



## **BP 6340 Bids and Contracts**

### **References:**

Education Code Sections 81641 et seq.; Public Contract Code Sections 20650 et seq.; Government Code Section 53060; ACCJC Accreditation Standard III.D.16; 2 Code of Federal Regulations Part 200.318; Title 5 Sections 59130 et seq.

1. The Board delegates to the CEO the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:
  - A. Contracts are not enforceable obligations until they are approved or ratified by the Board.
  - B. Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
  - C. When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest, responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
  - D. When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and the Board may reject all bids.
  - E. When the CEO, in consultation with the CBO or designee, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the CBO or designee may proceed with the contract without conducting a formal bidding process.
2. If the CEO concludes that the best interests of the District will be served by pre-

qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

3. If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the CEO is authorized to proceed with a contract.
4. The District commits to achieving diversity, equity, and inclusion with regard to its vendors. The Board delegates to the CEO the authority to create a Vendor Diversity Plan to increase diversity, equity, and inclusion in the District's vendors.
5. Authority to sign contracts, orders, warrants, and other transactions on behalf of the Board is delegated to the CEO and other officers designated by the CEO. Their authorized signatures shall be filed with the Los Angeles County Office of Education (See Board Policy 6100.)
6. Contracts signed by any person not Board-approved will be considered invalid and will not be honored by the District. Such Contract shall be considered an obligation of the person signing the Contract. Only employees authorized by the Board may enter into contracts on behalf of the District. Contracts not approved or ratified by the Board are not valid and are not binding on the District.

Board of Trustees Approved: 10/12/2022

Next Review Date: Fall 2028