

Coast Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6330 PURCHASING

References:

Education Code Sections 81641 and 81656; Public Contracts Code Sections 20650 and 20651;
Title 2 Code of Federal Regulations Sections 200 et. seq. (“Uniform Guidance”)

The Board, in exercising its fiduciary responsibility, requires competitive processes for the purchase of materials, supplies, public works projects, and contracted services. All purchases involving District funds shall conform to District, County, State, and Federal requirements.

Formal bidding will occur as required by Public Contract Code Section 20651(a-d) and shall be made upon advertised bids, in accordance with Education Code Section 81641. All purchases of materials or supplies in excess of the State limit, as amended by the state legislature annually, and as defined by Public Contract Code Section 20651(d), and all Public works projects as defined by Public Contract Code Section 20651(b) shall be approved by the Board prior to the issuance of a purchase order.

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651(d) as amended from time to time. All such transactions shall be reviewed by the Board every 60 calendar days.

The Chancellor shall establish administrative procedures to ensure open and competitive processes for goods and services costing more than \$15,000, but less than the State limit, as defined above, to support the District’s best interests. Items purchased with Federal Funds will have a \$10,000 threshold for “micro-purchases” as provided for in the Uniform Guidance issued by the federal Office of Management and Budget.

The Office of the Internal Auditor shall be responsible for an annual review of purchasing practices.

The Board shall by resolution authorize the purchase of supplies and equipment using the CollegeBuys institutional purchasing program through the California Community Colleges Foundation, and the competitive bid contracts of the State of California, the California State University System, the University of California, and the Western State

Contracting Alliance. The Chancellor, Vice Chancellor of Finance and Administrative Services, and the Purchasing Manager shall be authorized to sign and deliver all necessary requests and other documents in connection with and on behalf of the District.

Purchase of Goods and Services

The District is a key partner of the business community and supports job training, career technical education, and alliances with industry, trade groups, K-12 school districts, and other partners to promote the growth of the economy in Orange County and throughout Southern California.

The District, whose annual budget is funded almost exclusively with tax dollars from the state and federal governments, to the extent possible under the law, and when economically feasible, shall purchase and procure goods and services from firms that are based in the United States and which employ workers residing in the United States.

The Chancellor shall develop administrative procedures to implement purchasing guidelines that follow the intent of this Policy.

Adopted September 3, 1986

Revised May 7, 1986

Revised December 10, 2003

Renumbered from CCCD Policy 040-3-1 and 040-3-1.1, Fall 2010.

Renumbered from CCCD Policies 2748 and 6331, December 2, 2013

Revised December 2, 2013

Revised November 2, 2016

Revised April 18, 2018

Revised November 20, 2018