

Procurement and Contracting Procedure	Procedure Number	4.2.1P
	Effective Date	May 18, 1988

#### 1.0 PURPOSE

It is the intent of Laramie County Community College ("LCCC") to establish procedures and guidelines that define the processes used to promote, provide, and ensure that centralized procurement services for LCCC

- C. – The complete action or process of inquiring, acquiring or negotiating for equipment, goods, materials, personnel, property, services, and/or supplies in conformance with applicable federal, state and local laws, regulations and rules; means contracting, leasing, purchasing, renting or otherwise acquiring equipment, goods, materials, personnel, property, services and/or supplies in conformance with applicable federal, state, and local laws, regulations and rules; the administration and management function that ensures identification, sourcing, access and management of the external sources that LCCC needs or may need to fulfill operational objectives.
- D. – The word "resident" means: Any person who shall have been a bona fide resident of the state for one year or more immediately prior to bidding upon the contract; a partnership or association, each member of which shall have been a bona fide resident of the state for one year or more immediately prior to bidding upon the contract; a corporation which has been organized under the laws of the State of Wyoming and has been in existence therein for one year or more immediately prior to bidding upon the contract and which has its principle (principal) office and place of business within the State of Wyoming. See WYO. STAT. ANN. § 16-6-101.
- E. – When a single resource or supply of goods, materials or services exists.
- F. – Any request or appeal, or any endeavor to obtain, seek or plead for services, funds, property, financial assistance or other thing of value, including the promise or grant of any money or property of any kind or value. Solicitations shall be considered valid when accomplished via an appropriate written instrument.
- G. – An external organization or entity that manufactures, supplies, distributes, or provides materials, goods, labor, equipment or services, and shall have the same meaning as a Vendor or Contractor.
- H. – An agreement, commitment or an order for goods or services, or a change to an existing agreement, commitment or order by any person who does not have express written delegation or authorized procurement authority to bind LCCC. Unauthorized purchases are not binding on LCCC and the vendor may be advised to seek payment from the respective employee.
- I. – A person, business, company, entity, representative or manufacturer who desires to conduct business with the LCCC campus locations for the purpose exchanging, soliciting, marketing or distributing of; information, knowledge, or providing products and/or services. May also be defined a retail salesperson or entity without an established place of business.

## 5.0 PROCEDURE

### A. Purpose

To assist and support college employees and external organizations/entities involved in the steps of the procurement process, and provide understanding of the application of college policies and procedures regarding procurement and vendor relations. Procurement commitments are decisions made on behalf of LCCC and therefore should be made with the utmost consideration of what is in the best interest of LCCC. Following these procedures ensures that appropriate business processes occur when dealing with vendors, suppliers and/or contractors.

B. Code of Ethics

