



WEST VIRGINIA
Community & Technical
COLLEGE SYSTEM

**West Virginia Council for Community
& Technical College Education**

AGENDA

January 22, 2026

9:30 a.m.

Members

Steve Roberts, Chair
Tracy Miller, Vice Chair
Robert Brown, Secretary
William Baker
Clinton Burch
Christine Davies

Christina Cameron
Michael Farrell
Elizabeth Manuel
Traci Nelson
Joseph Oliverio

Sarah Armstrong Tucker, Chancellor



AGENDA

January 22, 2026

9:30 am

Zoom Meeting

<https://wvcolleges.zoom.us/j/88905846970?pwd=ucVyXKAG1hNghf59UMvOQluPR2ubk.1>

To join by computer or mobile device:

Copy and paste the link into your web browser.

Meeting ID: 889 0584 6970

Passcode: 795480

To join by phone:

Phone: 1-309-205-3325

When joining by phone, use *6 to mute and unmute.

Call to Order

1. *Approval of Minutes for the December 4, 2025, meeting of the WV Council for Community and Technical College Education pg 3
2. *Associate of Arts Degree at New River Community and Technical College.....pg 6
3. * Revisions to Series 30, *Purchasing*..... pg 17

Possible Executive Session Under the Authority of WV Code §6-9A-4 for the Following:

4. * Interim Presidential Contract Approval at Southern West Virginia Community and Technical College

Additional Comments/Chancellor's Report

Upcoming Meetings

Council Meeting

Date: April 23, 2026

Time: 9:30 a.m.

Location: Zoom

Adjournment

MINUTES
WEST VIRGINIA COUNCIL FOR
COMMUNITY AND TECHNICAL COLLEGE EDUCATION
December 4, 2025

A meeting of the West Virginia Council for Community and Technical College Education was held via Zoom beginning at 9:30 a.m. Council members present were: Bob Brown, Clinton Burch, Christina Cameron, Christine Davies, Michael Farrell, Elizabeth Manuel, Tracy Miller, Joseph Oliverio, and Steve Roberts. Absent was Bill Baker. Also in attendance were Council staff; community and technical college presidents; faculty; staff; and guests.

Call to Order

Chairman Steve Roberts called the meeting to order, noting a quorum was present.

1. Approval of Minutes

Ms. Miller moved the adoption of the minutes from the October 30, 2025, meeting of the West Virginia Council for Community and Technical College Education.

Mr. Oliverio seconded the motion. Motion carried.

2. Real Estate Purchase for Heavy Equipment Operator Training Program at Eastern WV Community and Technical College

Ms. Cameron moved the adoption of the following resolution:

Resolved, That the West Virginia Council for Community and Technical College Education approves the purchase of approximately 26.47 acres of land located along Freedom Way, Moorefield, West Virginia, from the Hardy County Rural Development Authority for a total purchase price of \$529,400.00, pending approval by the Office of the Governor and the West Virginia Real Estate Division, and provided that such purchase is made in accordance with all other applicable laws, regulations, and policies; and authorizes the President of Eastern West Virginia Community and Technical College to execute all documents necessary to complete the transaction on or before April 30, 2026.

Mr. Brown seconded the motion. Motion carried.

3. 2025 Financial Aid Comprehensive Report

Mr. Brian Weingart, Senior Director of Financial Aid, provided an overview of the seventeenth annual Financial Aid Comprehensive Report, which includes 2024–25 academic year descriptions and changes to West Virginia financial aid programs, policy recommendations, and longitudinal data about recipients of state financial aid.

4. Fiscal Year 2025 Consolidated Audit Presentation

Ms. Misty Price, Vice Chancellor for Finance, summarized the audit and then introduced auditors Chris Deweese, Kaitlin Tornes, and Sarah Crouse from Suttle and Stalnaker, PLLC, which is subcontracted by CliftonLarsonAllen, LLP to complete audits for the Council and most of its institutions. The ultimate responsibility for performance is with CliftonLarsonAllen. Mr. Deweese provided a presentation on their audit analysis and required communication.

Mr. Brown moved the adoption of the following resolution:

Resolved, That the West Virginia Council for Community and Technical College Education accepts the audit of the Council's Combined Financial Statements for the fiscal year ended June 30, 2025.

Ms. Cameron seconded the motion. Motion carried.

5. Fall 2025 Enrollment Report

Dr. Zornitsa Georgieva, Senior Director of Research, provided an analysis of current enrollment data derived from the Fall Census 2025 data collection. She discussed historical enrollment trends and data elements, including:

- Headcount Enrollment
- FTE Enrollment
- Short-term Training Enrollment
- First-time Freshman Enrollment
- Dual Student Enrollment
- State and National Trends in Enrollment

6. Chancellor's Report

Chancellor Tucker and Chairman Roberts both wished everyone Happy Holidays.

There being no further business, the meeting was adjourned.

Upcoming Council Meeting

Council Meeting: January 22, 2026

Time: 9:30 a.m.

Location: Zoom

Steve Roberts, Chairman

Bob Brown, Secretary

**West Virginia Council for Community and Technical College Education
Meeting of January 22, 2026**

ITEM: Associate of Arts Degree

INSTITUTION: New River Community and Technical College

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves the Associate of Arts degree program to be implemented at New River Community and Technical College, effective August 2026. This approval expires two years from the date of Council approval if the program is not fully implemented by that time.

STAFF MEMBER: Chris Rasmussen

BACKGROUND:

New River Community and Technical College (New River) has proposed reestablishing the Associate of Arts degree program at all locations in its service region as well as via distance education. The program had been offered by the institution before its termination in 2018. Given the length of time since program termination, the Council's academic affairs staff advised New River representatives that the request would be processed as a new program rather than reactivating a paused program.

The Associate of Arts degree—like the existing Associate of Science degree at New River—is designed primarily to provide a clear transfer pathways for students planning to transfer into the Bachelor of Arts or other bachelor's degree programs. The program will require 60 credit hours of coursework, including a general education core of 30 to 36 hours. No new courses will be developed for the program; instead, students will choose from five social science concentrations to maximize transfer options: economics, history, political science, psychology, and sociology.

The Associate of Arts program is designed as an option for students not planning to pursue bachelor's degrees in STEM fields but rather who are preparing for careers that require deep knowledge of human motivation and behavior, organizations and social systems, and effective communication strategies. While not designed for direct employment but rather for transfer to a four-year institution, graduates may nonetheless be attractive to employers given their development of "essential" skills in demand in the workplace.

It is expected that initially, approximately half of the students in the existing Associate of Science program will move to the Associate of Arts program. With an additional transfer

pathway in place, New River anticipates a 10% average annual increase in enrollment in the Associate of Arts degree in the near term. This will help reverse a steady decline seen in transfer student enrollment since the Associate of Arts program was terminated in 2018. Student enrollment and transfer activity will be monitored using data available from WVHEPC/CTCS and the National Student Clearinghouse.

New River Community and Technical College
Program Proposal for the Associate in Arts Degree

Date: December 17, 2025

Category of Action Required: Re-establishment of Degree Program

Title of Degree or Certificate: Associate in Arts (AA)

Location: All New River Community and Technical College's service region, which includes Braxton, Fayette, Greenbrier, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, and Webster counties. Courses are also available via distance education. New River CTC is an NC SARA institution.

Effective Date of Proposed Action: Effective immediately upon Council approval.

Brief Summary Statement: New River Community and Technical College seeks approval to re-establish the Associate in Arts (AA) degree, previously offered and terminated in 2018. The AA degree will provide a clearer transfer pathway for students pursuing Bachelor of Arts degrees and will utilize existing faculty, facilities, and catalog courses. The program aligns with the College's mission to provide accessible, affordable, quality education and will enhance transfer opportunities through existing and new articulation agreements.

Program Description

Program Objectives

New River CTC ensures that every student pursuing an education at New River CTC, regardless of major or career objective, receives exposure to diverse disciplines, develops basic skills competency, and acquires a body of foundational knowledge essential for an educated individual. The Associate in Arts degree program will develop the following competencies: critical thinking and problem solving; communication; information literacy; scientific or mathematical reasoning; and cultural and social awareness. These skills relate directly to the College's mission, and many employers seek candidates with essential skills that directly relate to these outcomes. Additionally, New River CTC can provide students with a more affordable path to a Bachelor's degree. Students wishing to continue beyond the Associate level will have the opportunity to complement the general education foundation provided by the Associate in Arts with more field-specific coursework as juniors and seniors at their receiving institutions.

Program Identification

CIP Code: 24.0101

Program Features

Admissions and Performance Standards

New River CTC is an open admission, comprehensive community college. Students must meet the general admission requirements of New River CTC. Co-requisite math and English courses are available for students who do not have adequate preparation prior to admission. Students must maintain a minimum GPA of 2.0 and complete all required coursework with a grade of "C" or better to be eligible for graduation.

Program Requirements

The Associate in Arts degree will require 60 credit hours of coursework that will consist of a General Education Core of 30 to 36 credit hours. The remaining credit hour requirements will be satisfied by elective credits that are selected by the student in consultation with their advisor and based on the receiving institution's requirements for a particular field of study. No courses will be developed for this program; instead, the College will develop concentrations that will consist of existing courses that provide students with the most transfer options. New River CTC has drafted five Social Sciences concentrations for the Associate in Arts: Psychology, Sociology, Economics, History, and Political Science. The program will have no associated capstone or field work requirements.

Program Outcomes

Upon completion of the Associate in Arts degree, students will demonstrate foundational knowledge across multiple disciplines. Students will be able to:

- Communicate effectively in written and oral formats
- Apply critical thinking and problem-solving skills
- Demonstrate cultural and social awareness
- Transition successfully to a four-year institution to pursue a Bachelor of Arts degree while minimizing any “lost” credits.

Program Content

The Associate in Arts degree is compatible with the institutional mission to provide accessible, affordable, quality education. The program follows common practices in higher education with a total of 60 semester credits for associate degrees. New River CTC provides a lower net cost for students during their first two years while pursuing a Bachelor of Arts degree, thus promoting accessibility and affordability. All New River CTC’s programs are regularly reviewed in accordance with Title 135, Procedural Rule, Series 10: Policy Regarding Program Review. Additionally, New River CTC’s course- and program-level assessments ensures that students’ attainment of learning outcomes is met at an appropriate level. These processes help ensure the quality of the educational program. The Associate in Arts degree will adhere to the general education requirements set forth in Title 135, Procedural Rule, Series 11: Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.

Program Delivery

Course delivery methods will include traditional in-person delivery, synchronous distance delivery, and asynchronous distance delivery. No additional costs are anticipated for distance education or technology-based delivery beyond existing infrastructure. New River CTC currently charges a technology fee of \$20 per credit hour to students enrolling in 6 credit hours or more.

Program Need and Justification

Relationship to Institutional Goals/Objectives

The Associate in Arts degree supports New River CTC’s institutional priority to empower all students to succeed. The Associate in Arts will facilitate a smoother transfer into a four-year institution for those students who are pursuing a Bachelor of Art degree while being eligible to earn an associate-level degree with minimizing the need for additional

coursework. Providing options for students to choose humanities and arts courses that will apply to their associate degree and their desired bachelor's degree, students will be able to maximize their transferred credits to their next institution.

Existing Programs

Similar programs are offered at Eastern West Virginia CTC, Southern West Virginia CTC, West Virginia Northern CTC, and WVU Parkersburg. None of these institutions operate within New River CTC's ten-county service region. The re-establishment of the AA degree at New River CTC will provide additional access and better serve students in New River CTC's ten-county service region.

Program Planning and Development

The AA degree was previously offered and terminated in 2018. Existing faculty and facilities will be used to offer this program. The entire 60 credit hours can be comprised of courses that already exist in New River CTC's College Catalog and are taught on a regular basis by existing faculty. A formal curriculum proposal will need to be approved through the College's curriculum approval process. Later, articulation agreements will be developed with partnering four-year colleges. There may be a need to develop additional courses in the future, but those decisions would be based on feedback from advisory committees, faculty, and the regular assessment process.

Clientele and Need

The program will serve students seeking a liberal arts education and transfer opportunities. It meets the needs of students not pursuing STEM fields and provides an affordable path to a Bachelor's degree.

Employment Opportunities

Graduates may pursue careers in education, communication, public service, and other fields requiring strong foundational skills. The degree is not designed for direct employment but for transfer to a four-year institution. The degree could be used for employment that requires an associate degree but does not specify the type or field of study. It is well known that employers see candidates who demonstrate "essential skills" that correlate to general education competencies. Though the Associate in Arts may not have an obvious career choice for graduates, they will possess those essential skills employers seek.

Program Impact

The Associate in Arts will complement existing transfer agreements and enhance student options without negatively impacting other programs. Students intending to transfer will decide between the Associate in Art or the existing Associate in Science based on their desired career.

Cooperative Arrangements

New River CTC has existing articulation agreements with Concord University, Glenville State University, WVU, and Marshall in which an Associate in Arts would provide a more efficient option for students in their first two years. No clinical affiliations or equipment sharing are currently planned.

Alternatives to Program Development

The Associate in Arts was, at one time, included in New River CTC's degree inventory, but was terminated in 2018. Five percent of the Fall 2017 first-time cohort, the last cohort who could have selected the Associate in Arts as a major, transferred to pursue a bachelor degree. Since the termination of the Associate in Arts, that metric has not been more than 4% for each of the following cohorts. Though a minor difference by percentage, this provides New River CTC with sufficient evidence that an Associate in Arts option helps transfer rates. Furthermore, New River CTC is actively working to increase the transfer rates and the Associate in Arts is part of that strategy.

Program Implementation and Projected Resource Requirements

Program Administration

The program will be administered through existing academic departments. No changes to institutional administrative organization are required.

Program Projections

	First Year (2026/27)	Second Year (2027/28)	Third Year (2028/29)	Fourth Year (2029/30)	Fifth Year (2030/31)
Number of Students Served through Course Offerings of the Program:					
Headcount*	75	90	100	110	125
FTE (annual)**	62	74	83	91	103

Number of student credit hours generated by courses within the program (entire academic year):	1875	2250	2500	2750	3125
Number of degrees to be granted (annual total):	10	15	20	25	40

**FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS***

	First Year (2026/27)	Second Year (2027/28)	Third Year (2028/29)	Fourth Year (2029/30)	Fifth Year (2030/31)
A. FTE POSITIONS					
1. Administrators	0.25	0.25	0.25	0.25	0.25
2. Full-Time Faculty	2	2	2	2	2
3. Adjunct Faculty	0.5	0.5	0.5	0.5	0.5
4. Graduate Assistants	0	0	0	0	0
a. Clerical Workers	0.25	0.25	0.25	0.25	0.25
b. Professionals	0.25	0.25	0.25	0.25	0.25

Note: Include percentage of time of current personnel. No new positions will be created to support this program. All values represent FTE allocations for existing positions.

	First Year (2026/27)	Second Year (2027/28)	Third Year (2028/29)	Fourth Year (2029/30)	Fifth Year (2030/31)
B. OPERATING COSTS (Appropriated Funds Only)					
1. Personal Services:					
a. Administrators	\$0	\$0	\$0	\$0	\$0
b. Full-time Faculty	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
c. Adjunct Faculty	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
d. Graduate Assistants	\$0	\$0	\$0	\$0	\$0

e. Non-Academic Personnel:	\$0	\$0	\$0	\$0	\$0
Clerical Workers	\$0	\$0	\$0	\$0	\$0
Professionals	\$0	\$0	\$0	\$0	\$0
Total Salaries	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000

**FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS***

	First Year (2026/27)	Second Year (2027/28)	Third Year (2028/29)	Fourth Year (2029/30)	Fifth Year (2030/31)
2. Current Expense					
3. Repairs and Alterations	\$0	\$0	\$0	\$0	\$0
4. Equipment:	\$0	\$0	\$0	\$0	\$0
Educational Equipment	\$0	\$0	\$0	\$0	\$0
Library Books	\$0	\$0	\$0	\$0	\$0
5. Nonrecurring Expense	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400
TOTAL COSTS	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400

C. SOURCES	First Year (2026/27)	Second Year (2027/28)	Third Year (2028/29)	Fourth Year (2029/30)	Fifth Year (2030/31)
1. General Fund Appropriations (Appropriated Funds Only)	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400
X Reallocation ___ New funds					
2. Federal Government (Non-appropriated Funds Only)	\$0	\$0	\$0	\$0	\$0

3. Private & Other	\$0	\$0	\$0	\$0	\$0
TOTAL ALL SOURCES	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400

NOTE: Total costs should be equal to total sources of funding

The prediction methodology assumes that approximately half of the students in the Associate of Science program will move to the Associate in Arts. Therefore, we will assume approximately half of the enrollment, expenses, and funding historically attributed to New River CTC's Associate in Science degree should be attributed to the Associate in Arts. The College is currently working to improve completion rates in all programs. Therefore, predictions for completion rates are taking several improvement strategies into account. New River CTC has identified a steady decline in transfer student enrollment. The start of this decline coincides with the termination of the Associate in Arts in 2018. New River has a goal of a 10% average annual increase in enrollment in the Associate in Arts degree.

Faculty Instructional Requirements

Existing faculty will teach the courses. If specialized courses are developed, qualified adjuncts will be hired. No additional costs for the program to be delivered. All courses are currently being taught as part of the New River CTC's course inventory.

Library Resources and Instructional Materials

Existing library resources are adequate.

Support Service Requirements

Faculty and staff advisors will need to familiarize themselves with transfer options for students pursuing the Associate in Arts. There will be in-house training sessions for advisors.

Facilities Requirements

No new space or renovations are required. Existing facilities are sufficient.

Operating Resource Requirements

No additional operating resources will be required. Existing operations have the capacity to deliver the required services and instruction.

Source of Operating Resources

Resources will be reallocated from existing budgets. No supplementary resource needs are anticipated.

Program Evaluation

Evaluation Procedures

Evaluation will include course and program-level assessment, general education competency assessment, and review of transfer success. New River CTC will monitor student transfer after completion using both in-state transfer data provided by the WVHEPC and National Student Clearinghouse transfer data. The program will follow New River CTC's assessment guidelines and be placed upon the timeline for program review. A 'post-audit' will be performed in the third year of implementation. Regular program review will occur every five years afterward.

Accreditation Status

The Higher Learning Commission has re-affirmed New River CTC's accreditation status with no interim monitoring requirements. The next reaffirmation of accreditation is in 2034-2035.

**West Virginia Council for Community and Technical College Education
Meeting of January 22, 2026**

ITEM: Revisions to Series 30, *Purchasing*

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Council for Community and Technical College Education approves revisions to Series 30, *Purchasing*, to be filed with the Secretary of State for the thirty-day public comment period, and if no substantive comments are received, that the Council extends its final approval.

STAFF MEMBER: Joseph Jenkins

BACKGROUND:

Revisions to Series 30, *Purchasing*, include the requirements of W. Va. Code § 18B-5-9 to maintain a rule providing institutions, individually or cooperatively, to maximize their use of the following purchasing practices that are determined to provide a financial advantage: 1) bulk purchasing; 2) reverse bidding; 3) electronic marketplaces; and 4) electronic remitting. These requirements were previously maintained in Series 43, *Purchasing Efficiencies*, that was repealed this year. Series 43 was a rule that was not being used because these purchasing practices have become commonplace and are set forth in the Council's purchasing manual. The inclusion of these requirements in Series 30 is to ensure technical compliance with the Code and will have minimal, to no, impact on current practices.

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**SERIES 30
PURCHASING**

§135-30-1. General.

1.1. Scope. -- This joint rule establishes rules and policies governing and controlling purchase, acquisition and inventory management of materials, supplies, equipment, services, and printing, and disposal of obsolete and surplus materials, supplies, and equipment by the West Virginia Higher Education Policy Commission, created pursuant to West Virginia Code §18B-1B-1 and hereinafter referred to as the "Commission", the West Virginia Council for Community and Technical College Education, created pursuant to West Virginia Code §18B-2B-3 and hereinafter referred to as the "Council" and the institutional boards of governors, created pursuant to West Virginia Code §18B-2A-1 and hereinafter referred to as the "Governing Boards."

1.2. Authority. -- West Virginia Code §18B-1-6, §18B-5-4 through §18B-5-9.

1.3. Filing Date. -- ~~August 23, 2016.~~

1.4. Effective Date. -- ~~September 23, 2016.~~

1.5. ~~Modification of Existing Rule. Title 133, Series 30, Procedural Rule of the West Virginia Higher Education Policy Commission dated January 21, 2005.~~ Modification of Existing Rule. – Title 135, Series 30 which had an effective date of September 23, 2016.

§135-30-2. Definitions.

2.1. As used in this rule, all terms have the same meaning as provided in West Virginia Code §18B-1-2, and as follows:

2.1.~~a~~1. "Bid" means a response by a vendor to a solicitation issued by the Commission. This includes Request for Proposals, Request for Quotations and any other solicitation methodology used by the Commission.

2.1.~~b~~2. "Buyer" means an individual designated by a chief procurement officer or director of procurement to perform designated purchasing and acquisition functions as authorized by the chief procurement officer/director of procurement.

2.1.~~c~~3. "Chancellor for higher education" means the chief executive officer of the Commission employed pursuant to West Virginia Code §18B-1B-5.

2.1.~~d~~4. "Chancellor for community and technical college education" means the chief executive officer of the Council employed pursuant to West Virginia Code §18B-2B-3.

2.1.~~e~~5. "Commission Office" means the office that houses the Vice Chancellor for Administration and such professional, administrative, clerical and other employees as may be necessary to assist the Vice Chancellor for Administration perform his or her functions, tasks and duties.

~~2.1.f.6.~~ “Chief procurement officer” means the individual designated by a president of a state institution of higher education to manage, oversee and direct the purchasing, acquisition and inventory management of materials, supplies, equipment, services, and printing, and disposal of obsolete and surplus materials, supplies, and equipment for that institution. For the Commission Office and West Virginia Network for Educational Telecomputing, the chief procurement officer is the person designated by the Vice Chancellor for Administration.

~~2.1.g.7.~~ “Commodity” means an article which is useful or serviceable, particularly an article of merchandise movable in trade; a good, or service of any kind, including construction; an article of trade or commerce; things that are bought and sold.

~~2.1.h.8.~~ “Director of Procurement” means the individual designated by the Vice Chancellor for Administration to manage, oversee and direct the purchasing, acquisition and inventory management of materials, supplies, equipment, services, and printing, and disposal of obsolete and surplus materials, supplies, and equipment for the Commission Office and West Virginia Network for Educational Telecomputing.

~~2.1.i.9.~~ “Essential service” means something basic; a commodity that is necessary, indispensable, or unavoidable and is purchased in a routine, repetitive, and noncompetitive manner.

~~2.1.j.10.~~ “Institution(s)” means any public West Virginia university, college, and community and technical college, individually or collectively, created pursuant to West Virginia Code §18B-1-2. For the purposes of this rule, the Commission Office and West Virginia Network for Educational Telecomputing shall also be considered institutions.

~~2.1.k.11.~~ “F.O.B. destination” and “free on board destination” mean the seller or vendor must transport or pay for the transportation of the materials, supplies, equipment, services, and printing, to the point of destination specified in the contract.

~~2.1.l.12.~~ “Governing Boards” or “Boards” means the institutional boards of governors created pursuant to West Virginia Code §18B-2A-1.

~~2.1.m.13.~~ “Higher education institution” means an institution as defined by Sections 401(f), (g) and (h) of the federal Higher Education Facilities Act of 1963, as amended.

~~2.1.n.14.~~ “President” means the chief executive officer of a higher education institution.

~~2.1.o.15.~~ “Purchase order” means the document issued by the Commission to a vendor for the acquisition of goods and services. A purchase order may also be referred to as a “contract”.

~~2.1.p.16.~~ “Sole source” means only one vendor can supply the desired product or service.

~~2.1.q.17.~~ “Single source” means that the desired product or service is available from only one supplier because of the uniqueness and characteristics of the product or service offered.

~~2.1.r.18.~~ “Responsible bidder” and “responsible vendor” mean a person and/or vendor who have the capability in all respects to perform contract requirements, and the integrity and reliability which will assure good faith performance.

~~2.1.s.19.~~ “Responsive bidder” and “responsive vendor” mean a person and/or vendor who has submitted a bid which conforms in all material respects to the invitation to bid.

~~2.1.†20.~~ “Vendor” means a seller of goods and services. A vendor must be registered with the West Virginia Department of Administration prior to the receipt of a purchase order or contract.

~~2.1.†21.~~ “West Virginia Council for Community and Technical College Education” or “Council” means the council created pursuant to West Virginia Code §18B-2B-1.

~~2.1.†22.~~ “West Virginia Higher Education Policy Commission” or “Commission” means the commission created pursuant to West Virginia Code §18B-1B-1.

~~2.1.†23.~~ “Vice Chancellor for Administration” means that person employed by the Commission with the advice and consent of the Council in accordance with West Virginia Code §18B-4-2. The Vice Chancellor for Administration shall assume all powers and duties that were assigned to the Senior Administrator.

§135-30-3. Applicability.

3.1. This procedural rule applies to all institutions as defined in Section 2 of this rule.

§135-30-4. Authority of the Commission and Council.

4.1. Pursuant to West Virginia Code §18B-5-4, the Commission and Council shall jointly adopt rules governing and controlling acquisitions, purchases and inventory management of materials, supplies, equipment, services, construction, and printing, and the disposal of obsolete and surplus materials, supplies, and equipment.

§135-30-5. Authority and Duties of the Vice Chancellor for Administration.

5.1. The Vice Chancellor for Administration shall, in the name of the Commission and Council, have the authority and duty to:

~~5.1.†1.~~ Administer and oversee the purchasing system of the Commission, Council and Governing Boards;

~~5.1.†2.~~ Recommend to the Commission and Council additional rules or modifications to this rule as may be required for efficient and cost effective management of purchases, inventorying of materials, supplies, and equipment and disposal of obsolete and surplus materials, supplies, and equipment;

~~5.1.†3.~~ Develop administrative manuals, guidelines, procedures, and forms which shall be followed by the institutions for purchase, acquisition and inventory management, and disposal of obsolete and surplus materials, supplies, and equipment;

~~5.1.†4.~~ Provide for a periodic audit of the institutions for compliance with the rules and policies that have been adopted by the Commission and Council and the administrative manuals, guidelines, procedures and forms developed by the Vice Chancellor for Administration;

~~5.1.†5.~~ If requested, provide assistance to one or more institutions in the purchase, acquisition and inventory management of materials, supplies, equipment, services, construction and printing, and in disposal of obsolete or surplus materials, supplies and equipment; and

§135-30-6. Delegation of Purchasing Authority and Responsibilities.

6.1. The Commission, Council and each Governing Board, through the Vice Chancellor of Administration, or as may be delegated by him or her, shall purchase or acquire materials, supplies,

equipment, services, construction and printing as required by that Governing Board or the Commission and Council, as appropriate, and the institution(s) under their jurisdiction. Each Governing Board shall have fiduciary responsibility to ensure that purchases and acquisitions are made within the limits of available appropriations and funds in accordance with applicable provisions of West Virginia Code §5A-2-1 et seq., and for the inventory of materials, supplies and equipment and for disposal of obsolete or surplus materials, supplies and equipment as required by the institution(s) under their jurisdiction.

6.2. In order to assist the Governing Board in carrying out its duties, obligations and responsibilities under this rule, the Board may, by resolution of the Board, delegate authority to the institution's president who shall have overall control and management of the institution's purchases, inventory, and disposal of obsolete or surplus materials, supplies and equipment as required by that institution. The president shall appoint a chief procurement officer to assist the president in carrying out the duties, obligations and remedies imposed by the Governing Board and this rule. This appointment shall be made in writing and filed with the Vice Chancellor for Administration, the State Auditor and the Attorney General.

6.3. Unless otherwise stated in writing by the president, the chief procurement officer shall have full authority to act as the designee of the president for purchase, acquisition, receipt of and inventory management of all materials, supplies, equipment, services, construction, and printing, and for disposal of obsolete or surplus materials, supplies, and equipment as may be required by the institution.

§135-30-7. Authority, Duties and Remedies of the Chief Procurement Officer/Director of Procurement.

7.1. The chief procurement officer or the director of procurement shall, unless otherwise stated in writing, have full authority to act in matters of institutional purchasing, inventory management and disposal of surplus and obsolete property as the designee of the president, or of the Vice Chancellor for Administration in the case of the Commission and Council Offices and West Virginia Network for Educational Telecomputing, and shall serve as the central procurement officer for the institution. This individual may also fulfill other institutional functions.

7.2. The chief procurement officer or the director of procurement may appoint buyers and delegate authority to them as designees, or to any department within the institution. Delegation of authority by the chief procurement officer or the director of procurement, and any limits thereupon, shall be in writing and filed with the Vice Chancellor for Administration, the State Auditor and the Attorney General. Responsibility for ensuring institutional compliance with the West Virginia Code and this rule shall rest with and be the responsibility of the chief procurement officer or director of procurement.

7.3. As required by law and this rule, and consistent with administrative manuals, guidelines and procedures developed by the Vice Chancellor for Administration, the chief procurement officer or director of procurement shall have the duty and/or authority to:

7.3.~~a~~1. Purchase and contract for the materials, supplies, equipment, services, construction and printing required by the institution;

7.3.~~b~~2. Establish institutional guidelines and procedures for purchases not exceeding \$50,000;

7.3.~~c~~3. Establish institutional guidelines and procedures for receiving, inventorying and distributing materials, supplies, equipment, services, and printing;

7.3.~~d~~4. Review specifications and descriptions before soliciting bids or proposals to ensure that they are competitive and fair and do not unfairly favor or discriminate against a particular brand or vendor;

~~7.3.e.5.~~ Advertise for bids on all purchases exceeding \$50,000, and post or otherwise make available notices of all purchases for which competitive bids or proposals are being solicited by the institution's purchasing office;

~~7.3.f.6.~~ Maintain the institution's purchasing files;

~~7.3.g.7.~~ Accept or reject any and all bids in whole or in part;

~~7.3.h.8.~~ Waive minor irregularities in bids, bidding documents and/or specifications;

~~7.3.i.9.~~ Apply and enforce standard specifications;

~~7.3.j.10.~~ Manage the institution's inventory of materials, supplies and equipment, authorize transfers to or between institutions, and sell surplus, obsolete or unused materials, supplies, and equipment;

~~7.3.k.11.~~ Prescribe the amount of deposit or bond to be submitted with any bid or contract;

~~7.3.l.12.~~ Prescribe contract provisions for liquidated damages, remedies and/or other damages provisions in the event of vendor default;

~~7.3.m.13.~~ Exempt from competitive bidding purchases of materials, supplies, equipment, services, and printing purchased from within state government, from West Virginia sheltered workshops, from cooperative buying groups and consortia, and from the federal government or federal government contracts when price, availability and quality are comparable to those on the open market;

~~7.3.n.14.~~ Perform chemical and physical tests on samples submitted with bids and samples of deliveries to determine compliance with specifications, if deemed necessary and prudent;

~~7.3.o.15.~~ Hear and render opinions on vendor complaints and protests;

~~7.3.p.16.~~ Ensure vendors are registered with the Department of Administration's Vendor/Customer File in accordance with the West Virginia Code;

~~7.3.q.17.~~ Apply the preference for resident vendors required by the West Virginia Code;

~~7.3.r.18.~~ File contracts and purchase orders that exceed the dollar limit required for competitive sealed bidding with the State Auditor;

~~7.3.s.19.~~ Submit contracts and purchase orders to the Attorney General for approval or as may be required by law, administrative procedures and guidelines;

~~7.3.t.20.~~ Ensure that purchases exceeding the dollar amount for competitive bidding are encumbered and entered into the State's accounting system as required by West Virginia Code §18B-5-4(g) and §5A-2-1 et. seq.

~~7.3.u.21.~~ Apply and enforce other applicable provisions of state and federal laws pertaining to purchases, inventory management and disposal of surplus and obsolete materials, supplies, and equipment.

7.4. Remedies that are available to the chief procurement officer or director of procurement when appropriate circumstances arise include:

~~7.4.a.1.~~ In the event that a vendor fails to honor any contractual term or condition, the chief procurement officer or the director of procurement may cancel the contract and re-award the contract to the next lowest responsible and responsive bidder;

~~7.4.b.2.~~ Vendors failing to honor contractual obligations may be held responsible for all differences in cost;

~~7.4.c.3.~~ Declare a vendor or bid non-responsible or non-responsive and refuse to award a purchase order. All such instances shall be substantiated in writing giving the reason(s) thereof, and such documentation shall be considered a public document available for inspection at all reasonable times; and

~~7.4.d.4.~~ Suspend, for a period not to exceed one (1) year, the right of a vendor to bid when there is reason to believe that such vendor has violated any of the provisions of the terms and conditions of a contract, this rule and/or state law.

§135-30-8. Purchase or Acquisition of Materials, Supplies, Equipment, Services, and Printing.

8.1. Unless otherwise authorized by law, all purchases or acquisitions of materials, supplies, equipment, services, and printing shall be awarded by competitive bidding, except as provided in the following paragraphs of this rule:

~~8.1.a.1.~~ Purchases not exceeding \$50,000;

~~8.1.b.2.~~ Competitive sealed proposals;

~~8.1.c.3.~~ Competitive selection procedures for professional services;

~~8.1.d.4.~~ Sole source and single source procurement;

~~8.1.e.5.~~ Emergency procurement;

~~8.1.f.6.~~ Open end and federal contracts; and

~~8.1.g.7.~~ Essential services.

8.2. Specifications shall be written to maximize and encourage competition. In certain cases, a “brand name or equal” may be used as a specification.

8.3. All purchases and acquisitions shall be made in consideration of and within limits of available appropriations and funds and in accordance with applicable provisions of West Virginia Code §5A-2, relating to expenditure schedules and quarterly allotments of funds.

8.4. Award shall be made to the lowest responsible and responsive vendor. In determining the lowest responsible and responsive vendor, consideration will be given to such factors as quality (meeting specifications), price, time of delivery, cost of delivery, and other terms and conditions considered prudent. Unit prices shall prevail in all cases when there is a conflict between the unit price and extended price. In some cases multiple and/or split awards may be made when determined to be in the best interest of the institution. Occasionally, purchase orders may be issued which impose no obligation to take delivery of a product and/or service and as such, these purchase orders shall be issued as blanket purchase orders or price agreements. In situations where vendors are competing to provide a service that will generate income for an institution, the award shall be made to the highest responsible and responsive bidder, taking into consideration the above factors.

8.5. The chief procurement officer or director of procurement may accept or reject, in whole or in part, any bid or proposal when the chief procurement officer or director of procurement believes it to be in the best interest of the institution. If any bid or proposal is rejected, a written explanation shall be placed in the purchasing file.

8.6. When tie bids or proposals are received, the tie shall be broken and an award made by allowing the tied vendors to make a “last and final offer.” If a tie bid is not broken by a “last and final offer,” then the tie may be broken by a flip of a coin, draw of the cards or any other impartial method deemed prudent by the chief procurement officer.

8.7. Except for exemptions granted in the West Virginia Code, all material, supplies, equipment, services, and printing made upon competitive bids or proposals shall be subject to any resident vendor preference set forth in the West Virginia Code.

8.8. The chief procurement officer or director of procurement shall determine the applicability and amounts of bonds and/or deposits required of a vendor at any time, if, in his or her judgment, such security is necessary to safeguard the institution from undue risk. The chief procurement officer or director of procurement may require the vendor to submit a certified check, certificate of deposit, performance bond, or any other security acceptable to the chief procurement officer, payable to the institution. Personal checks and/or company checks are not acceptable. When a contract has been satisfactorily completed on which a surety bond or other deposit has been previously submitted, the spending unit shall certify the completion in writing to the chief procurement officer or the director of procurement. The chief procurement officer or director of procurement, upon receipt of the notification, shall return the check or deposit to the vendor.

8.9. Purchases not exceeding \$50,000.

8.9.~~a~~.1. The chief procurement officer or the director of procurement shall establish institutional guidelines and procedures for purchases not exceeding \$50,000. These guidelines and procedures shall provide for obtaining adequate and reasonable records to properly account for funds and to facilitate auditing. They shall be approved by the president, filed with the Vice Chancellor for Administration and be on file in the institution’s purchasing office and made available to the public upon request.

8.9.~~b~~.2. Purchases in this category do not require competitive bids or quotations.

8.10. Purchasing Card.

8.10.~~a~~.1. The state purchasing card may be used as a payment method as provided in applicable provisions of West Virginia Code §12-3-1 et seq., and as follows:

8.10.~~a~~.1.a. Employee travel expenses when the travel is required by the employee’s job and is for official business of the institution. Expenses that may be paid using the purchasing card are as follows and are limited to \$5,000 per transaction or the card limit whichever is less:

8.10.~~a~~.1.a.1. Transportation: Commercial air fare, chartered aircraft service, rail service, commercial rental vehicles, and miscellaneous ground transportation and fees such as shuttle service, taxi service and parking.

8.10.~~a~~.1.a.2. Lodging: Room accommodations only. Any extra charges will be the employee’s responsibility to pay.

8.10.~~a~~.1.a.3. Fuel: Fuel for commercial rental or fleet vehicles only.

8.10.~~a~~.1.a.4. Meals: Meals for employee travel may not be paid using the purchasing card.

~~8.10.a.1.a.5.~~ Reconciliation and settlement of employee travel expenses paid by the purchasing card shall be made according to the State Auditor's procedures, provided the procedures are consistent with the intent of applicable provisions of West Virginia Code §18B-5-4.

~~8.10.b.2.~~ Routine and regularly scheduled payments may be made using the purchasing card and are limited to the transaction limit of the card. Routine and regularly scheduled payments mean all payments that have either received Attorney General approval in accordance with statute or do not require such approval, and are made on a regular, predictable and routine basis whether weekly, monthly, annually, or on any other regular schedule.

~~8.10.b.2.a.~~ Routine, regularly scheduled payments are limited to the following: association dues; accreditation fees; software licenses and maintenance fees; resale merchandise; maintenance contracts; temporary space rentals; inter-library loan charges; inter/intra-institutional charges; contracts for artists, entertainers, and speakers; open end contracts; license fees of all types; utilities of all types; federal, state and municipal fees and assessments; real property rental fees; postage; books and related items, including those for libraries and bookstores; hospitality expenses; travel expenses; shipping, handling, and freight charges; advertising; subscriptions; periodicals, and publications; athletic and academic team related expenses; and necessary job related medical or drug testing and treatment.

~~8.10.b.2.b.~~ In order to provide sufficient accounting and auditing procedures for all purchasing card transactions, each institution shall adopt and effectively use the reconciliation, reporting and payment software for the purchasing card program approved by the State Auditor and the Vice Chancellor for Administration.

~~8.10.b.2.c.~~ The Commission and Council may expand the use of the purchasing card for travel and routine and regularly scheduled payments for any institution it determines has the capacity, internal controls and record of effective management to handle the expanded responsibilities.

~~8.10.e.3.~~ The Council and each institution shall maintain a purchasing card that may be used for emergencies declared by the President of an institution and approved by the Chancellor up to the transaction limit of the card as provided in subparagraph 8.16.2.

8.11. Purchases Greater than \$50,000.

~~8.11.a.1.~~ Competitive sealed bidding is the preferred method for purchase and acquisition of materials, supplies, equipment, services, and printing greater than \$50,000.

~~8.11.b.2.~~ The chief procurement officer or director of procurement shall advertise for bids on all purchases exceeding \$50,000. The advertisement shall appear no less than 5 days prior to the date bids are due.

~~8.11.e.3.~~ The chief procurement officer or director of procurement shall, in addition to advertising, post or otherwise make available notice of all acquisitions and purchases for which competitive bids are being solicited in the purchasing office of the institution involved in the purchase no less than 5 days prior to making such purchase and shall ensure that the notice is available to the public during business hours.

~~8.11.d.4.~~ Bids shall be delivered to the specified location for receipt of bids by the bidder prior to the date and time of the bid opening according to the instruction contained in the request for bids and any addenda or modifications officially issued.

~~8.11.e.5.~~ Bids not properly delivered or received after the required time and date shall not be opened and shall be returned to the bidder.

~~8.11.f.6.~~ The bid shall be signed by an authorized agent of the bidder. A corporate signature without an individual's name and signature shall not be construed as an acceptable signature.

~~8.11.g.7.~~ Facsimile transmitted bids are not acceptable for bids over \$50,000. Facsimile and electronically transmitted modifications are acceptable if the bid price is not revealed.

~~8.11.h.8.~~ A bidder may make a written modification to a sealed bid prior to the bid opening, provided modifications are made by the bidder in such a manner that the bid price is not revealed or known until the bid is opened. Written modifications must be received by the chief procurement officer or the director of procurement prior to the date and time of the bid opening. Electronically transmitted modifications are acceptable if submitted prior to the bid opening date and time and the bid price is not revealed.

~~8.11.i.9.~~ Originals or copies of bids shall be available for public inspection after the bid opening. Vendors may designate in writing with the bid submission information contained within the bid constituting trade secrets, pursuant to West Virginia Code §29B-1-4(1), which shall be exempt from disclosure. The purchasing files shall be open for public inspection after the award has been made, except for information qualifying for the exemption set out above.

~~8.11.j.10.~~ The chief procurement officer or the director of procurement may reject an erroneous bid after the bid opening upon request of the bidder if all of the following conditions exist: (a) an error was made; (b) the error materially affected the bid or proposal; (c) rejection of the bid or proposal would not cause a hardship on the institution other than losing an opportunity to receive materials, supplies, equipment, services, construction and/or printing at a reduced cost; and (d) enforcement of the part of the bid or proposal in error would be unconscionable. In order to reject a bid or proposal, the purchasing file must contain documented evidence that all of the above conditions exist.

~~8.11.k.11.~~ Price and other adjustments shall be allowed on any purchase order if specific provisions for adjustments have been incorporated in the prescribed forms and the purchase order. All such requests for adjustments shall be made in accordance with the specific terms and conditions of the individual purchase order. In the event no provision for adjustments has been made, discretion to grant adjustments shall rest with the chief procurement officer.

~~8.11.l.12.~~ Every person, firm or corporation selling or offering to sell to the Commission, Council, a Governing Board and its institutions, materials, supplies, equipment, services, construction and printing, upon competitive bid or otherwise, in excess of \$50,000 per order, shall be registered with the West Virginia Department of Administration, Purchasing Division, pursuant to West Virginia Code §18B-5-5 and §5A-3-12. Purchase orders in excess of \$50,000 may not be issued to any vendor not properly registered with the West Virginia Department of Administration.

~~8.11.m.13.~~ Contracts, purchase orders and associated documents such as performance and labor/material payment bonds and certificates of insurance are not required to be approved by the Attorney General provided standard terms and conditions or standardized forms previously approved by the Attorney General are used.

~~8.11.n.14.~~ Contracts and purchase orders that exceed the amount set forth in West Virginia Code §18B-5-4 for sealed competitive bidding shall be filed with the State Auditor.

8.12. Vendor's Rights and Duties.

~~8.12.a.1.~~ Each vendor is solely responsible for delivery of its bid to the specified prior to the specified date and time of the bid or proposal opening.

8.12.~~b~~.2. If there is a conflict between the extension price and the unit price, the unit price shall prevail.

8.12.~~e~~.3. Any changes made by the vendor in the specifications listed in the bid request must be clearly stated. If changes are not stated, it will be assumed that items offered meet the specifications in all respects.

8.12.~~d~~.4. Vendors are responsible for the accuracy of the information in their bid or proposal and on the bid or proposal envelope.

8.12.~~e~~.5. All sales to the Commission, Council and the Governing Boards are exempt from West Virginia consumer sales tax or excise tax by blanket state exemption and blanket federal exemption.

8.12.~~f~~.6. It is the vendor's exclusive duty and obligation to file protests and requests for reconsideration according to the requirements of Section 9, and for reconsideration of suspension, in accordance with the requirements of Section 10 of this rule; otherwise, they shall be waived.

8.13. Competitive Sealed Proposals.

8.13.~~a~~.1. For purchases above \$50,000, competitive sealed bids are the preferred method of procurement; however, if it is either not practicable or advantageous, a contract may be entered into by a request for proposals. The words "practicable" and "advantageous" are to be given ordinary dictionary meanings. The term "practicable" denotes what may be accomplished or put into practical application. "Advantageous" connotes a judgmental assessment of what is in the institution's best interest. The key element in determining advantageousness will be the need for flexibility.

8.13.~~b~~.2. The request for proposal method of purchasing is used to obtain goods and services when sufficient knowledge or expertise does not exist to adequately specify the details of the desired result. The desired result is written into the request for proposals. The vendor responds to the request for proposals with a proposal identifying its intended approach to meet the desired result along with a proposed price or fee. Terms and conditions of the contract shall be included in a request for proposals, along with a pre-established award criteria based on value or points. Whenever desirable, interviews may be conducted with interested parties for clarification and/or determination of qualifications and experience prior to award. Requests for proposals go beyond price alone. They also look at the vendor's ability and resources to furnish the desired service to get the desired result. Quality of service and performance are important considerations. Requests for proposals are primarily used for large dollar projects requiring a high level of expertise on the part of the vendor.

8.14. Competitive Selection Procedures for Professional Services.

8.14.~~a~~.1. The competitive selection procedure for professional services is similar to the process used for competitive sealed proposals; however, greater weight is given to the ability to perform the service as reflected by technical training, education and experience, and in some cases, artistic and aesthetic values and capabilities. In these cases, price may be a secondary consideration.

8.14.~~b~~.2. The competitive selection process for hiring architects and engineers is set forth in West Virginia Code §5G-1.

8.15. Sole Source and Single Source Procurement.

8.15.~~a~~.1. The chief procurement officer or director of procurement may approve the purchase of materials, supplies, equipment, services and/or printing directly from a vendor without competitive bid or proposals, if any of the following conditions exist: (a) the item cannot be obtained through ordinary

purchasing procedures; (b) the item is of unique nature and not available from any other source; or (c) the item is available from a state spending unit or other institution with preference under the West Virginia Code, provided the price, availability and quality are comparable to those in the open market.

8.16. Emergency Procurement.

8.16.~~a~~.1. Emergency purchases exceeding \$50,000 must receive the prior written approval of the chief procurement officer or director of procurement unless made according to subparagraph 8.16.2. An emergency situation requiring purchase of materials, supplies, equipment, services, construction or printing must be the result of unforeseen events or circumstances, including delays by contractors, delays in transportation, or an unanticipated volume of work. Emergency purchases shall not be used for hardship resulting from neglect, poor planning or lack of organization by the spending unit. Competitive bids must be obtained if possible.

8.16.~~b~~.2. The Council and each institution may maintain a purchasing card for use in and for situations declared an emergency by the president of an institution and approved by the Chancellor. Such emergencies may include but are not limited to partial or total destruction of a campus facility; loss of a critical component of utility infrastructure; heating ventilating, or air conditioning failure in an essential academic building; loss of campus road, parking lot or campus entrance; or a local, regional, or national emergency situation that has a direct impact on the campus.

8.16.~~e~~.3. In the event of an emergency declared by the president of the institution and approved by the Chancellor, the president or his or her designee may authorize the use of an emergency purchasing card by a designated representative in accordance with the procedures set forth in the State Auditor's Legislative Rule for the purchasing card program.

8.17. Open End Contracts and Federal Contracts.

8.17.~~a~~.1. The Commission, Council or a Governing Board and its institution(s) may enter into open end contracts that were competitively bid for materials, supplies, equipment, services, and/or printing to supply their respective needs in the form of statewide contracts, blanket orders or price agreements. Once issued, purchases and acquisitions may be made from these contracts without securing any other bids or quotations. These contracts may be made available to other institutions, the Commission and Council for their use.

8.17.~~b~~.2. The Commission, Council, a Governing Board and its institution(s) may, without securing any other bids or quotations, make purchases from cooperative buying groups, consortia, the federal government and from federal government contracts if the materials, supplies, equipment, services, and printing to be purchased are available from these groups, consortia, or the federal government and its contracts, and if this is the most financially advantageous manner of making the purchase.

8.18. Essential Services.

8.18.~~a~~.1. Essential services may be purchased and paid for by the Commission, Council, a Governing Board and its institution(s) without securing competitive bids or proposals or issuing purchase orders. Commodities in this category may include but are not limited to utilities of all kinds; postage; items for resale; municipal, county, state, and federal fees; student awards, stipends, loans and grants; shipping and freight charges; tuition and registration fees and refunds thereof; professional dues; etc. The Vice Chancellor for Administration shall issue guidelines for the purchase of and payment for essential services.

8.19. Motor Vehicle Purchase.

8.19.~~a~~.1. The purchase and leasing of motor vehicles shall be consistent with this rule, and guidelines and procedures adopted by the Commission, Council, a Governing Board and the Vice Chancellor for Administration.

8.20. Procurement File.

8.20.~~a~~.1. The chief procurement officer or director of procurement shall maintain a purchasing file for each procurement or acquisition. This file shall contain all relevant information pertaining to such purchase or acquisition, including but not limited to: (a) bids, proposals or quotations received in response to a request for sealed bids or proposals; however, an unopened bid or proposal shall not be considered a public document or record; (b) identification and certification of the successful bid; (c) why any bid or proposal is rejected in whole or in part; (d) justification for award to other than the lowest vendor; and (e) vendor protests or complaints. The purchasing file shall be a public record open to inspection during normal business hours. No records in the purchasing file shall be destroyed without the written consent of the Legislative Auditor, except as set forth in subparagraph 8.20.2.

8.20.~~b~~.2. Those files in which the original documentation has been held for at least one year and in which the original documents have been reproduced and archived on microfilm or other equivalent method of duplication may be destroyed without written consent of the Legislative Auditor. All files, no matter the storage method, shall be open for inspection by the Legislative Auditor upon request.

8.21. Approval of Lease-Purchase Agreements for the Governing Boards.

8.21.~~a~~.1. After the Commission or Council has granted approval for lease-purchase agreements by a Governing Board, the Governing Board may enter into lease-purchase agreements for capital improvements, including equipment. Any lease-purchase agreement exceeding one million dollars in total must have prior approval of the Commission or Council.

8.21.~~b~~.2. Proposals for any lease-purchase agreements shall be made in accordance with West Virginia Code §18B-19-11. The Vice Chancellor for Administration may establish guidelines and a format for receiving, considering and approving such proposals.

8.21.~~c~~.3. Lease-purchase agreements exceeding one hundred thousand dollars must be approved as to form by the Attorney General.

8.22. Lease Agreements for Grounds, Buildings, Office Space or Other Space.

8.22.~~a~~.1. The Commission, Council and Governing Boards have the authority to enter into lease agreements for grounds, buildings, office space or other space in the name of the State *for more than one fiscal year* but not exceeding forty years under the following conditions:

8.22.~~a~~.1.a. The Commission, Council and institutions shall be responsible for all rent and other necessary payments in connection with the contract of lease; and

8.22.~~a~~.1.b. Satisfactory grounds, buildings, office or other space is not available on grounds and in buildings currently owned or leased.

8.22.~~b~~.2. Before executing any rental contract or lease, the Commission, Council or a Governing Board, as appropriate, shall do the following:

8.22.~~b~~.2.a. Determine the fair rental value of the grounds, building, office space or other space to be leased in the condition in which they exist, and shall contract for or lease the premises at a price not to exceed the fair market value;

8.22.~~b.2.b.~~ Leases shall contain, in substance, all of the following provisions:

8.22.~~b.2.b.1.~~ That the Commission, Council or Governing Board, as lessee, has the right to cancel the lease without further obligation on the part of the lessee upon giving thirty days' written notice to the lessor at least thirty days prior to the last day of the succeeding month;

8.22.~~b.2.b.2.~~ That the lease shall be considered canceled without further obligation on the part of the lessee if the Legislature or the federal government fails to appropriate sufficient funds for the lease or otherwise acts to impair the lease or causes it to be canceled; and

8.22.~~b.2.b.3.~~ That the lease shall be considered renewed for each ensuing fiscal year during the term of the lease unless it is canceled by the Commission, Council or the Governing Board before the end of the then-current fiscal year.

8.22.~~e.3.~~ The Commission, Council or an institution which is granted any grounds, buildings, office space or other space leased in accordance with West Virginia Code §18B-19-11 may not order or make permanent changes of any type unless the Commission, Council or the Governing Board, as appropriate, has first determined that the change is necessary for the proper, efficient and economically sound operation of the institution. For purposes of this section, a “permanent change” means any addition, alteration, improvement, remodeling, repair or other change involving the expenditure of state funds for the installation of any tangible thing which cannot be economically removed from the grounds, buildings, office space or other space when vacated by the institution.

8.22.~~d.4.~~ Leases and other instruments for grounds, buildings, office or other space, once approved by the Commission, Council or Governing Board, may be signed by the chief executive officer of the Commission, Council or the institution. A lease and other instrument entered into by a Governing Board that exceeds one million dollars in total must receive prior approval of the Commission or Council, as appropriate, before being executed by the Governing Board or institution.

8.22.~~e.5.~~ The Commission or Council shall present to the Joint Committee on Government and Finance for prior review any purchase of real estate, any lease-purchase agreement and any construction of new buildings or other acquisitions of buildings, office space, grounds resulting from a lease entered into pursuant to the provisions of West Virginia Code §18B-19-13, if the transaction exceeds \$1 million.

8.22.~~f.6.~~ Any lease or instrument exceeding one hundred thousand dollars annually shall be approved as to form by the Attorney General. A lease or other instrument for grounds, buildings, office or other space that contains a term, including any options, of more than six months for its fulfillment shall be filed with the State Auditor.

8.23. The Commission, Council, and institutions, individually or cooperatively, will maximize their use of the following purchasing practices, when determined to provide a financial advantage:

8.23.1. Bulk purchasing;

8.23.2. Reverse bidding;

8.23.3. Electronic marketplaces; and

8.23.4. Electronic remitting.

8.24. The Commission and Council may promulgate additional rules deemed necessary to carry out the provisions of this section, and the Vice Chancellor for Administration may issue procedures for complying with this section.

§135-30-9. Protests and Reconsideration.

9.1. Protests and requests for reconsideration of a decision made by a chief procurement officer or the director of procurement may only be made by a person and/or vendor who is a potential or actual bidder on that particular contract and/or purchase.

9.2. Protests.

9.2.~~a~~1. Protests based on specifications or improprieties in any type of solicitation which are apparent or should have been apparent prior to the bid or proposal opening or closing date must be filed not later than five calendar days prior to the bid or proposal opening or closing date. A protest of the award must be filed no later than five calendar days following the notice of the institution's intent to award the contract as posted or otherwise made available in the institution's purchasing office for competitive transactions greater than \$50,000. Protests filed prior to five calendar days following the notice of intent to award shall be resolved in accordance with this rule before an award is made. Information regarding awards may be obtained from the institution's purchasing office, and a vendor contemplating a protest has a duty to obtain this information in a timely manner.

9.2.~~b~~2. The protest must be filed in writing with the chief procurement officer or director of procurement and contain the name and address of the protestor, the requisition number of the bid or the purchase order number, a statement of the grounds for protest and supporting documentation, the relief sought, and if a hearing on the merits of the protest is requested.

9.2.~~c~~3. The chief procurement officer or director of procurement shall review the protest and issue a decision in writing. In the event a hearing on the merits of the protest is requested by the protestor, the chief procurement officer or director of procurement shall set a time and place for the hearing. The hearing shall be recorded and an official record shall be prepared. Following the hearing, the chief procurement officer or the director of procurement shall issue a written decision.

9.3. Reconsideration.

9.3.~~a~~1. Reconsideration of a decision on a protest by the chief procurement officer or director of procurement may be requested by an aggrieved party to the institution's chief financial officer. A request for reconsideration shall be made in writing within five calendar days after receiving the chief procurement officer or director of procurement's written decision, and it shall contain the name and address of the aggrieved party, the requisition or purchase order number, a statement of the grounds for reconsideration with supporting documentation, the relief sought, and if a hearing on the merits is requested.

9.3.~~b~~2. The chief financial officer shall review the request for reconsideration and issue a decision in writing. In the event a hearing on the merits is requested by the aggrieved party, the chief financial officer shall set a time and place for the hearing. The hearing shall be recorded and an official record shall be prepared. Following the hearing, the chief financial officer shall issue a decision in writing to the aggrieved party and his or her decision shall be final.

9.3.~~c~~3. The chief procurement officer or director of procurement and chief financial officer may refuse to decide any protest or reconsideration where the matter involved is the subject of litigation before a court of competent jurisdiction, or has been decided on the merits by such court. The foregoing shall not apply where the court requests, expects or otherwise expresses interest in the decision of the chief procurement officer or director of procurement and chief financial officer.

§135-30-10. Suspension and Reconsideration.

10.1. Suspension.

~~10.1.a.1.~~ The chief procurement officer or director of procurement shall have authority to suspend, for a period not exceeding one year, the right and privilege of a person to bid on purchases of the institution.

~~10.1.b.2.~~ The following shall be considered adequate grounds for suspension of a vendor: (a) a vendor has exhibited a pattern of poor performance in fulfilling its contractual obligation(s) including, but not limited to, providing or furnishing commodities, materials, services or construction late, or at a quantity or quality level below that which is specified in the contract, or repeated instances of poor performance; or (b) the vendor has breached any contract entered into pursuant to the provisions of West Virginia Code §18B-5-4 through §18B-5-9 or this rule, or the vendor has been convicted of any federal or state law punishable as a felony if such conviction is directly related to the performance of a contract entered into pursuant to West Virginia Code §18B-5-4 through §18B-5-9 or this rule. Any such suspension must be imposed within one year of the date of the act, omission, or conviction the suspension is based upon, or within one year of the chief procurement officer's discovery of such act, omission, or conviction.

10.2. Reconsideration.

~~10.2.a.1.~~ Reconsideration of a decision on suspension by the chief procurement officer or director of procurement may be requested by an aggrieved party to the institution's chief financial officer. A request for reconsideration shall be made in writing within five calendar days after receiving the chief procurement officer's decision and it shall contain the name and address of the aggrieved party, a statement of the grounds for reconsideration with supporting documentation, the relief sought, and if a hearing on the merits is requested.

~~10.2.b.2.~~ The chief financial officer will review the request for reconsideration and issue a decision in writing. In the event a hearing on the merits is requested by the aggrieved party, the chief financial officer shall set a time and place for the hearing. The hearing shall be recorded and an official record prepared. Following the hearing, the chief financial officer will issue a decision in writing to the aggrieved party and his or her decision shall be final.

~~10.2.e.3.~~ The chief financial officer may refuse to decide any reconsideration when the matter involved is the subject of litigation before a court of competent jurisdiction, or has been decided on the merits by such court. The foregoing shall not apply when the court requests, expects or otherwise expresses interest in the decision of the institution.

10.3. Vice Chancellor for Administration.

~~10.3.a.1.~~ An institution that suspends the right and privilege of a vendor to bid on purchases of the institution shall forward a copy of the suspension notice to the chief procurement officer or director of procurement of the Commission Office, who shall maintain a record of such suspension and shall notify all institutions of such suspension.

~~10.3.b.2.~~ If the chief procurement officer or director of procurement of the Commission Office determines that the actions of the vendor leading to the suspension by an institution are of a serious enough nature to justify imposition of a system-wide suspension, he or she shall forward the suspension and his or her recommendation to the Vice Chancellor for Administration for review. If the Vice Chancellor for Administration determines that the actions of the suspended vendor justify a system-wide suspension, he or she shall notify the vendor and all institutions of the system-wide suspension.

§135-30-11. Qualifications of a Buyer and a Chief Procurement Officer.

11.1. Buyer.

~~11.1.a.1.~~ No person shall be employed as a buyer unless that person, at the time of employment, is either: (a) a graduate of an accredited college or university; or (b) has at least four year's experience in purchasing for any unit of government or for any business, commercial or industrial enterprise.

~~11.1.b.2.~~ Any person making purchases and acquisitions pursuant to this section shall execute a bond in the penalty of fifty thousand dollars, payable to the state of West Virginia, with a corporate bonding or surety company authorized to do business in this state as surety thereon, in a form prescribed by the Attorney General and conditioned upon the faithful performance of all duties in accordance with this rule. In lieu of separate bonds for such buyers, a blanket surety may be obtained. Any such bond shall be filed with the Secretary of State. The cost of any such bond or bonds shall be paid from funds appropriated to the Commission, Council or Governing Board.

11.2. Chief Procurement Officer/Director of Procurement.

~~11.2.a.1.~~ From the date of adoption of this rule by the Commission and Council and henceforth, no new person shall be employed as a chief procurement officer or director of procurement unless that person, at the time of employment, is: (a) a graduate of and has received a baccalaureate degree from an accredited college or university; and (b) has at least four year's experience in purchasing for any unit of government or for any business, commercial or industrial enterprise.

~~11.2.b.2.~~ The bonding provisions set forth in subparagraph 11.1.2. shall also apply to any person employed as a chief procurement officer or director of procurement.

§135-30-12. Receiving and Inventory Management.

12.1. Receiving.

~~12.1.a.1.~~ The chief procurement officer or director of procurement shall establish institutional guidelines and procedures for receiving and distributing materials, supplies, equipment, services, and printing to departments and offices within the institution. These guidelines and procedures shall be consistent with this rule, and they shall be approved by the president, filed with the Vice Chancellor for Administration and shall be on file in the institution's purchasing office and made available to the public upon request.

12.2. Inventory Management.

~~12.2.a.1.~~ The chief procurement officer or director of procurement shall inventory all equipment and furnishings that have a value at the time of purchase or acquisition of \$5,000 or more per unit. Such inventory shall be kept current at all times. An institution may elect to inventory equipment and furnishings with a value less than \$5,000 per unit.

~~12.2.b.2.~~ The chief procurement officer or director of procurement shall set up and maintain the institution's inventory management system on the basis of generally accepted accounting standards. This system shall also conform to the requirements of the Commission, Council, the Governing Board, the state and the federal government as applicable.

~~12.2.e.3.~~ The chief procurement officer or director of procurement shall conduct an audit of the institution's inventory, at a minimum, every three years.

§135-30-13. Disposal of Surplus or Obsolete Materials, Supplies and Equipment.

13.1. The chief procurement officer or director of procurement shall identify and inventory the institution's surplus or obsolete materials, supplies and equipment and shall store such materials, supplies

and equipment until such time as they may be disposed of in a manner consistent with this rule and state law.

13.2. An institution may dispose of surplus or obsolete materials, supplies and equipment by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise.

13.3. If the method of disposition is other than by transfer to, or exchange or trade with other governmental agencies or institutions, the chief procurement officer or director of procurement shall, at least ten days prior to the disposition, advertise once a week for two consecutive weeks by newspaper publication as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3-1 et. seq., in the county where the surplus or obsolete materials, supplies and equipment are located, their availability or sale, in whole or part, at public auction or by sealed bid, as sound business practices may warrant under existing circumstances and conditions.

13.4. An institution may also dispose of surplus or obsolete materials, supplies and equipment through the surplus property unit of the Purchasing Division of the West Virginia Department of Administration; in which case, all of the rules and regulations of the Department of Administration shall be followed.

13.5. Under no circumstances shall any of the property described in this section be sold, transferred or conveyed to any private person, firm or corporation other than at public auction or by sealed bid or as otherwise provided in West Virginia Code §18B-5-7.

13.6. The funds an institution receives from the sale of surplus materials, supplies, and equipment shall be deposited in the State Treasury to the credit on a pro rata basis of the fund or funds from which the purchase of the particular commodities or expendable commodities was made. The Commission, Council or Governing Board may charge and assess reasonable fees related to the costs of care and handling with respect to the transfer, warehousing, sale and distribution of state property that is disposed of or sold.

§135-30-14. Violations.

14.1. Any person who authorizes or approves a purchase contract in a manner in violation of the West Virginia Code, this rule, or any policy or procedure adopted by the Commission, Council and the Governing Board shall be personally liable for the cost of such purchase or contract. Purchases or contracts violating the West Virginia Code and/or this rule shall be void and of no effect.

14.2. Any person receiving anything of value from a known interested party in the awarding of a purchase order shall be subject to the provisions of West Virginia Code §5A-3-28, -29, -30, -31.

14.3. Except as may be authorized by the provisions of §6B of the West Virginia Code, neither the Commission, Council or a Governing Board, nor any employee of the Commission, Council or a Governing Board, shall be financially interested, or have any beneficial personal interest, directly or indirectly, in the purchase of any equipment, materials, supplies, services, or printing, nor in any firm, partnership, corporation or association furnishing them. Neither the Commission, Council or a Governing Board nor any employee of the Commission, Council or a Governing Board shall accept or receive directly or indirectly, from any person, firm or corporation, known by the Commission, Council, Governing Board or such employee to be interested in any bid, contract or purchase, by rebate, gift or otherwise, any money or other thing of value whatsoever or any promise, obligation or contract for future reward or compensation.

14.4. Any vendor violating the West Virginia Code or this rule may be suspended from the right to bid on or submit a proposal for institutional purchases for a period of up to one year.

§135-30-15. Performance Audits.

15.1. The Joint Committee on Government and Finance is required by West Virginia Code to conduct performance audits and the Commission or Governing Board shall be responsible for paying the cost of the audit from funds appropriated to the Commission or Governing Board.

15.2. The Commission also has an obligation under West Virginia Code to conduct performance audits of the policies, procedures and results of the procurement of goods and services by the state institutions of higher education and report to the Legislative Oversight Commission on Education Accountability (LOCEA) on the results of the performance audits, together with any recommendations for additional actions that might be taken to improve the efficiency, effectiveness and economy of the administrative operations of the institutions and the Commission.

§135-30-16. Permitting Private Institutions of Higher Education to Join as Purchasers.

16.1. The Commission and Governing Boards shall permit private institutions of higher education to join as purchasers on purchase contracts for materials, supplies, equipment, services, and printing entered into by the Commission and Governing Board or the institutions under the Board's control. Any private school desiring to join as a purchaser on such purchase contracts shall file with the Vice Chancellor for Administration an affidavit signed by the president of the institution of higher education or a designee, requesting that it be authorized to join as a purchaser on such contracts, and agreeing that it will be bound by such terms and conditions as the Commission or Governing Board may prescribe, and that it will be responsible for payment directly to the vendor under each purchase contract.