

Vendors & Ethics

Randolph Community College conducts purchasing in accordance with state laws to ensure taxpayers receive full value for each dollar spent. The college's purchasing procedures conform to open, ethical and sound procurement policies. Suppliers are encouraged to compete for the college's business, which consists of a variety of goods and services.

Vendor information

Randolph Community College (RCC) solicits quotes for non-contract procurements of \$24,999 and under, using [NC eProcurement](#), a state system used by North Carolina community colleges and other state agencies. RCC solicits bids for procurements of \$25,000 or more by posting all bids on the [North Carolina Interactive Purchasing System](#) (IPS).

All RCC purchase orders are issued to vendors via NC eProcurement. Vendors must register their business in the NC eProcurement system:

- Call [888-211-7440](tel:888-211-7440), select Option 2
- [NC eProcurement vendor registration](#)
- Registration tips: If you register with your Social Security number, you will need to register as "Individual." If you register with a federal tax ID number, you will need to register as "Sole Proprietorship."
- [Registered vendor login](#)

Randolph posts all bids to IPS for a minimum of 10 days. The system notifies vendors of posted bids via [IPS Vendor Link](#). You must register your business with IPS Vendor Link to receive these email notifications regarding posted bids.

Non-registered vendors can still [view Randolph Community College posted bids](#).

HUB vendors

RCC strives to achieve a minimum of 10% of its total procurements be with historically underutilized businesses (HUB) vendors. If you are a minority business owner but you are

not recognized as a North Carolina HUB vendor, RCC encourages you to register with the [Office for Historically Underutilized Businesses](#).

Vendors are encouraged to contact NC@YourService for clarification if needed.

Ethics

Ethical practices are critical in the public purchasing process. Laws and rules govern the process, but employees are responsible for abiding by those laws and upholding established standards of conduct. Problems must be detected early and safeguards provided at all levels. The slightest indication of impropriety – or even the perception of it – can damage credibility and delay operations.

- **Integrity:** Fairness and impartiality in all phases of the process are essential. Competition – and all interaction among vendors and purchasers – must be open, honest and objective. Favoritism is not acceptable or allowed; all parties must be given equal consideration.
- **Conflict of interest:** Employees must disclose any potential conflict of interest related to the purchase of equipment, materials, goods or services. Except in very unusual circumstances, the college will not purchase from an employee, an employee's immediate family or a business in which an employee or an employee's family has an ownership interest. If an exception is necessary, the appropriate office must submit a written disclosure of the transaction along with the purchase requisition.
- **Responsibility:** Any employee responsible for purchasing who does not comply with RCC's policies and North Carolina laws will be subject to disciplinary action by the college or the state. (G.S. 143-51.)