1.0 BACKGROUND AND PURPOSE

Pursuant to Section 24-101-105 of the C.R.S., on December 2008, the Board of Trustees adopted a resolution exempting the Colorado School of Mines from the State of Colorado Procurement Code and Rules to be effective December 2008.

These rules are designed to support and facilitate the educational, research and public service missions of the School through the acquisition of goods and services by applying the best methods and business practices that provide for public confidence in the School. Within the context of the School environment, these rules ensure a procurement process of quality, integrity, broad-based competition, fair and equal treatment of the business community, increased economy in the procurement process and uniform procurement procedures.

2.0 AUTHORITY AND DELEGATION

The Constitution and statutes of the State of Colorado vest the supervision of the School in the Board of Trustees, which includes the authority for procurement. The Board of Trustees has delegated to the President the administration of the School pursuant to its policies, including the authority for procurement and to delegate that authority to other School officials. Upon the effective date of these Procurement Rules ("rules"), all procurement authority of the President of the School shall be delegated to the School’s Director of Business Operations. The Director of Business Operations may further delegate his/her authority to persons in School departments for the efficient operation of the School. The Director of Business Operations is the only person authorized to purchase goods and services for the School, unless such specific delegation of authority is made to another employee. Since no rules can cover all eventualities, exceptional cases will be resolved as circumstances and prudent business practices warrant. No employee of the School is empowered to incur any obligation or make any commitment on behalf of the School for the procurement of goods or services, except as provided under these rules.

Consistent with the provisions of these rules, the Director of Business Operations may adopt operational procedures governing the internal purchasing functions of the School, including purchases at the department level using the School’s procurement card and field purchase orders.
Under these rules, the Purchasing Department is the final authority at the School for selection of vendors and the sole authority for the commitment of School funds with respect to the procurement of goods and services.

The Director of Business Operations may, from time to time, amend these rules with the approval of the President of the School.