



GENERAL PURCHASING POLICY

Policy Title: General Procurement Policy

Policy Type: Administrative

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Approved: 03/03/2022

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

In accordance with the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ [23-38.88](#) et seq.) of Title 23 of the Code of Virginia, and in particular § [23-38.90](#) of the Restructuring Act, the governing body of Norfolk State University has entered into a Memorandum of Understanding with the Commonwealth pursuant to Subchapter 2 of the Restructuring Act and has adopted the “*Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia*” (*Rules*) to govern the procurement of goods, services, insurance, and non-capital outlay construction by the University. These “Rules”, the “*Commonwealth of Virginia Procurement Manual for Institutions and their Vendors, Article 6 of the Virginia Public Procurement Act (Ethics in Public Contracting)*” and University policies apply regardless of the source of funds by which the contract is to be paid or whether the public body, the contractor, or some third party is providing the consideration.

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DEFINITIONS

CPSM – shall mean procurements governed by the Construction and Professional Services Manual.

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

GENERAL PURCHASING POLICY CONTENTS

All University procurements must be initiated via a purchase requisition through the Commonwealth’s electronic system and/or University Enterprise Resource Planning (ERP) System unless otherwise authorized by the Procurement Services policy or the Director or Associate Director of Procurement Services.

Delegated Procurement Autonomy

Delegated procurement autonomy is authorized to specific individual employees up to specified dollar thresholds. All individuals with delegated authority must ensure compliance with procurement law, regulations, policies and procedures, and that prices received are fair and reasonable and should report to their immediate supervisor and Procurement Services any procurement that appears risky or controversial.

Listed below are positions with expressed authority to approve certain justifications and contractually bind the University along with dollar limitations.

POSITION	DELEGATED AUTHORITY
Vice President for Finance and Administration	<ul style="list-style-type: none"> • All procurement transactions and related documents
Director Procurement Services	<ul style="list-style-type: none"> • All procurement transactions and related documents except capital outlay construction delegated by the Director
Associate and Assistant Directors Procurement Services	<ul style="list-style-type: none"> • All procurement transactions and related documents except capital outlay construction delegated by the Director
Procurement and Contracts Manager Facilities Management	<ul style="list-style-type: none"> • Up to \$500,000 or delegated authority whichever is less for Construction and professional services when handled under the

	<p>Construction and Professional Services Manual</p> <ul style="list-style-type: none"> • \$200,000 non-capital outlay construction, maintenance reserve, goods, insurance and services • Change Orders up to 25% • Unlimited for eVA Purchase Orders after capital outlay construction contract is signed by Vice President for Finance and Administration or designee
Chief Information Officer Office of Information Technology	<ul style="list-style-type: none"> • Sole Source Requests for Technology
Procurement Officer II, Procurement Services	<ul style="list-style-type: none"> • Up to \$200,000 goods, services, insurance and non-capital outlay construction • Change Orders up to 25%
Procurement Officer I, Procurement Services	<ul style="list-style-type: none"> • Up to \$100,000 goods, services, insurance and non-capital outlay construction • Change Orders up to 25%
eVA Systems Analyst, Procurement Services	<ul style="list-style-type: none"> • Up to \$100,000 goods, services, insurance and non-capital outlay construction
Administrative and Office Specialist III, Procurement Services	<ul style="list-style-type: none"> • Up to \$50,000 goods, services, insurance and non-capital outlay construction
Selective SPCC Users	<ul style="list-style-type: none"> • Up to \$5,000 as delegated by the Director
SPCC	<ul style="list-style-type: none"> • As outlined on User Agreement & Profile
Temporary (Contract) Workers	<ul style="list-style-type: none"> • Up to \$5,000 goods, services, insurance and non-capital outlay construction

All contracts must be executed by a university official specifically designated in writing by the President, which, is currently, the Vice President for Finance and Administration or Procurement Services staff unless otherwise authorized by Procurement Services.

Procurement Services may require a valid certificate of insurance to be furnished prior to commencement of work performed on state owned or leased property or facilities.

The General Term and Condition for insurance will be included on service contract purchases when the contractor is required to work on state owned, leased, or rented property. The contractor must have the proper liability insurance and worker's compensation to protect the Commonwealth from claims resulting from the contractor's work or personnel.

Generally, Procurement Services will issue a Purchase Order after receipt of the required electronic requisition. The purchase requisition should include:

- Scope of work/statement of needs
- Desired delivery date(s) and time(s)
- Specify whether price includes freight; freight charge is \$; or estimated freight is \$ ____
- Compensation – hourly rate or service and parts
- Vendor price quote
- Documentation – inclusion of small business
- Any special or additional requirements

A summary of certain two-party contracts that require payment by the University is shown below:

These procurements require a Colleague and eVA requisition and are handled through Procurement Services. Additionally, a summary of non-procurement transactions that are not handled through Procurement Services is provided for informational purposes. These non-procurement transactions require no payments by the University; therefore, no Colleague or eVA requisitions are required. Instead the Contract Approval Request form <https://www.nsu.edu/procurement/forms/contract-approval-request.aspx> may be used to gain management approval.

TWO-PARTY CONTRACTS

Speaker	<ul style="list-style-type: none"> • Management approves electronic requisition • Preferred contract document is an eVA Purchase order • If user department desires to utilize a NSU Standard Speaker’s Engagement Agreement, attach to electronic requisition • Procurement Service Staff signs contract
Government-to-Government MOU or MOA	<ul style="list-style-type: none"> • Management approves electronic requisition • Preferred contract documents is an eVA Purchase Order • MOU and/or MOA attached to eVA requisition, if applicable • Procurement Service Staff signs MOU/MOA
Sub-grant award passed through NSU	<ul style="list-style-type: none"> • Requirement of grant • Management or designee approves electronic requisition
Honorarium (one-time gift where no fee is contractually required)	<ul style="list-style-type: none"> • No contract to sign • Management or designee creates and/or signs documents

Grant award to NSU	<ul style="list-style-type: none"> Handled by Sponsored Programs
Government-to-Government MOU or MOA – No Payment required by NSU	<ul style="list-style-type: none"> Department completes Contract Approval Request Dean or Director signs Contract Approval Request
Agreement for NSU to provide classes to another party	<ul style="list-style-type: none"> Provost or appropriate Vice President signs Contract Approval Request
International Travel (considered as pass-through when students pay travel costs)	<ul style="list-style-type: none"> Provost or appropriate Vice President refers contract to University Counsel to review for legal sufficiency
Internship	<ul style="list-style-type: none"> Vice President for Finance & Administration advises President, as needed
Student Liability Waiver	<ul style="list-style-type: none"> Vice President for Finance & Administration signs contract

PURCHASES FOR PERSONAL USE OF EMPLOYEES

State and University policy generally prohibit the University from entering into contracts established for the personal use of employees. Unless otherwise authorized by law or state regulations, all goods purchased by the University remain the property of the University, until consumed or disposed of through State mandated surplus property procedures. All purchase orders issued by the University must be for official use by the University.

MANDATORY SOURCES

All departments are required to purchase goods, services, and non-capital outlay constructions from the following mandatory sources.

- **Virginia Correctional Enterprises (Up to \$10,000)**
 - Employees has the authority to purchase furniture from sources other than VCE for up to \$10,000, one quote from a MICRO vendor must be obtained and attached to the eVA order prior processing. However, if a MICRO vendor cannot meet the business needs of the university, the requesting department must justify the purchase using the “File Documentation Form” on the Procurement Services webpage.
- **Virginia Correctional Enterprises (Over \$10,000.01)**
 - Purchases for more than \$10,000 must be considered for purchased from VCE unless VCE cannot meet the business needs of the University. Procurement Services will make a determination for purchases more than \$10,000 on a case-by-case basis
- **University Term Contracts** - including but not limited to food, bookstore, and banking
- **University Central Warehouse** – copier paper

In accordance with the terms and conditions, purchase orders shall be issued in any amount for any goods or services on a term contract available to that participant. Departments shall place all orders on mandatory source contracts through eVA. If an item is available on a mandatory contract, departments may not establish a contract for the same or similar goods or services or

purchase from another source, without the written approval from Procurement Services Director or Associate Director.

Departments are required to contact Procurement Services for guidance during purchase order preparation. A listing of state contracts is available on at <https://eva.virginia.gov>

PREFERRED SOURCES

Efforts will be made to utilize preferred sources in daily work to take advantage of price volume discounts and administrative efficiencies. While not mandatory by law, these sources are highly preferred and include the following:

- DGS/DPS State Contracts
- VITA State Contracts
- VASCUPP Term Contracts

NON-MANDATORY SOURCES

The following non-mandatory sources are exempt from competition regardless of dollar amount.

- Virginia Industries for the Blind,
- Virginia Department for the Blind and Vision Impaired
- Virginia Distribution Center,
- Office of Graphics Communications
- Virginia Department of Transportation
- Employment Services Organizations-if prices are within 10% of fair market value

METHODS OF PROCUREMENT

The [*Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors*](#) recognizes the following seven methods of procurement.

- Small Purchase Procedures
- Competitive Sealed Bidding
- Competitive Negotiation
- Sole Source
- Emergencies
- Public Auction
- Reverse Auctioning

A guide to small purchase procedures and dollar thresholds follows.

I. Small Purchases and Dollar Thresholds (other than Professional Services)

Thresholds	Procedures
Small Purchases: Up to and including \$10,000	Single quote is allowed and set-aside for a DSBSD-certified micro business, unless exempted and documentation is required
Over \$10,000 up to and including \$200,000	Quick Quote, Unsealed Bidding, or Unsealed Request for Proposal are allowed. Quick Quote is the preferred tool for unsealed bidding. Solicitations over \$10,000 up to and including \$200,000 shall be set-aside for DSBSD-certified small business unless exempted and documentation is required. For procurements that are expected to exceed \$10,000 a public posting in eVA is required if Quick Quote is not used.

II. Competitive Sealed Bidding or Competitive Negotiation

Thresholds	Procedures
Over \$200,000	<p>Procurements over \$200,000 shall include a Prime Contractor Small Business Subcontracting Plan unless exempted and documented</p> <p>Use one of the following methods for purchases over \$200,000 unless an exception (See III below)</p> <ol style="list-style-type: none"> 1. Competitive Sealed Bidding 2. Two-Step Competitive Sealed Bidding 3. Competitive Negotiation <p>Public posting in eVA is required</p>

III. Exceptions To Competitive Procurement

Thresholds	Procedures
Emergency	<p>Take immediate action if required to protect personal safety or property and noncompetitively negotiate. Other emergencies, seek competition to the extent practicable</p> <ol style="list-style-type: none"> 1. Requires written determination signed by the agency/institution head or designee. Public posting in eVA is required.
Sole Source (Over \$10,000)	<p>A written quotation must be obtained from the vendor.</p> <ol style="list-style-type: none"> 1. Requires written justification approved in advance by the institution head or designee. Public posting in eVA is required
Public or Reverse Auctions	See Central Warehouse Manager or Procurement Services

SMALL, WOMEN-OWNED & MINORITY-OWNED BUSINESSES

The University shall prepare and adopt an annual SWaM (Small, Women and Minority-owned businesses) procurement plan that will specify the race-neutral and gender-neutral small business goals for procurement in accordance with Executive Order 35, dated July 3, 2019.

The University shall submit an annual SWaM plan to the Department of Small Business and Supplier Diversity (DSBSD) and the appropriate cabinet secretary, in a form specified by the DSBSD, on September 1 of each fiscal year. The plan shall include the annual designation of a SWaM Equity Champion to ensure nondiscrimination in the solicitation and awarding of contracts.

Contracts and subcontracts awarded to Employment Services Organizations (ESO) and service-disabled veteran-owned businesses shall be counted toward the agency's goals set in their annual SWaM Procurement Plan.

Certified Vendors. For purposes of any particular procurement a vendor shall be considered a Micro Business or Small Business if and only if the vendor holds a certification, as such by the DSBSD by the due date for receipt of bids or proposals for the procurement in question. DSBSD-certified women-owned and minority-owned businesses, and businesses with DSBSD service-disabled veteran owned status shall also be considered micro or small businesses for a particular procurement if they hold a DSBSD micro or small business certification on the due date for receipt of bids or proposals for that procurement. For purposes of compliance with this section, the University may rely on the accuracy of the certified vendors listed on the DSBSD and eVA website. The eVA vendor certification data is provided by DSBSD.

Set-aside for Award Priority. The goal of the Commonwealth is that more than 42% of its purchases be made from small businesses. "Small businesses" are those which have received certification from DSBSD by the due date for receipt of bids or proposals. This shall include DSBSD-certified women-owned, minority-owned and businesses with DSBSD service disabled veteran-owned status when they have also received DSBSD small business certification. Award of a contract shall be made in order of the Small Business Enhancement Award Priority as follows:

Small Business Enhancement Award Priority

Awards up to and including \$10,000: For competitive purchases up to and including \$10,000, the award of a contract shall be made to the lowest priced or highest ranked DSBSD-certified micro business bidder/offeror that is responsive and responsible (for bids) or fully qualified and most suitable (for proposals) if such micro business bid or offer is available and the price is fair and reasonable. For unsealed bidding the bid price shall not exceed 5% of the lowest responsive and responsible noncertified bidder. If there are no reasonably priced bids/offers meeting the above criteria received from certified micro businesses, an award shall be made to the lowest priced or highest ranked DSBSD-certified small business bidder/offeror that is responsive and responsible (for bids) or fully qualified and most suitable (for proposals) if such small business bid or offer is available and the price is fair and reasonable. For unsealed bidding the bid price shall not exceed 5% of the lowest responsive and responsible

noncertified bidder If there are no reasonably priced bids or offers meeting the above criteria received from certified micro or small businesses, an award may be made to the lowest priced bidder or highest ranked offeror of any size that is responsive and responsible (for bids) or fully qualified and most suitable (for proposals) if the price is fair and reasonable. If the University determines and documents that no bid/offered price is fair and reasonable then the procurement may be cancelled and re-solicited removing the set-aside award priority.

Awards over \$10,000 up to and including \$200,000: For competitive purchases over \$10,000 up to and including \$100,000, an award shall be made to the lowest priced or highest ranked DSBSD-certified small business bidder/offeree that is responsive and responsible (for bids) or fully qualified and most suitable (for proposals) if such small business bid or offer is available and the price is fair and reasonable (4.10). For unsealed bidding the bid price shall not exceed 5% of the lowest responsive and responsible noncertified bidder. If there are no reasonably priced bids/offers meeting the above criteria received from certified micro or small businesses, an award may be made to the lowest priced bidder or highest ranked offeror of any size that is responsive and responsible (for bids) or fully qualified and most suitable (for proposals) if the price is fair and reasonable. If the University determines and documents that no bid/offered price is fair and reasonable then the procurement may be cancelled and re-solicited removing the set-aside award priority.

Set-aside Award Priority:

Micro Business Set-Aside Award Priority

Up to and including \$10,000.00

- 1) Micro Business
- 2) Small Business
- 3) Open to all

Small Business Set-Aside Award Priority

Over \$10,000 up to and including \$200,000

- 1) Small Business (including micro businesses)
- 2) Open to all

The procurement is exempted from the set-aside requirement if exempted from competitive requirements or is available from mandatory sources, preferred sources or non-mandatory sources set forth in this policy.

Additionally, a competitive procurement may be exempted from the Small Business Enhancement Award Priority if there is not a reasonable expectation that the University will receive at least two competitive bids or offers from DSBSD-certified micro/small businesses and the University includes in the procurement file determination explaining in sufficient detail that the procurement does not qualify for a set-aside.

Prime Contractor Small Business Subcontracting Plan.

For procurements over \$200,000, unless a determination has been signed by the Director or Associate Director of Procurement Services explaining in sufficient detail why no subcontracting opportunities exist, the University shall include in the terms and conditions, the

requirement for a Small Business Subcontracting Plan for the award of any prime contract. A DSBSD-certified small business, which shall include women-owned and minority-owned businesses and businesses with DSBSD service-disabled veteran-owned status when they have also received DSBSD small business certification, who serves as prime contractor will receive full credit of the evaluation criteria for the Small Business Subcontracting Plan.

MULTIPLE AWARDS

When the terms and conditions of multiple awards are so provided in an unsealed solicitation, Invitation for Bids or Request for Proposal, awards may be made to more than one bidder or offeror. Unless otherwise specified in the solicitation, the University may award a multi-line-item procurement in whole or in part or on an individual line-item basis. In determining whether to make separate line-item awards on a multi-line-item solicitation, consideration should be given to the administrative costs to the University of processing individual purchase documents, and separate invoices and checks.

EXCEPTION FOR CERTAIN TRANSACTIONS

Where a procurement transaction involves the expenditure of federal assistance or contract funds, the receipt of which is conditioned upon compliance with mandatory requirements in federal laws or regulations not in conformance with the provisions of these Rules, the Institution may comply with such federal requirements, notwithstanding the provisions of these Rules, only upon the written determination of the Institution's President or his/her designee that acceptance of the grant or contract funds under the applicable conditions is in the public interest. Such determination shall state the specific provision of these Rules in conflict with the conditions of the grant or contract.

UNAUTHORIZED PURCHASE

All desired purchases of goods, printing, non-capital outlay construction, insurance, rentals and services must be initiated via a purchase requisition to Procurement Services for approval and further processing.

Any university employee authorizing a contractor to furnish goods or perform services without expressed authority to do so is committing an unauthorized purchase and may be held personally liable to the contractor or the University for payment. This includes contract agreements whether oral or written signed by an individual without authority to do so. The employee will be required to submit a completed Unauthorized Procurement Justification Form and may be held personally liable for payment to the University or the contractor.

CONFIRMING ORDERS

Confirming orders are permissible when it is not practicable for the vendor to give an exact price or for urgent requests totaling up to \$10,000 and approved via email by Procurement Services. Departments are required to contact the vendor, obtain current price, name of individual quoting price, determine who pays freight and determine availability of needed items/service.

A requisition must be processed within thirty (30) days after the occurrence and/or approval by Procurement Services. Orders placed without prior Procurement Services approval are unauthorized purchases.

REPEAT ORDERS

When preparing Purchase Requisitions for redundant type purchases, the requisitioning department/activity should use the specifications appearing on the previous purchase order and reference the previous purchase order number in the body of the requisition. Furnishing this information can expedite the processing and determine if it is advantageous to enter into a term contract.

SALES/VENDOR REPRESENTATIVES

Suppliers' and manufacturers' representatives may be contacted when developing purchase requirements. Vendors' visits should be arranged in a manner that will assure a full, courteous, and mutually beneficial exchange of information. Such assistance must be considered normal sales effort and does not entitle a vendor to any preference. Commitments cannot be made which would lead a vendor to believe they will subsequently receive an order. If vendor assistance is used in preparing a specification, a written notification to that effect must accompany the requisition to Procurement Services. Under no circumstances shall a bidder or offeror be permitted to review nor discuss information received from another vendor. Vendors/sales representatives are not allowed to take orders directly from university departments and activities unless authorized by Procurement Services.

ORDER SPLITTING

The placement of multiple orders to one or more vendors for the same, like, or related goods or services to avoid using the appropriate method of procurement or to remain within delegated purchasing authority is prohibited. Requirements should be combined when practical to obtain quantity discounts and other administrative efficiencies. Evaluation will be completed to determine if it is advantageous to enter into a term contract.

COMMONWEALTH ELECTRONIC PROCUREMENT SYSTEM

Every procurement transaction should originate from a requisition, except for SPCC purchases made over the counter at the point-of-sale. Every department shall utilize the Commonwealth's central electronic procurement system beginning at the point of requisitioning for all procurement actions including, but not limited to, technology, transportation & construction.

CHANGE ORDERS

Departments are to submit any request to modify an existing contract, purchase order and/or agreement to Procurement Services for review and processing. All modifications must be in strict compliance with the law and the terms and conditions outlined in the document.

No additional consideration or increase in contract price may be paid to the contractor because of renewal unless specifically authorized under the original contract. The issuance of a change order or contract modification is required when the purchasing office has issued an agency purchase order or contract or eVA order and the approved change exceeds \$500.

Cumulative contract modifications up to and including \$50,000 shall not exceed 25% of the original contract price without advance written approval of the Associate Director or Director of Procurement Services.

A public contract may include provisions for modification of the contract during performance, but no fixed-price contract may be increased by more than 25% of the original amount of the contract or \$50,000, whichever is greater, without the advance written approval of the President or his/her designee.

Under no circumstance should a contractor be informed or advised to proceed without the advance written approval from Procurement Services.

PUBLICLY POSTED NOTICES

Procurement Services must post all Quick Quotes, Invitations to Bid, Requests for Proposal and addenda; sole source award notices; emergency award notices; award notices; intent to award notices; and contract modifications; Future procurements, certain government-to-government purchases for services and the required proposals submitted in accordance with PPEA in the DGS central electronic procurement system, commonly known as eVA, Sourcing and Contracting Module.

PROFESSIONAL SERVICE

Professional Services is work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering, and the services of an economist procured by the State Corporation Commission. Competitive negotiation shall be used for the procurement of professional services over the University's small purchase threshold. A single quote may be utilized to obtain professional services, not governed by the *Construction and Professional Services Manual* up to the small purchase threshold.

EMPLOYEE VS INDEPENDENT CONTRACTOR

Procurement staff shall use guidance in making the determination concerning the classification of an employee versus an independent contractor as outlined by the Department of Treasury, Internal Revenue Service (IRS), in Publication 15-A and in consultation with the Norfolk State University's Department of Human Resources.

PROHIBITED TRANSACTIONS

An independent contractor employed or otherwise paid by a state agency to design a project, develop a scope of work, write specifications or otherwise define contract requirements is not eligible to compete for or receive the resulting contract, except in cases of emergency, when only one source is practicably available for both the defining of contract requirements and the performance of those requirements or when the public body determines in writing that the exclusion of such vendor would limit the number of potential qualified bidders or offerors in a manner contrary to the best interests of the public body. In addition, the contractor may not be a subcontractor or supplier for the entity which is awarded the contract or any of that entity's subcontractors, however far removed.

State employees may not enter into a contract to sell goods or services to any state governmental agency (including their own) or remain in State employment if such a contract is entered into by their spouse, a dependent living with them, or a business from which they collectively receive more than \$5,000 of annual income or own more than 3% of the equity, unless the contract is exempted. Procurement Staff shall take the appropriate steps when any such transaction is discovered.

VENDOR COMPLAINT

Complaints and/or discrepancies on vendor performance should be reported as they occur by sending a memorandum to Procurement Services detailing the nature of the complaint. Procurement Services will review complaint for action.

EDUCATION AND COMPLIANCE

Procurement services provides regular training in accordance with the regulations and University policies. Additionally, Procurement Services provides procurement training for all eVA Users; charge cardholders and supervisors to further emphasize the importance of State and University policies and procedures. Ongoing training offered to remain compliant with these guidelines include:

- eVA Training,
- General Procurement Review
- Manager Training
- Executive Training
- Supplier Diversity Training
- Ethics Annual Training, (MOAT)

Violations of procurement policy will be reported and escalated to the appropriate department officials to include but not limited to the Procurement Services Director, Vice President for Finance and Administration, and University President for further action.

PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof; the responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days of Board approval
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy

REVIEW SCHEDULE

- Next Scheduled Review: 03/03/2025
- Approval by, date: President, 09/22/2015
- Revision History: 07/01/2014, 09/22/2015; 06/01/2016; 04/26/2017, 12/18/20; 02/01/2022,
- Supersedes: Procurement Services Policy and Procedures No. 1

RELATED DOCUMENTS

(add links)

1. Construction and Professional Services Manual
<https://dgs.virginia.gov/globalassets/business-units/bcom/documents/cpsm/cpsm-2017-rev-0.pdf>
 2. eVA Business Plan Policies and Procedures #43-34
<https://www.nsu.edu/policy/admin-43-34.aspx>
 3. eVA State Contracts
<https://logi.epro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9008>
[Data](#)
- Governing Rules - [§ 23.1-1017. Covered institutions; operational authority; procurement \(virginia.gov\)](#)
- Higher Ed Manual - [Bill Tracking - 2008 session > Legislation \(virginia.gov\)](#)
- Memoranda of understanding - [§ 23.1-1003. Memoranda of understanding \(virginia.gov\)](#)
- Virginia's Public Procurement Act - [Virginia Public Procurement Act](#)
- [Code of Virginia 2.2-1124](#)
- [Code of Virginia 53.1-48](#)

FORMS

Unauthorized Procurement Form

<https://www.nsu.edu/procurement/forms/unauthorized-procurement-justification.aspx>

Contract Approval Request

<https://www.nsu.edu/procurement/forms/contract-approval-request.aspx>