25)

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total for All Centers	\$ 96.54	\$ 370.43	\$ 55.09	\$ 522.06	\$ 590.69

**EARLY HEAD START T/TA**

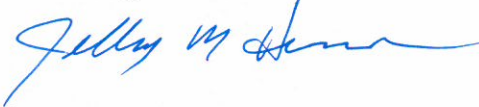
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ 1,145.22	\$ 1,576.97	\$ 11,073.03	87.5%
SUPPLIES	\$ 1,480.00	\$ 4.95	\$ 169.49	\$ 1,310.51	88.5%
OTHER	\$ 14,797.00	\$ 1,426.86	\$ 1,539.86	\$ 13,257.14	89.6%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 2,577.03</b>	<b>\$ 3,286.32</b>	<b>\$ 25,640.68</b>	<b>88.6%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ -
IN KIND (SHORT)/LONG	\$ (7,232.00)

March 20, 2017

To: President Fox and the College of Southern Idaho Board of Trustees

From: Jeff Harmon



Re: Ag Diesel Swather

We advertised to purchase a swather with rotary header for the newly created Ag Diesel program. We received three bids:

Intermountain New Holland	Twin Falls, Idaho	\$ 59,950.00
Stotz Equipment	Twin Falls, Idaho	\$ 60,000.00
Burks Tractor Co.	Twin Falls, Idaho	\$ 66,803.00

Based on the review of the proposals by Rodney Higgins and Terry Patterson, I recommend that we accept the low bid from Intermountain New Holland of Twin Falls, Idaho in the amount of \$59,950.00.

Funding for this is provided by Federal Perkins grant funds.



March 20, 2017

To: President Fox and the College of Southern Idaho Board of Trustees

From: Jeff Harmon



Re: Title III Grant Evaluator

We advertised for an external grant evaluator to perform the evaluation of our newly awarded Title III grant the, *Student Success Initiative*. We received two bids to evaluate the grant. One bid did not meet the specifications in the request for proposal and was not accepted. The one bid that was timely and met our specifications was from:

Wasdyke Associates, LLC

St. Michaels, Maryland

\$220,000.00

Based on the review of the proposals by Alan Heck, I recommend that we accept the bid from Wasdyke Associates, LLC for \$220,000.00. Wasdyke Associates, LLC has performed grant evaluations for us in the past on grants similar to this Title III grant.

Funding for this will be provided by the Title III grant, *Student Success Initiative*.

## III. Finance and Business Affairs

## (DRAFT) CSI Purchasing and Procurement Policy

Policy number: III.005

Last revised and approved: 03.20.2017

Previously 8:04, 8.05

Effective date: 03.20.2017

Last reviewed: 03.20.2017

**Purpose**

To provide for oversight and responsible stewardship of CSI funds by setting forth guidelines for purchasing goods and services.

**Scope**

Applies to all employees of CSI who are authorized to make purchases on behalf of CSI.

**Responsible party**

Vice President of Finance and Administration

**I. Policy statement**

Efficient and cost-effective procurement of goods, services and public works construction is an important aspect of local government operations. CSI should endeavor to buy goods, services and public works construction by way of a publicly-accountable process that respects the shared goals of economy and quality. All purchases will be made within the terms of the approved institutional budget. Administrators and professional support staff who administer budgets within their department or program are responsible for and will be accountable to CSI to ensure that purchases are made within the means of their budget. This policy and its procedures define the roles and responsibilities of the departments and the Business Office as they apply to the procurement of goods and services by CSI.

**II. Procedures****A. Purchasing Overview**

1. Generally, the Accounts Payable Office processes and mails checks on Fridays. Payment/reimbursement documentation must be submitted by Wednesday at noon to ensure payment by Friday. Checks will be mailed after being processed. Original itemized invoices or receipts are required. Individuals are to request reimbursement for their own expenses. All requests must be signed by at least two employees with one employee having appropriate signing authority. Incomplete requests will be returned to the signing authority for resolution. All payment/reimbursement requests should be submitted on a weekly basis.

**B. Preliminary Cost Analysis**

1. Prior to making a purchase the requestor shall work with the department head to research the good or service to determine the cost range of the procurement. Under CSI's procedures and state and federal guidelines for procurement, purchases are divided into dollar amount thresholds. For CSI, the following are the dollar threshold requirements:
  - a) Below \$5000, a Request for Payment or P-Card is required

- b) \$5,000 and above, a Purchase Order is required
- c) \$10,000 to \$49,999, three Quotes and a Purchase Order are required
- d) \$50,000 and above, a Formal Sealed Bid and a Purchase Order are required

**\*Regardless of dollar amount, Purchase Orders are the preferred method of purchasing whenever possible and when working with federal funds.**

C. Other preliminary considerations

- 1. Is the purchase exempt from the bid requirements? And if so, what documentation is required to authorize the exemption? Seek guidance from the Business Office
- 2. Is the purchase made with grant funds? Does the Uniform Guidance apply to the purchase? Seek guidance from the Grant Accountant in the Business Office
- 3. Is the purchase technology related? Seek guidance from Information Technology Services
- 4. Is this purchase related to physical plant, facilities or furnishings? Seek guidance from the Physical Plant
- 5. Is this purchase related to student clubs or activities? Seek guidance from the Student Affairs Office
- 6. Is the purchase allowable? Some examples of purchases that are unallowable include the following:
  - a) Alcoholic beverages, unless approved by the President
  - b) Birthday or other departmental celebration cakes, cards, or decorations, unless approved by the President
  - c) Gifts or purchases of flowers and plants that are not program related, unless approved by the President
  - d) Gifts and donations, unless approved by the VP of Finance or Controller
  - e) Traffic tickets and violations
  - f) Gift certificates/gift cards/prizes unless approved by the VP of Finance or Controller
  - g) Departmental clothing purchases unless approved by the VP of Finance or Controller

D. Purchases that Require Board Approval

- 1. All real property
- 2. Personal Service contracts exceeding \$100,000
- 3. Capital purchases that will cause a Division to exceed their Board approved annual budget

E. Purchases under \$5,000 (Request for Payment, P-Card or Purchase Order)

- 1. Purchases valued under \$5,000 may be procured through a Request for Payment form, P-Card, or Purchase Order. The Request for Payment form and directions can be found on the Business Office website. The completed form along with original invoice or receipts should be turned into the Business Office. Procurement with a P-Card should be made in accordance with CSI's P-Card Policy. Procurement with a Purchase Order should go through the normal purchase requisition process.

F. Purchases \$5,000 and above (Purchase Order required)

**III. Finance and Business Affairs****(DRAFT) CSI Purchasing and Procurement Policy****Policy number: III.005**

Last revised and approved: 03.20.2017

Previously 8:04, 8.05

Effective date: 03.20.2017

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F. Purchases \$5,000 and above (Purchase Order required)

1. All purchases of \$5,000 and above require an approved Purchase Order. The Purchase Requisition form that initiates the Purchase Order process can be found on the Business Office website. Purchase orders are not required under the following circumstances:
  - a) A purchase of \$5,000 and above is made on account with a vendor approved by the Business Office
  - b) A purchase of \$5,000 and above is made using the CSI Bookstore's separate PO system such as bulk textbook purchases, etc.
  - c) A purchase of \$5,000 and above for travel arrangements
2. All requests must be signed by at least two employees with one employee having appropriate signing authority.

G. Purchases Valued Between \$10,000 to \$49,999

1. Purchases (or leases) of personal property or services that are valued between \$10,000 and \$49,999 are subject to the procurement rules contained in Idaho Code. CSI is required to solicit at a minimum three quotations from vendors for the product or service that is needed.
2. A Request for Quotation (RFQ) should include:
  - a) A clear description of the purchase to be made so that the vendor dealing in such goods or services can understand what is to be procured
  - b) A clear description of the method by which the vendor should respond, including time and date, and person to whom the response should be directed
  - c) A minimum of five working days for the quote response
3. Each vendor should be provided identical quote specifications. The Quote Request can be in either electronic or physical format.
4. Vendor responses should:
  - a) Be in writing on the vendor's letterhead or with logo
  - b) List the vendor's company/business name, address, phone number and contact name
  - c) Respond to the quote request as to quality, quantity or service capabilities
5. Objections or questions from a vendor must be in writing and received no less than two (2) days prior to the due date of quotes.
6. Once quotes are received they should be compiled and reviewed by the Department Chair and/or Dean overseeing the purchase. The lowest responsive quote should be selected from the bid submittals. When specifications are valued or comparative performance examinations are conducted, the results of such examinations and the relative value of required specifications will be weighed as set out in the criteria of the RFQ, in determining the lowest responsive quote.
7. If CSI chooses to award a competitively bid contract involving the procurement of personal property or services to a bidder other than the apparent low bidder, CSI shall declare its reason or reasons. These reasons should be documented and should be attached to the Purchase Requisition form. A response from a bidder that it cannot meet the requirements of a quote request is a valid response and counts as one of the three quotes. This does not mean a department can circumvent the procedures by requesting quotes from un-qualifying parties. If three quotes cannot be obtained, a description of the efforts undertaken to procure three

quotes shall be documented and such documentation will be attached to the Purchase Requisition form.

8. The department requesting the bids must attach all three quotes to the Purchase Requisition form before a purchase order will be issued.

#### H. Purchases Valued at \$50,000 or above

1. When an expenditure or purchase is contemplated for personal property or a service that may be at \$50,000 or above, the purchase must be made pursuant to an open competitive bid (Request for Proposals, Invitation to Bid). A Request for Proposal (RFP) must be developed that provides the specifications and details of what is to be purchased. Further, as additional factors, including but not limited to location, standards, licensing, references, ability of vendor, or finances can be put into the body of the Request for Proposal. The RFP must also provide a time frame for the process and the evaluation criteria under which the vendor will be selected. Items cannot be separated as to type, such as separating chairs from desks to keep from bidding. Bid splitting is prohibited by law and can result in fines. RFP's and bids involving software, computers, telecommunications, phones or electronic equipment must be approved by the Chief Technology Officer.
2. The RFP process takes approximately three to six weeks. The RFP document must be developed, and the RFP must be approved by the Business Office. State law also requires a legal notice be published in the official newspaper of the political subdivision. This legal notice will designate the CSI contact person. CSI posts legal notices in the Times-News. State law requires the following for the publication:
  - a) Two notices soliciting bids shall be published
  - b) The first notice shall be published at least two weeks (14 days) before the date that the bids are to be opened
  - c) The second notice shall be published the succeeding week, at least seven (7) days before the bids are to be opened
  - d) The legal notice must describe the property or service to be purchased, information for a vendor to obtain a copy of the RFP, and provide the time and date when proposals will be due
3. Vendors may obtain a copy of the RFP from the CSI contact person associated with the purchase. This designated CSI contact person's name and contact information will be included in the legal notice for the bid. Questions can be sent by e-mail as directed in the proposal. Proposals may not be withdrawn after the time and date set for the opening of the bids. The opening will be in a public location so that vendors or the public may be present at the opening. CSI generally holds the opening at the CSI Business Office at 315 Falls Ave. in Twin Falls, Idaho.
4. Once opened, an Evaluation Team will be established and approved by the Business Office. The Evaluation Team shall review all proposals, evaluating them based on the criteria set forth in the RFP. The award will be granted to the vendor who is most qualified based on the criteria.

#### I. EXEMPTIONS TO BID PROCESS

1. State of Idaho Open Contract List
  - a) As a political subdivision of the state of Idaho, CSI is able to purchase goods or services at the same contract prices, terms and conditions available to the State of Idaho. The state open contract ([https://purchasing.idaho.gov/statewide\\_contracts.html](https://purchasing.idaho.gov/statewide_contracts.html)) website includes a list of vendor goods or services that the state has already bid and

determined to be the best overall value. Departments should first review this list before making a purchase. No matter the cost of the purchase, if a good or service is listed on the state open contract list, the purchase is exempt from the bid process. If a purchase from the state open contracts will exceed \$50,000, the purchaser must document that the vendor was included on the state list. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

## 2. Real Property and Leases

- a) Procurement of an interest in real property is exempt from the bid requirements under Idaho Code § 67-2803(5). CSI requires that all real property purchases be approved by the Board of Trustees

## 3. Joint Powers

- a) Under Idaho Code, political subdivisions may utilize contracts of state and public agencies. Many contracts contain “public agency clauses” which allow cities, counties and political subdivisions access to state agency purchase agreements. The use of such contracts enables the secondary party to the agreement to make a purchase off the primary agency without seeking bids (as bids were already achieved in the original formation of the contract). When using another agency’s contract for a purchase of goods or services the following procedures should be followed:

- (1) Obtain written permission from the primary agency to the contract for the utilization of the contract
- (2) Obtain a copy of the contract and have a clear understanding of the terms, including but not limited to financing and payment, duration and termination, and method of use
- (3) Obtain names and terms for all subcontractors

## 4. Federal GSA Contracts

- a) CSI, as a political subdivision, may use federal government general services administration (GSA) contracts in accordance with the GSA eLibrary website. These contracts have already been bid and awarded by the federal government. The purchaser must document that the vendor was included on the federal GSA list for state and local government. Documentation to substantiate the presence of the item on the state open contracts is required to be submitted with a CSI Purchase Requisition form.

## 5. Emergency Purchases

- a) The policies governing purchasing procedures for the college system and its institutions shall be waived when the Vice President of Finance and Administration or other person delegated that authority, determines that an emergency requires such action. An “emergency” means when the immediate demand for supplies, materials, or services is such as to seriously hamper the operations of the institution, and in spite of all remedial action possible, would result in damage more costly than the purchase involved, if purchased through normal procedures. The nature of the emergency and determination that the circumstances justified waiver of purchasing procedures shall be documented in writing.



- b) The Vice President of Finance and Administration will determine when an emergency exists at CSI, and when an emergency purchase is warranted. Emergency purchasing cannot be used to satisfy preferences or convenience on the part of the department, nor is it allowed for preventing funds from reverting at the end of the fiscal year, to the institution, or for any reason that seeks to circumvent regular procurement procedures.

#### 6. Sole Source Purchases

- a) CSI, as a political subdivision, may determine that there is only one vendor (one source) to acquire personal property. A sole source item is one that has only one supplier. For example, a sole source purchase might be necessary in the follow circumstances:
- (1) Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
  - (2) Where a sole source supplier's item is needed for trial use or testing
  - (3) The purchase of mass-produced movies, videos, books or other copyrighted materials
  - (4) The purchase of property that for which it is determined there is no functional equivalent
  - (5) The purchase of public utility services
  - (6) The purchase of products, merchandise or trademarked goods for resale at a political subdivision facility
  - (7) Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances
- b) Individual CSI departments or purchasers cannot make a determination on whether a vendor is a sole source. Departments contemplating a purchase that they suspect may be a sole source must provide a memorandum documenting the research and rationale behind the request for a sole source purchase. The memorandum describing the sole source must be signed by the Vice President of Finance and Administration. Upon making the "sole source" declaration, notice of the sole source purchase must be published in the newspaper (CSI posts two consecutive weeks). A Purchase Order cannot be issued until the fourteen (14) day appeal period has expired. The appeal period begins upon first posting.