



HGTC Procurement Department

What we can do for you

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Who We Are

- Dianna Cecala, Procurement Manager
 - dianna.cecala@hgtc.edu / 843-349-5207
- Toni Richardson, Procurement Specialist
 - toni.richardson@hgtc.edu /843-349-3680
- Tim Wall, Procurement Specialist
 - tim.wall@hgtc.edu / 843-349-7858



Some Fun Facts

- Number of Purchase Orders Issued in a Year - 2,161
- Amount of Dollars Spent out of Operations Budget FY24 -
 - \$ 40,000 - Paper
 - \$115,000 - Print Cartridges
 - \$363,000 - Insurances
 - \$2,220,000 - Capital Equipment
 - \$1,500,000 - Educations supplies
- Number of Construction Projects Currently Active - 7
- Amount of Money Budgeted for Construction Projects - \$50,000,000



State Fiscal Accountability Authority - (SFAA) Division of Procurement Services

- Makes rules for all State Higher Ed. facilities to follow
- Facilities of Higher Education must use state contracts if available.
- State contracts can be found at www.procurement.sc.gov
- Sets rules for spending limits and procurement methods
- Audits our College every five years – Recently completed audit in February
- Determines what our in-house certification levels will be, based on audit results. Currently at \$250,000. Have requested \$400,000.
- Requires quarterly reporting of all sole source, emergency, and purchasing violations



Purchasing Thresholds for Orders

- Up to \$10,000 - You can choose any vendor as long as price is fair & reasonable
- \$10,001 - \$25,000 - You need three valid quotes
- \$25,001 - \$50,000 - Request For Quote (RFQ) needs to be advertised for 10 days
- \$50,000 - \$100,000 - Must formally create a bid, advertise, and award
- \$100,001 and up – Must formally create a bid, advertise, and wait 7 business days for protest period before making award
- NOTE: If you plan to purchase a single item greater than \$5,000, then you must take it to your VP so they can obtain Cabinet approval before the order is placed. This is considered a fixed asset and will need a HGTC property tag.
- Our President must approve all orders over \$10,000



Miscellaneous Procurements

- Walmart Purchases -
 - Good if you need to purchase food items - NOTE: no food can be purchased for employees unless it is for your annual advisory committee.
 - Must use the Walmart credit card
 - Must have an approved request for use document signed and on file in procurement
- Staples or Harold Office Supply Orders
 - Must use State contract for office supplies
 - Must have an approved request for use
- Ink and Toner Orders -
 - Must use State contract for office supplies
 - Must fill out order request and email to purchasing department. Do not order directly through vendor.



Logo'd Apparel and Merchandise

- All Logo's must be created and approved by the Marketing Department
- You cannot use the College procurement card for these purchases
- We do have preferred vendors for these items –
 - Minority Vendors
 - Bolo
 - CBM
- Do not purchase any clothing for employees. The State will not allow us to use operational budget for these purchases.



Purchases for IT Equipment

- Any purchase for IT equipment should begin with a quote form the IT Department.
- Contact Terry Quaresimo@hgtc.edu or Rollie.Meyers@hgtc.edu to assist you
- Never purchase IT equipment with a p-card or Walmart card.



Gratuities / Ethics/Contracts

- Employees of HGTC are prohibited from accepting gifts, meals, trips, rebates, or any promise of future reward for compensation or any other article and/or object of value from a vendor, although the intent of such a gesture may be honorable or a customary practice of the vendor. It is suggested that these gratuities be directed in cost savings to our solicitations for benefit to the entire College.
- South Carolina State Code of Laws, Title 8, Chapter 13
- All contracts must be reviewed and signed by Dr. Fore (legal), Harold Hawley (Legal or Facility use), or Dianna Cecala (purchase type).



Employee Business Travel Process

- The College has Guidelines for Business Travel. It can be found on www.hgtc.edu/purchasing - Forms
- All travel begins with a travel request form and must be filled out and approved before paying for registrations, hotel stays, car or airline.
- Please call the procurement office for assistance - we have a travel card to pay for these services.



Services Offered by Procurement

- Quotes and Purchase Orders
- Vehicle Rental
- Travel Support
- Insurance Information
- Bookstore Liaison
- Vending Machines
- Renovation Support
- Capital Equipment Process
- HGTC P-Card
- Equipment Trade-Ins
- College Construction Projects



Construction Update

- Conway – Bldg. Roofing Upgrades to multiple buildings
- Conway - Cosmetology expansion Bldg. 500 & 600
- Grand Strand – Bldg. 100 Interior Renovations for Nursing & Health Science Institute
- Grand Strand – Bldg. Roofing Upgrades to multiple buildings
- Grand Strand - New Parking Lot
- Georgetown – New Building for Workforce Training Center (Marine Tech)
- Georgetown - Bldg. 500 Fire System Upgrades
- UPCOMING - Renovation to Conway Bldg. 5000 and 5100 (Recently Purchased)
 - Renovation to Grand Strand Bldg. 1000 Rad Tech & Ultrasound Program