



Policy: FMO Construction or Renovation Review

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Financial Affairs Department
Procurement Policies and Procedures

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Policy

All FMO construction or renovation contracts in excess of \$500,000 are reviewed and executed in accordance with the following procedures.

Procedure

1. The requirement for a construction or renovation project is determined by FMO, individual Departments, and/or the Board of Directors.
2. FMO determines which vendors will bid on a project. This is determined after a careful review of all the vendors' qualifications.
3. Request for Proposals are created by FMO and/or an outside organization.
4. Request for Proposals are sent to the vendors.
5. Proposals are returned to FMO.
6. Proposals are opened and reviewed by a committee consisting of the Project Manager, the Director of Facilities and the Executive Director of Facilities.
7. A vendor is recommended by FMO based on the following: quality of proposal, price, past experience and overall presentation of proposal.
8. Executive Director then submits the recommended vendor to the Board of Directors for their approval.
9. The Board of Directors approves the chosen vendor.
10. The vendor and the Executive Director sign the pre-approved Villanova Contract. Any deviation from the contract must be approved by the General Counsel Office.
11. The contract is sent to General Counsel for filing a waiver of Mechanics' liens.
12. General encumbrances are entered by FMO into the Banner System.
13. Invoices are sent to FMO for approval.
14. Invoices are then sent Procurement for keying. All invoices must be approved and signed off by the Project Manager at FMO before any invoice is keyed by the Procurement Department.
15. Check is cut and sent to the vendor as agreed to in contract and approved by FMO.