

AP 6347 CONTRACTS – PROFESSIONAL SERVICES

(Previously AP 6345)

References:

Public Contract Code Section 6106;
Government Code Section 4526

Limits

The District shall enter into contracts for professional services as necessary to the efficient operation of the District in accordance with Board Policies, state laws, and other pertinent regulations, with limits as follows:

- Written proposals (\$0 - \$100,000): The District shall solicit written proposals from at least two independent vendors and the Chief Business Officer may sign contract after Board approval.
- Formal proposals (more than \$100,000): The District shall solicit formal competitive proposals as described below.

Procedure

- **Requests for Proposals (RFPs)**
Requests for proposals shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of scope, duration, and cost.
- **Notice of Publication of Requests for Proposals**
The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post the information on the District's web site or through an electronic portal, a notice calling for proposals, stating the services to be furnished and the time and place when proposals are due.

RFPs shall be prepared and maintained by the Chief Business Officer or designee. All applicable statutory provisions and Board Policies shall be observed in preparation of the RFPs.

The Chief Business Officer or designee shall be responsible for ensuring that the RFPs are sufficiently broad to encourage and promote open competition.

- **Awarding of Purchase Orders and Contracts**
The awarding of purchase orders and contracts for professional services shall be subject to the following conditions:
 - Any and all proposals may be rejected by the District for any reason.
 - All proposals shall be screened by a pre-determined set of unbiased criteria.
 - The District may interview a short list of firms from among all proposers.

- Purchase order and contract award recommendations to the Board of Trustees shall identify the short-listed firms and recommended finalist.

Office of Primary Responsibility: College Operations

Date Approved: December 9, 2008

Date Reviewed/Revised: June 20, 2017

(Previously AP 6345)

Date Revised: August 15, 2017