

**6330**

Board Policy

**PURCHASING - GENERAL**

The Vice President of Administrative Services or designee 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 Section 20651 of the California Public Contract Code as amended from time to time.

The Vice President of Administrative Services or designee may participate in joint group purchasing efforts with other publicly funded educational organizations, including school and community college districts, to obtain quantity price advantages in the purchase of commonly used items, providing the purchasing procedures of such groups shall comply with all applicable laws and legislation of the State of California, including the Education Code, and specifically expressed Board policy.

Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises, whenever possible (i.e., procurement of goods and/or services). Contractors shall take all of the following steps to further this goal:

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming purchasing and contracting opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small business, minority-owned firms, and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the Federal Small Business Administration and the U.S. Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

All such transactions shall be reviewed by the Board of Trustees at its regularly scheduled meetings.

References:

- Education Code Section 81656
- Public Contracts Code Section 20650 & 20651

See Administrative Regulation 6330

Adopted: 7/10/73

Revised: 3/31/83; 4/21/08; 11/19/24

Reviewed: 3/8/16; 6/30/16; 6/28/19