**Pre-Procurement Collaboration Procedure (Supplemental Guidance to Procedure 4.2.1)**

This procedure applies to all employees of LCCC, and replaces the longstanding Acquisition Review Worksheet (ARW) form and process.

As LCCC departments seek to procure, relocate or consider donations of Devices, Equipment, Furniture, Free-Standing Tools, Special Event Paraphernalia, Hardware and Software, important steps must occur prior to making commitments in order to avoid Complications with their intended use or installation.

Examples below provide context as to why this procedure is important for the College (not an all-inclusive list):

The Occupational Health and Safety Administration (OSHA), along with the National Fire Protection Association (NFPA), regulate anything that produces dust, fumes, uses chemicals of any kind, uses flammable or combustible material, has the potential to spill, makes loud noise, generates heat, has moving parts, has sharp edges, or uses compressed gas. This is in addition to regulations on how items can actually be used, stored, and maintained. All of these regulatory directives bear responsibility upon the College, along with insurance premium and liability risk without appropriate oversight and assessment.

Fire codes prohibit us from using furniture on campus that does not meet commercial grade fabric standards.

Fire codes prohibit us from placing furniture in corridors, covering established wall outlets, blocking electrical panels, and impacting areas of egress.

Our facilities, in some cases, may not have sufficient electrical service to accommodate additional power consumption without prior electrical upgrades.

Our facilities, in some cases, may not have sufficient HVAC infrastructure to accommodate additional heat generating equipment without prior upgrades.

Our facilities, in some cases, may not have sufficient physical or structural characteristics, to accommodate certain types of equipment without necessary prior mitigations.

Fire suppression sprinklers must be free from obstruction, and must meet certain clearances from room contents such as shelving and their stored items.

Computer hardware or software may be incompatible with our network or enterprise resource planning system, resulting in the inability to function properly, cause damage, or increase cyber risk.

Computer hardware or software may not meet FERPA or HIPPA compliance.

Computer hardware or software may not meet the current cyber security standard, which may lead to data loss/breach or catastrophic system corruption.

Some items procured for use on campus may be excluded from coverage under LCCC's insurance policies.

**Definitions**

Complications

> Complications would be, but not necessarily limited to; the cost of acceptable replacements, inability to make use of the procured item, the loss of expenditure in a purchase if unreturnable, damage to facilities, unacceptable space for the intended use, possible or actual damage to the networking and computing environment, regulatory code violations and/or fines, and damage to the continuity of publicly presenting a unified LCCC brand.

Devices

> All tangible electronic items connected to the LCCC network whether owned, leased, used under license or by agreement, as well as any off-campus computers and associated peripherals provided for the purpose of college work or associated activities.

Equipment

> Any tangible item not otherwise defined herein, or otherwise excluded herein, that:

- Requires electricity, water, sewer, draining, lighting, wiring, ventilation, network connection or compressed air to function
- Operates on gasoline, diesel or compressed gas fuels
- Operates with an open flame, or uses compressed gases
- Any item that attaches to the physical structure of a facility

Free Standing Tools

> Tools that are not designed or intended to be used manually by the hand, but rather, stand freely on the floor, on a bench, or other horizontal surface in their operation. Examples would be, but not necessarily limited to; drill presses, band saws, chop saws, platform jig saws, bench grinders, air compressors, table saws, oxy-acetylene torches, and welders and the like.

Furniture

> Movable equipment, used in an office or classroom, such as; chairs, stools, sofas, tables, beds, desks, file cabinets, storage cabinets, and shelving.

Hand Tools

> Electric and non-electric tools which are intended to be used manually by the hand, and are not free standing in their use. Examples here would be, but not necessarily limited to; drills, circular saws, sanders, grinders, reciprocating saws, jig saws, wrenches, screwdrivers, sockets, hammers and the like.

Hardware

A general term that describes tangible components of a computer, computer system, audio visual components, phone components, copiers, printers and scanners.

Lab Supplies

Consumable supply items that are used by students and faculty in laboratory work, research, or course work.

Musical Instruments

A device (examples such as; violin, viola, banjo, cello, drums, guitar, piano, organ, keyboard, trombone, trumpet, tuba, flute, and the like) used to make music.

Office Supplies

Replenishable supplies typically used within the office environment such as, writing instruments, paper, paper products, staplers, notepads, batteries, binders, folios, and the like.

Personal Protective Equipment (PPE)

Items worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, masks, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

Software

A general term that describes computer programs, applications, scripts, on-line subscriptions, and processing instruction.

Special Event Paraphernalia

Items brought onto campus for physical interaction activities. Examples here would be inflatables, trampolines, dunk tanks, jumping/bouncing houses, slides, ropes courses, obstacle courses, interactive games, kids play centers, mechanical bulls, rebounding devices, climbing walls, staging, or other physical activities that participants physically experience.

Stage Props

Objects used on a stage or performance area by actors during a performance or rehearsal, such as, anything movable or portable on a stage or a set, distinct from the actors, scenery, costumes, and electrical equipment.

Procurements that are _excluded_ from having to follow this procedure include the following:

- Hand Tools, as defined
- Lab Supplies, as defined
- Musical Instruments, as defined
- Office Supplies, as defined

- Personal Protective Equipment (PPE), as defined
- Stage Props, as defined

It is the responsibility of the requesting department to seek pre-procurement collaboration, as outlined below to ensure anticipated purchases can be successfully used or installed, without creating Complications. Procurements that shall follow this procedure are listed below:

Devices/Hardware/Software

Prior to making any procurement or a commitment to make a purchase, the requesting department must first consult with LCCC ITS to ensure items intended to be purchased meet LCCC technology standards, and can be used successfully within the LCCC computing environment without creating Complications.

Technology Order Request – laptops, computers, monitors, etc.

https://laramiecountycommunitycollege.samanage.com/catalog_items/883958-technology-order-request/service_requests/new.portal?caller=dashboard

ITS Office Move Form

https://laramiecountycommunitycollege.samanage.com/catalog_items/792785-its-office-move-form/service_requests/new.portal?caller=dashboard

Equipment, Free-Standing Tools and Special Event Paraphernalia

Prior to making any purchase or a commitment to make purchase, the requesting department must first consult with **Plant Operations and Risk Management** to ensure items intended to be purchased meet current LCCC standards, and can be used or installed successfully within the intended facilities without creating Complications.

Furniture

In order to ensure compliance with specific State statutes, all furniture must be sourced and procured by the **LCCC Procurement Department**. In collaboration with requesting department, the **LCCC Procurement Department** will seek to source furniture options that meet the requesting department's needs.

Requesting department(s) are required to consult in advance with **Plant Operations and Risk Management** to ensure relevant fire codes and Americans with Disabilities Act (ADA) regulations are met with the intended use and placement of furniture, without creating Complications.

For requests not excluded herein, the following Smartsheet link launches the pre-procurement collaboration process:

https://app.smartsheet.com/b/form/dfaa6adca28c48fab304dd53d2680def

This Smartsheet process triggers the necessary collaborative assessment needed by **Risk Management, Plant Operations, ITS and Procurement**, as appropriate, providing a rapid, efficient and collaborative effort focused on achieving successful outcomes without Complications.

Should a failure to acquire the appropriate assessment occur, and Complications then result or an unsafe condition is created, the ensuing cost and/or mitigation of the impacts will be the sole responsibility of the requesting department.

Employees that neglect to seek the proper assessment prior to purchase, or commitments to make a purchase, may be subject to disciplinary action by Human Resources, up to and including termination, as may be appropriate.