

Asnuntuck Community College
Administrative Services
Policy: Purchase of Services

All services that are paid for by the State of CT (regardless of the funding source) are required to have a contract in place PRIOR to the services being performed. A service has been defined for our purposes as anything that is not tangible.

Many services have a State-wide contract available for us to purchase through, however, if a state-wide contract is not available, the Business Office will need to write a contract. Please submit the internal in advance with all of the information necessary for a contract to be written; i.e. who is performing the service, when the services will be performed, where the service will take place, the nature of the service, etc. The Business Office will then verify if a State-wide contract exists for this service or will begin the contract writing process. The Business Office must also determine, based on the cost of the requested service, if competitive bids or quotations, as described in the Connecticut Community Colleges Purchasing Policy, will also be required.

There are two types of service contracts. Contracts for services costing \$1 - \$2,999 require the approval of only the vendor and the College; internals for these services should be submitted to the Business Office a month in advance (but no later than two weeks in advance). Contracts with no cost associated to them or contracts with a cost of \$3,000 or greater require the approval of the CT Attorney General's Office in addition to the approval of the vendor and the College; internals for these services should be submitted to the Business Office two months in advance (but no later than six weeks in advance).

The process of writing a service contract sometimes requires a short conversation between the requestor and the Business Office in order to gather all the necessary information but as the procedure become more familiar, there will be very little "extra" work needed since the types of information required for the contract writing will be provided on the internal in advance.

Also, as a reminder, please submit ALL internals to the Business Office prior to any purchase or any order has been placed, regardless of whether the nature of the internal is for goods or services. All purchases need to be pre-approved.