

Community-Technical Colleges Agency Purchasing Policies

Final Effective September 22, 1999

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MISSION STATEMENT

To procure the required products or services, in a manner which serves the best interests of the community-technical college students, faculty and staff, by purchasing from those suppliers who can best meet the functional, quality, schedule and service needs of the colleges, at the most competitive cost.

Community-Technical Colleges Agency Purchasing Policies

Revised Effective September 22, 1999

1.0 PURPOSE

The purpose of this document is to provide procedures to implement the provisions of Connecticut General Statutes 4a-52a, 4a-52b, 10a-151b, 10a-151c, 4b-51, 4b-52, and 4b-91 through 4b-96, as amended, regarding the purchase by Community-Technical Colleges of supplies, materials, equipment, and contractual services; the undertaking of printing, publishing, and microfilming; the leasing of personal property, the execution of personal services agreements; the approval and procurement of travel services; and purchasing related to alterations, repairs or additions to real assets. Additionally, this document reflects additional purchasing requirements applicable to state procurement in accordance with the World Trade Organization Government Procurement Agreement (WTO GPA). These procedures are intended to replace the Final Community-Technical Colleges Agency Purchasing Policies effective October 21, 1991, revised July 13, 1992 and the Agency Procedures And Minimum Standards For The Use Of Consultants issued July 3, 1990.

2.0 AUTHORIZATION TO CHIEF EXECUTIVE OFFICERS

The Chancellor of the Community-Technical Colleges, and the President of each college, and their respective designees, are each authorized to purchase supplies, materials, equipment and contractual services (including personal services agreements, credit card services, and consulting), to undertake printing, publications and microfilming, to lease personal property, to approve and procure travel services, and to make alterations, repairs or additions to real assets, within the limits of available funds (which may include available General and Operating Fund resources, and capital equipment, deferred maintenance or capital improvements bond funds), and in accordance with the provisions of C.G.S. 4a-52a, 4a-52b, 10a-151b, 10a-151c, 4b-51, 4b-52, and 4b-91 through 4b-96, as amended, and with these and other applicable Board policies.

3.0 DESIGNATION OF REQUISITION AND COMMITMENT AUTHORITY

For purpose of these policies, the term "purchase" or "purchases" shall be deemed to cover all activities authorized by section 2.0 unless otherwise indicated.

All purchases shall be authorized at two levels:

- Functional end-user approval by a representative of the using department with "requisition authority," who by approving the purchase requisition, or travel request, attests that it is a purchase necessary to the operation of the using division or department, and
- financial/purchasing approval by an individual with "commitment authority," who by approving the purchase order or travel request, attests that funds are available and that appropriate purchasing or travel procedures have been followed. (NOTE: These individuals should also have commitment signature authority on file with the Comptroller's office.)

The Chancellor and each President shall designate, in writing using the Purchasing and A/P Authorization format shown in Attachment 1, those individuals with "requisition authority" for the various using divisions or departments as defined by the college or central office, and those individuals with "commitment authority." Such designation shall indicate, for each individual, the conditions to which the designation is limited, including the department or functional area for which purchases may be authorized or reviewed, any limitation on the type of products or services (e.g. only data processing equipment, only instructional supplies, only travel, etc.), and the dollar value. All authorizations shall be maintained in the college's purchasing files and shall remain in force until such time as they are rescinded in writing by the chancellor or president, provided, however, that the college must ensure that all authorizations are updated in a timely fashion following the termination of an employee, or a change in job duties which changes the employee's requisition or commitment authority.

For example, the President may designate each Dean as the "requisition authority," with the Dean of Administration as the "commitment authority." The President may want to retain "commitment authority" on purchases over a certain dollar limit, and on those purchases made for the functional areas reporting to the Dean of Administration.

For internal control, the President may also establish other approval requirements, such as having a department head sign off on a requested purchase prior to the Dean who has been officially designated with "requisition authority." Numerous other configurations may be implemented at the President's discretion.

If the agency elects to enter a credit card service agreement authorized under Section 10A.0 for minor purchases, specific "commitment authority" is required as follows:

- For the individual who authorizes the original "purchase" of the contractual service (credit card agreement) with the credit card company on behalf of the college; and
- For each individual employee to whom a purchasing card is issued, the commitment authority shall indicate
 - Employee name
 - Dollar limit per transaction
 - Dollar limit per day
 - Number of transactions allowed per day and per billing cycle
 - Types of purchases allowed

4.0 SOURCING

4.1 COMPETITIVE BIDS AND QUOTATIONS

All purchases except travel shall be based, when possible, on competitive bids or competitive negotiation, which shall be solicited by sending notice to prospective suppliers and by posting notice on a public information bulletin board in the business office, purchasing office, World Wide Web page bulletin board, or other public location.

Such notice shall contain a notice of state nondiscrimination and affirmative action contract requirements pursuant to section 4a-60 of the Connecticut General Statutes, and a statement referencing the Community-Technical College Ethical Conduct Policy (included as Attachment 2).

Additional minimum requirements:

- a. INVITATIONS FOR BID - Except as provided in subsection 4.1(e) or section 4.2, below, if the amount of expenditure is estimated to exceed fifty thousand dollars (\$50,000), competitive bids shall be solicited by public notice inserted at least once in two or more publications, at least one of which shall be a major daily newspaper published in the state, and shall be posted on the Internet, and at least ten calendar days before the final date of submitting bids. Additional time may be needed if a mandatory walk-through or pre-bid conference is to be held. The public notice must specify a date to pick up a bid package in time to meet the walk-through or conference date.

A minimum of three vendors must be solicited. The bid package shall contain a requirement for each responding vendor to provide a minimum of three references which may be used to determine the vendor's capability and responsiveness. All bids must be returned in a sealed envelope by the deadline specified. Bid packages must be stamped with date of receipt by the college. The bid must be timely, signed and properly completed. Any alternate offerings must be accompanied by detailed specifications highlighting superior or equal elements, or the bid will be rejected. All bids over \$50,000 must be opened publicly in front of a minimum of one witness, the amounts read aloud, recorded in ink and signed by the witness. Facsimile bids are not to be accepted for bids over \$50,000.

- b. REQUESTS FOR QUOTATION - Except as provided in subsection 4.1(e) or section 4.2 below, All purchases of fifty thousand dollars (\$50,000) or less shall be made in the open market or under state contract, but shall, when possible, be based on at least three competitive quotations, which may include

written quotes, telephone/oral quotes, catalogue pricing, or facsimile quotes. All non-written quotations shall be documented in writing. (Formal competitive bids are not required but are encouraged whenever they may assist in obtaining the best price, product, service and delivery for the using department.)

- c. **MINOR PURCHASES** - Competitive bidding or negotiation is not required in the case of minor purchases of ten thousand dollars (\$10,000) or less. Minor purchases of one thousand dollars (\$1,000) or less may be procured utilizing a college credit card issued under the Comptroller's Purchasing Card Program, or under a similar college program, provided the program is operated in accordance with the terms and conditions of the State Comptroller's Program, as further amended by this policy.
- d. **EMERGENCY PURCHASES** - Competitive bidding is not required in the case of emergency purchases. However, such purchases should be based on at least three competitive quotations whenever possible (see 4.4 below).
- e. **OTHER AVAILABLE CONTRACTS** - Competitive bidding or quotations are not required when participating in any available contract award which has already undergone competitive bidding where bids are opened publicly, including such contracts bid by the State of Connecticut, other units of higher education, non-profit or educational cooperatives, or the federal government.
- f. **NON-COMPETITIVE PURCHASES** - If the purchasing department determines that the nature of the purchase precludes solicitation of competitive prices, the college may authorize a non-competitive purchase, and the notation "non-competitive" shall be made in the agency's purchasing file. If the reason for the non-competitive nature of the purchase is not self-evident, an explanation shall also be attached.

Examples may include purchases from another state agency or the Federal government, purchases from a publisher or exclusive distributor, advertising, dues, subscriptions, fees, and licenses.

- g. **SOLE SOURCE PROCUREMENT** - If the using department and business/purchasing departments determine that the purchase should be made on a "sole source" (only one vendor can supply the required product or service), or "sole product" (only one brand or model can supply required needs), basis, the reasons must be based on clearly identified criteria documented in the purchasing file. The individual with commitment authority for the purchase must determine that the reasons are appropriate prior to approving such purchase.

Sole source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item. Sole product procurement is not permissible if another available make, model, brand or service of similar character and quality, including any applicable options, accessories, etc., will serve the purpose equally as well. The following are examples of circumstances which could necessitate sole source or sole product procurement:

- * where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
- * where a sole supplier's item is needed for trial use or testing;
- * where a sole supplier's item is to be produced for resale;
- * where public utility services are to be procured;
- * where only a sole supplier is able to provide other requirements (service, delivery, etc.).

- h. **SYSTEM-WIDE PURCHASING** - where practical, and in the best interests of the Community-Technical Colleges, faculty, staff and students, colleges are encouraged to combine their requirements and offer for public bid or competitive quotation a system wide contract for provision of the specified commodities or services. The combined, estimated contract value of all participating colleges shall

determine the sourcing requirements under this section. The value of individual purchases made under any subsequent contract award, will determine approval requirements at each college.

4.2 INVITATION / REQUEST FOR PROPOSALS - COMPETITIVE NEGOTIATION

When it is determined by the Chancellor, the President, or his/her designee, that the nature of the purchase is highly complex, or that purchase by competitive negotiation may provide superior product/service quality, price or other terms more advantageous to the Community-Technical Colleges, the college may, at its option, solicit utilizing a request for proposals in lieu of an invitation for bids or competitive quotations.

Proposals shall meet the same requirements as outlined in section 4.1 for invitations for bid over \$50,000, except as amended by this section 4.2. Pre-proposal conferences may be conducted at any time prior to the date established for the submission of proposals.

a. RECEIPT OF PROPOSALS

Proposals shall be date and time-stamped upon receipt and held in a secure place until the established due date.

Proposals shall be kept sealed until opened publicly in front of a minimum of one witness, the proposer's company name read aloud, recorded in ink, and signed by the witness. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. All other information shall be held in confidence until such time as an award is finalized.

b. EVALUATION OF PROPOSALS

Proposals shall be evaluated only on the basis of evaluation factors stated in the request for proposals. The request for proposals shall state clearly that the procurement will be based on competitive negotiation, and shall indicate the relative importance of price and other factors, which may include such things as the plan for providing the required products and services; the ability to perform based on education, experience and personnel qualifications; availability of facilities, equipment and personnel; and a record of past performance.

For the purpose of conducting discussions with individual offerors, proposals shall be initially classified as acceptable, potentially acceptable, or unacceptable. Proposers whose proposals are unacceptable shall be notified promptly.

c. DISCUSSION WITH OFFERORS AND REVISIONS TO PROPOSALS

Proposal discussions may be conducted with individual proposers after public opening of the initial proposal responses, to promote understanding of the RFP requirements, and to clarify the proposer's response with respect to qualifications, proposed methods, cost, and other items. There shall be no discussion of any information derived from proposals submitted by competing offerors.

Responsible qualified offerors who submit acceptable or potentially acceptable proposals responsive to the minimum requirements of the RFP, shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.

Proposals may be revised for purposes of clarification at any time prior to the conclusion of discussions; and by a date to be specified by the college following discussions, for the purpose of obtaining best and final offers. All revisions shall be date and time stamped upon receipt.

d. NONDISCLOSURE OF TRADE SECRETS AND PROPRIETARY INFORMATION

Upon written request of the proposer, such information will not be publicly disclosed. However if the college disagrees with the request, it must notify the offeror in writing specifying what portion of the

information will be subject to public disclosure, and indicating that, unless the proposer withdraws the proposal, the information may be so disclosed.

e. **COMPETITIVE NEGOTIATION**

After conclusion of the validation of qualifications, evaluation of proposals, and discussion with vendors, the agency shall select no fewer than the three top ranking proposals (or such lesser number if less than three acceptable proposals were received), and may enter negotiations with any one or more of the proposers, for the purpose of entering a contract with one or more of them.

Contract negotiations shall be directed toward making certain that the proposer has a clear understanding of the scope of work and all requirements of the RFP and has the necessary personnel, equipment and facilities to perform the contractual services within the required time frame; and toward agreeing upon compensation which is fair and reasonable given the scope, complexity and nature of the services to be performed.

If agreement cannot be reached with any of the acceptable proposers initially selected, offers may be resolicited or additional proposers may be selected based on the original, acceptable proposals in order of their respective ranking, and negotiations may continue.

f. **CONTRACT AWARD**

The contract shall be awarded to the most qualified offeror with whom agreement can be reached regarding compensation and other contract provisions. The college may choose to award all or any part of the contract to one or more offerors, or may elect not to award all or part of the contract.

The contract file shall contain all information regarding the basis for the award, including how the evaluation factors stated in the request for proposal were applied to determine the best qualified proposers, and the principal elements of the negotiations including significant considerations relating to price and other terms of the resulting contract.

4.3 SINGLE PURCHASE

For purposes of determining the appropriate requisition and commitment authority, and which sourcing requirements of section 4.1, apply, the dollar value of a single purchase shall be defined as (1) for one-time purchases, the cost of the entire purchase, including all individual products or services normally ordered at one time and related to the intended end use, and (2) for contracts, the total contract cost for the products, services and/or time frame covered.

No purchase shall be divided or subdivided for the purpose of bringing such purchase within a lower spending category. Where reasonable planning and aggregation of recurring purchases can achieve cost savings, such purchases should be so aggregated by fiscal quarter or other longer time frame, where possible, and the sourcing requirements of the resulting expenditure level followed.

4.4 EMERGENCY PURCHASES

Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Chancellor or President, or their respective designees with reviewing authority, may, if it is for the best interest of the state, make purchases without competitive bidding. However, such purchases should be based on at least three competitive quotations whenever possible.

An "emergency" is further defined as a situation where the normal operation or portions thereof of an agency would cease or be seriously impaired if immediate action were not undertaken to correct the contingency.

A written statement documenting the nature of all emergency purchases, and signed by the Chancellor, President, or designated reviewing authority, shall be attached to the agency's file copy of the purchase order at the time of placing the order. A statement of all emergency purchases made during the fiscal year shall be set forth in the annual report of the community-technical college system.

4.5 NONDISCRIMINATION, AFFIRMATIVE ACTION AND MINORITY BUSINESS

Nothing in these procedures shall exempt the Chancellor or any President from complying with the provisions of sections 4a-60, 4a-60a and 4a-61 as amended, regarding nondiscrimination and affirmative action provisions in state contracts, and award of contracts concerning minority business enterprises.

4.6 DISQUALIFICATION OF BIDDERS

- a. **BY DEPARTMENT OF ADMINISTRATIVE SERVICES** - Any person, firm or corporation disqualified by the Commissioner of Administrative Services pursuant to section 4a-63, as amended, from bidding on contracts with the Department of Administrative Services shall also be disqualified from bidding on any contract with the Community-Technical Colleges.
- b. **BY COMMUNITY-TECHNICAL COLLEGES** - The Chancellor of the Community-Technical Colleges, and the President of each Community-Technical College, and their respective designees, may disqualify any person, firm or corporation for a period of not to exceed two years, from bidding on contracts with the college pursuant to section 4a-52a as amended. Such chief executive officers may initiate a disqualification proceeding after consulting with the Attorney General. Prior to issuing a determination of disqualification, the affected person, firm or corporation shall be permitted an opportunity to be heard and to offer justification why they should not be disqualified. The chief executive officer shall issue a written decision within ninety (90) days of the final hearing date stating the decision, the reasons for the action taken, and if the person, firm or corporation is disqualified, the period of the disqualification. The decision shall be sent to the person, firm or corporation via certified mail, return receipt requested, and a copy of the decision shall be sent to the Commissioner of Administrative Services, the Chancellor of the Community-Technical Colleges and all Community-Technical College Presidents.
- c. **SUSPENSION** - The chief executive officer shall also have the authority to suspend such a person, firm or corporation from bidding on any contract if the chief executive officer determines that there is probable cause for disqualification under this section. No such suspension shall exceed a period of three months. Such suspension shall be in the form of a written decision giving the reasons for and the period of the suspension. The decision shall be sent to the person, firm or corporation via certified mail, return receipt requested, and a copy of the decision sent to the Commissioner of Administrative Services, the Chancellor of the Community-Technical Colleges and each college president.
- d. **CAUSES FOR DISQUALIFICATION OR SUSPENSION MAY INCLUDE:**
 - * Conviction or entry of a plea of guilty for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
 - * Conviction or entry of a plea of guilty under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a state contractor.
 - * Conviction or entry of a plea of guilty under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals.
 - * Noncompliance with contract provisions, of a character regarded by the chief executive officer to be of such gravity as to indicate a lack of responsibility to perform as a contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract.

- * A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, unless such failure to perform or unsatisfactory performance was caused by acts beyond the control of the contractor or supplier.
- * Any other cause the chief executive officer determines to be so serious or compelling as to affect responsibility as a contractor, including disqualification by another government entity, having caused financial loss to the state or the college or having caused a serious delay or inability of state officials to carry out their duties on a past contract.

5.0 VENDOR AWARD, CONTRACT AND COMMITMENT OF FUNDS

5.1 AWARD OF BID, QUOTATION OR PROPOSAL

All purchases and/or contracts for which competitive bids, competitive quotations or proposals are required or have been obtained, shall be awarded to the vendor providing the lowest responsive and responsible bid, quotation or proposal, based on the evaluation factors stated in the invitation to bid or request for proposal, where applicable. The purchasing department shall make the final award determination, in consultation with the using department or selection committee, subject to final review and approval by the commitment authority. If the purchasing department determines that the lowest price bid, quotation or proposal should not be chosen, documentation shall be attached to the agency's purchasing file, identifying what other requirements or conditions warrant paying a higher price (i.e. what makes the lower bid, quotation or proposal unacceptable).

5.2 PERSONAL SERVICES AGREEMENT (PSA) REQUIRED

Where the award is to a personal services contractor as defined in C.G.S. 4-212 and in section 9.1 of these policies, the purchase requires a written personal services contract agreement, signed by both parties to the agreement, defining in detail the products or services to be delivered by the personal services contractor to the community-technical college(s). See section 9.0 for additional requirements relative to Personal Services Agreements.

5.3 PURCHASE ORDER REQUIRED

Where the purchase does not involve a PSA, the purchase order serves as the legal order. No such award or purchase is valid without a completed, properly authorized purchase order (P.O.) being issued to the vendor to document the products and/or services, cost, and other terms and conditions of the agreement. All purchase orders must include the standard terms and conditions required by state law.

Additionally, the purchase order serves as the document which encumbers funds in the financial system, and therefore a purchase order is required for all vendor awards, including those for which a PSA has been signed.

5.4 GENERAL ENCUMBRANCE REQUIRED

Certain credit card purchases and other college activities which result in payments to vendors, employees, students, other state agencies, etc., do not involve competitive procurement in the traditional sense, and may not result in the issuance of a purchase order. When the anticipated value of such things as employee travel, monthly utility costs, student financial aid, or other similar activities is known or can be reasonably estimated, such anticipated costs should be encumbered in the financial system at the earliest practical time, in order to ensure that funds will be available as those "purchases" are actually incurred and paid for.

6.0 ADDITIONAL DATA PROCESSING PROCUREMENT REQUIREMENTS

The procurement of EDP information and telecommunications resources such as hardware, software, maintenance, outside information processing services, and consulting services shall be subject to the additional requirements of this section.

6.1 DATA PROCESSING STANDARDS

All data processing purchases shall be compatible, where relevant, with standards for computer architecture established by the [Office] Department of Information [and] Technology (DOIT), with the Community-Technical College system information technology plan, and with any applicable policies, guidelines and standards issued by the Information Technology Policy Committee (ITPC).

6.2 COMPUTER-STORED PUBLIC RECORDS

Purchases of any computer system, equipment or software covered by C.G.S. 1-15 and 1-19a as amended, must comply with the provisions of said statute. This statute provides, in part, that public records of non-exempt data which are stored on a computer system must be made available in either paper, disk, tape or other electronic format, on request.

6.3 ADDITIONAL APPROVAL REQUIREMENTS

Data processing purchases which are in conformity with applicable standards outlined in section 6.1 above, may be made by the college on its own authority in accordance with these policies, provided that, data processing or telecommunications purchases over \$100,000 also require prior consultation with, but not approval by, the state Department of Information Technology (DOIT). The President shall designate an individual with "technical review authority" to review all proposed DP purchases for technical conformity with such applicable data processing standards. This individual shall approve all purchase requisitions to indicate such compliance, prior to the order being placed. To facilitate processing, it is suggested that this technical approval be obtained by the using department prior to submitting the purchase requisition to the business office.

7.0 ADDITIONAL FORMS AND PUBLICATIONS REQUIREMENTS

The procurement of forms and publications shall be subject to the additional requirements of this section.

7.1 TECHNICAL STANDARDS

All forms and publications prepared or purchased by the Community-Technical Colleges shall follow any mandatory technical standards adopted for use system wide by the Community-Technical College Central Marketing Committee, under the direction of the Chancellor's Office Director Of Communications. Other, advisory standards adopted by the Central Marketing Committee, should also be given preference. Where no system standards exist, generally accepted industry technical standards shall apply.

7.2 OVERRUNS AND SURCHARGES

Quantity overruns and cost surcharges up to 10% are permissible on forms, publications and other printing purchases, i.e. if the quantity or specifications of a printing project change subsequent to the awarding of the bid, due to author's alterations, design changes, additional printing plates, or vendor overruns, this is permissible if the amount of the additional cost does not increase the final price by more than 10% over the bid cost. If overruns are not to be allowed on a particular project, this statement shall be included in the original request for bids, quotations or RFP, and in the final contract.

8.0 REQUIREMENTS FOR CAPITAL PURCHASES

8.1 CAPITAL EQUIPMENT PURCHASES

All general purchases of capital equipment (i.e. agency, educational and library equipment), whether paid for by operating funds or restricted state bond funds, shall be made in accordance with these agency purchasing policies.

8.2 CAPITAL REPAIRS, ALTERATIONS OR ADDITIONS TO REAL ASSETS

All agency administered projects involving repair, alteration or additions to any state building or premises under the supervision of the college, shall be performed in accordance with DPW procedures for agency administered projects, included as Attachment 3, except that those DPW provisions related to purchase orders issued through the Office of the State Comptroller do not apply to the extent that the Comptroller has delegated such authority to the colleges.

DPW procedures for agency administered facility projects include purchasing, bidding and other requirements which differ from, and which take precedence over, these agency purchasing policies. Refer to Attachment 3.

- a. \$50,000 OR LESS - Colleges may make such repairs, alterations or additions involving expense of \$50,000 or less without approval of the Department of Public Works, in accordance with C.G.S. 4b-52 (a)(2).
- b. OVER \$50,000 - All repairs, alterations or additions involving expense of more than \$50,000, whether paid for by operating funds or restricted state bond funds, require prior approval by the department of public works.

9.0 ADDITIONAL REQUIREMENTS FOR PERSONAL SERVICE AGREEMENTS

9.1 DEFINITIONS AND PURPOSES

A personal service contractor is any person, firm or corporation not employed by the state, who is hired by the agency for a fee to provide services to the agency, excluding contractual services as defined in C.G.S. 4a-50.

A Personal Service Agreement (P.S.A.) is a written agreement, supplementing the purchase order, and signed by both parties, which defines in detail the services or products to be delivered by the personal services contractor to the agency. Personal Service Agreements may be utilized for the following purposes:

- a. To contract for services provided by an independent contractor, including routine or ongoing professional services.

In general, an independent contractor relationship is established when the contractor is a corporation or partnership. If the contractor is an individual, the test is that the contractor is expected to complete the job by his/her own methods without being subject to control as to the means of doing the work. Guidelines for determining independent contractor status are outlined in Comptroller Memorandum No. 94-9, based on internal revenue service interpretation, and are included as Attachment 4. Key considerations are:

- * The absence of a supervisory relationship as indicated, for example, by a performance evaluation system or the establishment of work rules and regulations;
- * The existence of an independently established trade or business; and
- * Compensation which is based on the completion of specified obligations as opposed to hourly or biweekly compensation.

- b. To contract for consulting services as defined in C.G.S.4-205.
- c. To provide for specialized facilities not otherwise available. The Personal Service Agreement may be utilized to contract for a license to use space. The Personal Service Agreement is not the appropriate vehicle for a lease and may not be used for such. It is suggested that any agreement which contracts for a license use language such as the following: "Contractor agrees to provide space for ____ College as more expressly stated herein and on the attached specification consisting of ____ pages which is hereby incorporated and made a part of this agreement."

9.2 LIMITATION ON CONTRACTING WITH STATE EMPLOYEES

Section 1-84(i) of the Connecticut General Statutes provides as follows:

No public official or state employee or member of his immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract of employment, as a state employee or pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded...

Accordingly, no state employee may be offered a Personal Service Agreement unless the contract has been awarded pursuant to an appropriate bidding process. It is not necessary that such process utilize State procedures. However, to protect all parties concerned, a record of the bidding process utilized shall be maintained.

9.3 REQUIRED APPROVAL AND DELEGATION OF AUTHORITY

All agreements for personal services and honoraria and related expenses must be prepared using an appropriate Personal Service Agreement.

- a. Except as indicated in sections b and c below, Personal Service Agreements require only the signatures of the college requisition authority and commitment authority as designated by the President or Chancellor, and the vendor.
- b. Colleges may execute agreements with contractors who are current State of Connecticut employees, provided that all such PSA's, regardless of cost, must first be reviewed by the college to ensure that there is no Dual Employment conflict or duplication between the employee's regular hours of employment and duties, and those contemplated in the PSA. Each college must establish a procedure which documents the review and approval by appropriate staff of all such PSA's. Those PSA's which also require Attorney General approval (see c, below), shall also be forwarded by the college to the Attorney General.
- c. Purchases with a personal service contractor which exceed \$3,000, and which are not covered by a master agreement, require Attorney General approval in addition to college and vendor approval.

9.4 AMENDMENTS TO PERSONAL SERVICE AGREEMENTS

Amendments to Personal Service Agreements must be in writing, and authorized in accordance with the comparable requirements for new PSA's.

10.0 ADDITIONAL TRAVEL REQUIREMENTS

10.1 TRAVEL AUTHORIZATION

The Chancellor, and each President, or their respective designees, are authorized to approve requests for travel which is required to conduct official state business, in accordance with these agency purchasing policies.

All employee travel requests must be signed both by the employee who will claim reimbursement, and his or her supervisor, and must be approved in accordance with section 3.0 (requisition and commitment authority), with the following additions or exceptions:

- a. In-state travel costing under \$25.00 per trip does not require prior approval
 - * Except if a college decides, at its option, to require such travel to be prior approved; and
 - * Except that, if an employee's responsibilities require frequent in-state travel under \$25.00 per trip, a blanket authorization indicating the time frame and maximum dollar value should be completed.

- b. The travel request or requisition must identify the employee and document the employee's itinerary, business purpose, method(s) of travel, estimated costs, and source of funding for the proposed travel.
- c. Estimated cost should be itemized on the travel request or requisition, including applicable air fare, ground transportation (taxi, shuttle, car rental), personal mileage reimbursement, lodging, meals, gratuities, registration fees, tolls, parking, undocumented lump sum, or other legitimate expenditures anticipated. Estimated cost should be based on the applicable sourcing requirements in section 10.2 and allowable rates per subsection d. following.
- d. Allowable travel rates for bargaining unit employees shall be governed by applicable collective bargaining unit agreements which specify mileage, meal allowance, or other particulars. Allowable rates for board of trustees unclassified management and confidential employees shall be equivalent to those approved for the board's predominant professional bargaining unit.
- e. Where the source of funding is professional development, retraining, or other funds with special approval requirements or limitations on their use, the approver with "commitment authority", by approving the travel request, not only attests that funds are available, but also attests that any special approval requirements have been met.
- f. Expenses that are incurred prior to travel being approved are the responsibility of the employee should the travel be disallowed.

10.2 TRAVEL SOURCING

In general, travel purchasing should utilize the lowest cost providers and methods which can transport the employee to the required location, at the appropriate time, and within a reasonable time frame, taking into consideration the purpose of the meeting and any special requirements.

Where state or Community-Technical College contracts are negotiated with a particular travel agency, or with particular vendors, for reduced cost air, lodging, car rental or other travel components, those contracts must be utilized unless the employee can obtain a lower price elsewhere, either individually or through other available contracts, which cannot be matched under the state or CTC contract. Where no such contracts exist, the following guidelines apply.

a. AIR TRAVEL

- * All airline reservations must be processed by the State Comptroller's central reservations unit, unless the employee has obtained a less expensive fare, through special conference arrangement, or directly from another travel agent, which central reservations has been unable to match.
- * Every effort should be made to place reservations as far in advance as possible in order to utilize discounted air fares, where applicable. To obtain certain discounted fares may require that the employee stay for additional non-work days at his/her destination. In those instances where additional living expenses would be incurred due to the longer period of travel, and the amount of the air fare discount exceeds the additional expenses, the employee may, at his/her option, elect to take the discounted fare and may be reimbursed for the additional living expenses. The details must be noted and approved on the travel requisition.

b. OTHER COMMON CARRIERS, GROUND TRANSPORTATION, AUTOMOBILE

- * Employees may procure their own tickets for train or bus travel, and for local shuttle/taxi travel or car rental, but should take care to utilize the lowest practical cost alternative, keeping in mind such considerations as schedules, distances or physical disabilities.
- * For day-trips or travel within driving distance, the use of state or college owned vehicles is encouraged where available.
- * Personally owned vehicles should be used on state business only when state or college owned vehicles are unavailable, or by employees whose mileage generally does not exceed 100 miles per month. Employees who utilize personally owned vehicles must carry the minimum automobile insurance coverage outlined in the state department of administrative services' regulations for use of personally owned motor vehicles.

c. LODGING

- * Accommodations should provide for reasonable business comfort and convenience to the employee, and where possible, costs should be compared at three appropriate and available sites, however the choice and cost of accommodations is at the college's discretion, as approved by the individual with "commitment authority."
- * Conference or meeting accommodations at the conference site may be utilized without additional comparison, at the lowest available rate.
- * Employees are encouraged to request and utilize special, lower government or association rates which may be available.

10.3 TRAVEL PURCHASING CARD

As part of a credit card purchasing program authorized under Section 10A.1, each agency may elect, at its option, to issue a college credit card to one or more employees of the agency, to be used to procure and pay for certain business travel expenditures, including conference fees, lodging, car rental and gas, or other travel expenditures as specifically allowed by the Comptroller's State Purchase Card Program. Such travel purchasing cards shall be issued and administered in accordance with all Comptroller Purchasing Card Program requirements. Each travel card shall be issued to and used by only one employee, but the college may issue separate cards to as many employees as it determines appropriate.

NEW SECTION

10A.0 ADDITIONAL REQUIREMENTS FOR CREDIT CARD PROGRAMS

10A.1 CREDIT CARD PROGRAMS OPTIONAL

Each college and the chancellor's office, may elect at its option, to enter into an agreement with a credit card company to obtain one or more credit card(s) for use by designated employee(s) of the agency in the purchase and payment of designated goods and services under \$1,000 in value, provided that the procurement of services by credit card may only be in accordance with Comptroller guidelines which assure the proper reporting of vendor 1099 and tax informational filings. Any such credit card purchasing option shall be implemented in accordance with all CTC purchasing and accounts payable policies. Each agency may elect to participate in either the State Purchasing Card Program, or its own agency program, but not both at the same time. Each agency may also elect not to participate in any credit card program.

10A.2 STATE PURCHASING CARD PROGRAM

Each college and the chancellor's office, may elect at its option, to participate in the State Comptroller's Purchasing Card Program (hereinafter referred to as "Program") without the requirement of college bidding or other competitive procurement, provided that the college complies with all policies, procedures and requirements of the Program, as they may be amended from time to time, and which are hereby incorporated into this Board of Trustee purchasing policy, with certain BOT exceptions based on higher education purchasing flexibility.

A college which opts to utilize the State Comptroller's Program may not also utilize separate college-procured credit card programs or vendor credit lines, except that colleges may obtain separate gasoline company credit cards for the purchase only of gasoline and related automotive products required by college operated vehicles.

- a. **MEMORANDUM OF UNDERSTANDING** – Each college which elects to participate in the Comptroller's Program shall comply with all conditions of the related Addendum to the Memorandum of Understanding signed on behalf of the Community-Technical College System.
- b. **EXCEPTIONS TO COMPTROLLER'S PROGRAM REQUIREMENTS** – Standard requirements of the Comptroller's Program which are inconsistent with Community-Technical College Purchasing or Accounts Payable Policy based on higher education flexibility, are not applicable to the Community-Technical Colleges, provided that Board policy has been complied with in all other respects. Specifically, the following requirements do not apply to the CTC's:

- the restriction against agencies operating their own credit card program outside of the state Program provided, however, that if a college elects to participate in the state Program it may not at the same time operate its own program,
- the requirement for exclusive utilization of existing State Contracts,
- the requirement for commitment or reservation of funds,
- the prohibition on the purchase of alcoholic beverages and animals, provided that a college may only utilize a credit card program to purchase alcoholic beverages and animals which are being purchased for a learning program of the college.

10A.3 COLLEGE CREDIT CARD PROGRAM

Each college and the chancellor's office, may elect at its option, to establish its own agency credit card program for minor purchases under \$1,000 in value, provided that:

- The contractual service is awarded in accordance with Board Purchasing policies;
- Individual credit card purchases are made in accordance with applicable Board Purchasing policies;
- The agency program provides a substantially similar level of internal controls as the State Comptroller's Program;
- The agency documents its internal controls and develops and maintains written procedures outlining how they will administer their program;
- The agency may not at the same time participate in the state Program.

10A.4 INTERNAL CONTROLS AND PROCEDURES

Each college which elects to participate in a credit card program shall document all college internal controls and procedures for operating the program, including

- Designation of a college program coordinator with responsibility for administering the program, including card applications, issuance and cancellation, monthly reconciliation and billing, documentation security and retention, problem resolution, reporting, program oversight, and liaison with the Comptroller's and/or Chancellor's Offices;
- Information on each cardholder as required under Section 3.0 of Board policy;
- Procedures for and a diagram which illustrates the process flow for incurring, tracking, reconciling, approving and paying for purchases made under the credit card program, and indicating the time frames, controls, processes and approvals which take place from the cardholder, to the approving supervisor, to the program coordinator, to the accounts payable unit, along with names and titles of involved employees.

11.0 PURCHASES SUBJECT TO THE WORLD TRADE ORGANIZATION GOVERNMENT PROCUREMENT AGREEMENT (WTO GPA)

The State Of Connecticut has determined that state procurement, including that by higher education, may be offered for coverage under the GATT agreement on government procurement, by the Office Of The United States Trade Representative. Such agreement was effective January 1, 1996. While these agency purchasing policies continue to apply to Community-Technical College purchasing activities, the WTO GPA provides for additional requirements, which apply to any purchases subject to that agreement.

Due to the high dollar thresholds under the WTO GPA, this agreement will rarely, if ever, apply; however colleges are responsible for reviewing the requirements and for complying with them should a covered purchase be undertaken.

Detailed information regarding current requirements is outlined in Attachment 5, guide for state procurement officials - application of the WTO Government Procurement Agreement.

11.1 PURPOSE

Generally, the purpose of the WTO GPA is to ensure that purchasing and procurement practices provide for non-discrimination in trade between those countries which have signed the agreement, with respect to covered purchases which exceed certain dollar thresholds. The agreement provides definitions regarding scope and coverage, valuation of contracts, non-discrimination and rules of origin, and bidding practices including technical specifications, selective bidding or tendering and notification requirements and time frames for bidding.

11.2 THRESHOLDS

For 1997, the threshold for purchases of goods and services is \$519,000, and the threshold for construction is \$7,311,000. WTO GPA requirements apply only to covered purchases over these thresholds.

12.0 GENERALLY ACCEPTED PURCHASING PRINCIPLES

Other generally accepted purchasing policies and procedures which are not in conflict with any of these agency procedures, and which outline or support good purchasing practice, should continue to be followed as appropriate.

13.0 CONTINUED USE OF DAS PURCHASING AND DOIT

C.G.S. 10a-151b, as amended, authorizes the continued participation by higher education units in any available DAS contract for the purchase of equipment, supplies or services. Colleges are encouraged to continue utilizing state contracts that provide products, services, delivery and price that best meets their needs. This includes participation in any Pre-Itemized Purchase Requisition SP9 initiated by DAS to determine and satisfy state-wide requirements for various products or services.

Colleges may continue to request any necessary assistance from DAS Purchasing and DOIT in the development of designs and specifications (e.g. forms, data processing), for the preparation and/or solicitation of competitive bids for contractual services, and for the identification of appropriate vendors for solicitation of competitive quotations or bids.

However, notwithstanding the provisions of C.G.S. 10a-151b or these agency purchasing policies, when a college requests that DAS Purchasing and/or DOIT handle the entire purchase on its behalf, all procedures of DAS and DOIT must be followed, and the college shall be bound by the results of the DAS and/or DOIT purchase decision.

14.0 PURCHASING COMMITTEE

The Chancellor, in consultation with the Presidents, shall appoint a standing committee composed of campus and Central Office representation, to review additional purchasing policies and procedural issues in greater detail, as needed, including but not limited to consolidation of certain community-technical college purchases, participation in consolidated purchases with other units of higher education, the development of community-technical college system standards, the modification and refinement of these purchasing policies, and other purchasing issues deemed appropriate.

15.0 CONFLICT OF INTEREST

15.1 EMPLOYEE DISQUALIFICATION

In accordance with section 4a-64 of the Connecticut General Statutes, as amended, neither the Chancellor, nor any President or their respective purchase and review authority designees, nor any other office staff who may have responsibility for purchasing transactions, may participate on behalf of the Community-Technical Colleges, in any transaction in which he or she has a direct or indirect beneficial interest beyond his or her role as a state employee.

Such individuals, who must be disqualified from participating in specific purchasing transactions under these circumstances, cannot be definitively defined in advance. Therefore, it is the responsibility of any Community-Technical College employee who has a responsible or influential role in determining the outcome of a purchasing transaction or contract, and who has a direct or indirect outside interest in that transaction or contract, to disqualify himself.

The potential contractor should not be disqualified.

Where the individual who normally has purchase or review authority has such a conflict, the Executive Director or President should appoint another individual with purchase or review authority for that particular transaction or contract. If another staff member with responsibility for or influence on outcome of the particular transaction or contract has such a conflict, that person's duties should be reassigned to another staff member for the particular transaction or contract.

15.2 PROHIBITION OF GIFTS

In accordance with Connecticut General Statutes section 4a-64, neither the Chancellor, nor any President, designated purchasing or reviewing authority, nor other responsible staff member, may accept or receive, directly or indirectly, from any person, firm or corporation, to which any contract or purchase order may be awarded, by rebate, gifts or otherwise, any money, or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation.

16.0 CHIEF EXECUTIVE OFFICER PERSONAL LIABILITY

In accordance with the terms of C.G.S. 10a-151b, the Chancellor and each President who enters into a contract, either directly or through designated individuals who have "commitment authority," which fails to meet the requirements of the statute, or of these procedures, 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.

17.0 CONNECTICUT GENERAL STATUTES (C. G. S.)

Sections 10a-151b, 10a-151c, 4a-52a, 4a-52b and other sections of the C. G. S. as referred to therein, are hereby incorporated into and made a part of these policies. A summary and copy of all such statutes is attached for reference as Attachment 6.

18.0 SEVERABILITY

If any provision of these agency purchasing policies, or any application thereof, to any person or circumstance, is held invalid, such invalidity shall not affect any other provision or application which can be given effect without the invalid provision or application, and to this end, the provisions of these policies are declared to be severable.

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Community-Technical Colleges
Agency Purchasing Policies

Attachment 1
Purchasing and A/P Authorizations

Community-Technical Colleges
Agency Purchasing Policies

Attachment 2
Ethical Conduct Policy

Community-Technical Colleges
Agency Purchasing Policies

Attachment 3
DPW Instructions for Requesting and Administering
Agency Administered Projects

Community-Technical Colleges
Agency Purchasing Policies

Attachment 4
Independent Contractors - Comptroller Memorandum 94-9

Community-Technical Colleges
Agency Purchasing Policies

Attachment 5
Guidelines for State Procurement Officials
Application of the WTO Government Procurement Agreement

Community-Technical Colleges
Agency Purchasing Policies

Attachment 6
References to Connecticut General Statutes
Summary of Statutory Provisions

1-15	Copies of public records, fees - Defines allowable fees.
1-19a	Disclosure of computer-stored public records - Requires certain records to be made available on either paper or any electronic storage media, at a cost in accordance with 1-15.
1-79	Definitions, code of ethics for public officials - Defines gifts and other terms.
1-84i	Prohibited activities - Prohibits any state employee from entering a contract with the state valued at \$100 or more, unless the contract has been awarded through an open and public process. Prohibits agency heads, their immediate family members or businesses associated with agency heads, from entering into any contract with that agency.
1-85,86	Conflict of interest with employees duties - Defines conflict of interest and provides procedures for dealing with such situations.
4-98	Appropriations encumbered by purchase order; simplified controls - Requires all purchases to be made by purchase order and commitment of funds; permits the comptroller to delegate certain purchase order and commitment responsibilities to agencies, and to allow the use of purchasing cards, in accordance with procedures established by the comptroller.
4-175	Declaratory judgment action - If a regulation interferes or impairs the legal rights or privileges of the plaintiff, the petitioner may seek in superior court a judgment as to the validity of the regulation or the applicability of the provision of the general statutes.
4-205	Definition of consultant - A person, firm or corporation not employed by the state, who is hired by a state agency for a fee to provide professional advice or services to the agency under a contract that defines the services or end product to be delivered. Excludes independent contractors providing routine, on-going professional services; those providing contractual services as defined in 4a-50; and certain consultants defined in 4b-55.
4-211	State agency reports on completed consulting contracts - Requires agencies to submit a written evaluation of each consultant's performance within 60 days after a consultant completes work on a contract.
4-212	Definition of competitive negotiation - A procedure for contracting for services in which proposals are solicited from qualified persons, firms or corporations by a request for proposals, and changes may be negotiated in proposals and prices after being submitted. Definition of personal service contractor - Any person, firm or corporation not employed by the state, who is hired by a state agency for a fee to provide services to

	the agency. Excludes those providing contractual services as defined in 4a-50; certain consultants (4b-55), and others.
	Definition of personal service agreement - A written agreement defining the services or product to be delivered by a personal services contractor to a state agency.
4-213 - 219, P.A. 93-336,sec.9	Requirements for personal services agreements (not applicable to PSA's issued under 4a-52a, 10a-151b).
4a-4	Control of state property - The Commissioner will maintain control of state property and equipment including vehicles and office equipment and he shall require inventory records. He will authorize transfer, use or disposal of such equipment.
4a-5	State motor pool - There shall be a state inter-agency motor pool within DAS and they will rent cars to each agency.
4a-6	Leasing of personal property by state agencies - The Commissioner must approve all leasing arrangements. He will provide the Appropriations Committee of the Legislature during each session with a list of all state leases.
4a-50	<p>Definition of supplies, materials and equipment - all personal property furnished to or used by a state agency including printing, binding, publication of laws, stationery, forms, reports, but eliminates references to electronic data processing equipment and telecommunications equipment.</p> <p>Definition of contractual services - laundry and cleaning, pest control, janitorial, and security services; rental, repair or maintenance of equipment, machinery and other state-owned personal property; advertising, photostating, mimeographing, [data entry, data processing, telecommunications] and other service arrangements where the services are provided by persons other than state employees, but eliminates references to data entry, data processing and telecommunications services.</p> <p>Definition of competitive bidding - Submission of prices by persons, firms or corporations competing for a contract under a procedure in which the contracting authority does not negotiate prices.</p> <p>Definition of competitive negotiation - Procedure for contracting in which proposals are solicited from qualified suppliers by a request for proposal, and changes may be negotiated in proposals and prices after being submitted.</p>
4a-51	Defines the duties of the Commissioner of Administrative Services regarding purchases, and by reference in 16a-110, the duties of the DOIT CIO with respect to data processing purchases.
4a-52	Requires the Commissioner of Administrative Services to adopt purchasing regulations.
4a-52a	<p>Notwithstanding 4a-51, 4a-52, authorizes constituent units of higher education to purchase supplies, materials, equipment, contractual services; to execute personal services agreements; to lease personal property; and to undertake printing, publishing and microfilming. Makes 4-210, 4-212-219, and P.A.93-336 sec.9, inapplicable to PSA's executed pursuant to this section.</p> <p>Authorizes constituent units of higher education to disqualify or suspend persons, firms or corporation from bidding on contracts; provides procedures.</p>

4a-52b	Permits purchase of supplies, materials, equipment and contractual services by competitive negotiation when required to implement a grant.
4a-60	Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities - No discrimination on any basis. Affirmative action and EEO advertising. Advise labor unions involved and CHRO. For public works contracts, a good faith effort to employ minority business enterprises as subcontractors.
4a-60a	Nondiscrimination on the basis of sexual orientation provision in contracts of the state and political subdivisions other than municipalities - No discrimination based on sexual orientation. Contractor to provide and post CHRO notice re same. Provisions to be included in subcontracts and purchase orders.
4a-61	Award of contracts concerning minority business enterprises - Commissioner, with the advice of the Commissioner of Economic Development, shall adopt regulations establishing procedures for the award of contracts.
4a-63	Disqualification from bidding on contracts - Commissioner is empowered to disqualify any person or firm for up to two years from bidding on contracts; provides procedures.
4a-64	Prohibits employees from participating in any purchase transaction in which they have a personal beneficial interest; prohibits the acceptance of gifts from vendors.
4b-51	Permits constituent units of higher education to administer projects which involve repair, alteration or additions to real assets involving expenditures up to two million dollars.
4b-52	Subsection (a)(2) permits units of higher education to enter into contracts for repairs, alterations or additions up to \$50,000, without prior approval of the commissioner of public works. All other agency administered projects require DPW approval. Subsection (b) requires that bidding and contracting for all construction, repairs, alterations and additions in excess of \$250,000 shall be in accordance with CGS 4b-91 through 4b-96, inclusive.
4b-55	Relates to selection of consultants for facility projects (including licensed architects, professional engineers, landscape architects, land surveyors, accountants, interior designers, environmental professionals or construction administrators; and any planner, construction manager or financial specialist).
4b-91 through 4b-96	Provides requirements for bidding and contracting for construction, reconstruction, alteration, remodeling, repair or demolition of any public building.
10a-151b	Purchase of equipment, supplies and contractual services, PSA's, leases, by constituent units of higher education - Notwithstanding C.G.S. Chapter 58, and sections 4-98, 4a-4, 4a-5, 4a-6, 16a-110, 16a-118, permits purchases without the approval of the comptroller, commissioner of administrative services, or Department of Information Technology, provided the constituent unit consults with DOIT and if such purchases are in accordance with policies adopted by the board of trustees of such constituent unit after reasonable opportunity for interested persons to present their views, and subject to 4-175. Makes 4-210, 4-212-219, and P.A.93-336 sec.9, inapplicable to PSA's executed pursuant to this section.

	Provides for competitive bids, proposals or quotations, minor and emergency purchases, compliance with 4a-60 and 4a-61, disqualification of vendors per 4a-52 and 4a-63, CEO personal liability, and continued participation in DAS contracts.
10a-151c	Approval of travel requests and payment of travel expenses - Permits approval of travel requests and payment of travel expenses, of employees of higher ed institutions, in accordance with rates and policies approved by the board of trustees after reasonable opportunity for interested parties to present their views, and subject to 4-175. Provides that travel expenses paid per this section, shall be paid upon the order of the comptroller.
16a-110	Title 4a applies to purchase, leasing and contracting of info/telecomm systems by the DOIT CIO. Duties of DOIT defined – including purchase, lease or contracting for all info/telecomm system facilities, equipment and services, and including approval of hardware/software acquisition over \$100,000; no approval required for acquisitions under \$20,000 or those between \$20-100,000 which are in compliance with agency's approved business systems plan. Requires approval of contracts with consultants for information and telecommunication systems. If not disapproved within 3 business days of receipt of request, acquisition or consultant contract is deemed approved.
16a-118	DOIT CIO shall purchase, lease and contract for all telecommunication facilities, equipment and services, process bills and manage the operation, [OIT shall] plan for statewide telecommunication infrastructure and assist agencies in acquisition and implementation of such systems.

Community-Technical Colleges
Standards for Catalogs, Letterhead and Envelopes
(as of 12/16/96 - subject to change)

CATALOGUES - STANDARD SPECIFICATIONS

Definition: A general catalog is the major publication describing the college's programs, requirements and regulations including listing of course descriptions, faculty members and administration.

In order to reduce expenditures and to have all college catalogs consistent, the following standards should be followed when preparing copy and specifications.

Size: 5 1/2" x 8 1/2" or 6" x 9" or 8 1/2" x 11"

Stock: Inside - No heavier than 60 lb. text.

Cover - No heavier than 100 lb. text.

Stock may be specified by "brand name" or "equivalent acceptable to agency." Sample of any substitute must be submitted with bid.

Type: 8 pt. Minimum. This is not suggested as a standard point size but rather as a minimum below which point size should not be reduced for legibility.

In specifying type, use generic name, or "similar acceptable to agency."

Legibility and design considerations should be the determining factor in the use of white space.

Illustrations: Cost-effective use of photography should be considered within publication budget limitations.
Line art as appropriate for illustrative/clear communications.

Ink: Inside - 2 color maximum
Cover - as deemed appropriate

Binding: Saddle stitch or perfect bind, as appropriate for size.

SPECIFICATIONS FOR SYSTEM AND COLLEGE LETTERHEAD AND ENVELOPES

Three standard types of letterheads and correspondence envelopes shall be established as follows:

- a. General use
- b. Executive
- c. Monarch

In general, executive and monarch stationary are for the use of an agency head or deputy.

The design, format, size, color of ink, and general appearance of all letterheads and correspondence envelopes should conform to the following guidelines:

Paper: Two grades of paper stock:

- a. Executive and Monarch: 20 lb. sub., 25% rag content bond.
- b. General Use 100% sulphite, #4 white bond; or 25% rag content.
- c. Standard stock and sizes. Avoid premium stocks and special sizes for general (large volume) use.

Printing of letterhead on photocopy paper, onionskin, tissue should be avoided.

Envelopes: as suitable to match letterhead above.

- Size:
- a. GENERAL USE: 8 ½" x 11"
 - b. EXECUTIVE: 8 ½" x 11"
 - c. MONARCH: 7 ¼" x 10"

Envelopes

Sizes: To match above sizes

Styles: #10 Official for executive or general use letterhead

#10 Outlook for general use letterhead - window envelopes

Monarch

Printing - offset lithograph or most cost effective means

Ink - Blue (PMS #294), black, shades or screens of gray

Design specifications for letterhead

Required:

- Board of Trustees Of Community-Technical Colleges (for board office); or individual college name (for college);
- The phrases "State of Connecticut" and/or the agency name "Board of Trustees of Community-Technical Colleges of Connecticut" or the phrase "A Member of the Connecticut Community-Technical College System" should be included on official letterhead.
- The use of the agency's name should conform to the graphic standards established for each name. Helvetica Condensed Bold is the appropriate type face and it may appear horizontally or vertically stacked.
- In the case of the phrase - "A member of..." Helvetica or Times may be used.
- For both phrases, and "State of Connecticut" type size should never be below 10 pt.
- Camera-ready logos are available from the Central Office Public Information Office.
- Board or College address.
- Board or College phone and fax number
- An EEO statement must be included on official letterhead such as An Equal Opportunity Employer.

Optional:

- The Armorial Bearings of the State;
- The college logo;
- The name of the Department of Higher Education.