

**Chabot-Las Positas Community College District (CLPCCD)
Purchasing and Warehouse Services/Contract Department**

PROCUREMENT GUIDELINE

SERVICES - NON-PUBLIC PROJECT CONSTRUCTION – Ref. Board Policy and Procedures 3310.7 (a) (b) (c)				
Dollar Threshold	Process	Review/Approval	Documentation	Execution
\$30,000 or less	One (1) Written or Phone Proposal	Dept. Mgr.; Purchasing Department	Proposal, General Provisions, DFW, W/C Form; Purchase Order	Purchasing Department
\$30,000 to \$125,000	Informal Request for Proposal (RFP) – Three (3) or more written proposals	Dept. Mgr.; Purchasing Department BOARD RATIFICATION	Proposal, General Provisions, DFW, W/C Form; Purchase Order	Purchasing Department
Over \$125,000	Formal Advertised (2 wks) Request for Proposal (RFP)	Dept. Mgr.; Purchasing Manager BOARD AWARD	Formal Proposal; Contract; Purchase Order	V.C., Business Services and/or V.C., Facilities Planning and Management; Purchasing Manager
BUSINESS/EDUCATION - PROFESSIONAL SERVICES – Ref. Board Policy 3310.7 (d) Professional Services are Exempt from Bidding				
Up to \$125,000	Exempt from Bidding Fill out Form F-0306, I-9, and Independent Contractor Questionnaire	Dept. Mgr.; V.C., Business Services; V.C., Human Resources BOARD RATIFICATION	Contract for Services, I-9, Contact Information; Purchase Order	V.C., Business Services; Purchasing Department
Over \$125,000	Exempt from Bidding Fill out Form F-0306, I-9 and Independent Contractor Questionnaire	Dept. Mgr.; V.C., Business Services; V.C., Human Resources BOARD AWARD	Contract for Services, I-9, Contact Information; Purchase Order	V.C., Business Services; Purchasing Department
PUBLIC PROJECTS –PROFESSIONAL SERVICES - ARCHITECT & ENGINEER, IOR, SPECIAL TESTING, ETC. – Ref. Board Policy 3310.7 (a) (b) (c); Public Contract Code (PPC) 22000 et. seq.; Government Code 4526 (Mini-Brooks Act) and Labor Code.				
\$30,000 or less	One (1) Written Proposal	V.C., Facilities Planning and Management; Contract	Proposal, Service Provisions, DFW, W/C Form; Purchase Order	Purchasing/Contract Manager
\$30,000 to \$125,000	Informal Request for Qualifications (RFQ) – Three (3) or more	V.C., Facilities Planning and Management; Contract	Proposal; Professional Services Agreement; Purchase Order	V.C., Business Services and V.C., Facilities Planning and Management
\$125,000 and above	Formal Advertised Request For Qualifications (RFQ); Short-List invited Request For Proposal (RFP)	Review Committee; V.C., Facilities Planning and Management; Contract BOARD AWARD	Proposal; Price Negotiation; Contract; Purchase Order	V.C., Business Services and V.C., Facilities Planning and Management
PUBLIC PROJECT CONSTRUCTION – Board has adopted the Uniform Public Construction Cost Accounting Act (UPCCAA)				
\$30,000 or less	One (1) Written Quote	Director, Maintenance and Operations or V.C. Facilities Planning and Management; Purchasing Department	Quote, General Provisions, DFW, W/C Form; Purchase Order	Purchasing Department
\$30,000 to \$175,000	Informal Bidding Process (UPCCAA) Advertise and/or Pre-Qualified Contractor	Director, Maintenance and Operations; V.C., Facilities Planning and Management; Contract	Proposal, Price Quote, Negotiation, Contract; Purchase Order	V.C., Business Services and V.C., Facilities Planning and Management
\$175,000 and above	Formal Advertised (2 wks) Bid	V.C., Facilities Planning and Management; Contract BOARD AWARD	Formal Bid, Contract; Purchase Order	V.C., Business Services and V.C., Facilities Planning and Management
PURCHASE OF GOODS, FURNITURE AND EQUIPMENT- Ref. Public Contract Code (PPC) Section 20651 (a)				
\$30,000 or less	One (1) Written or Phone Quote	Dept. Mgr.; Purchasing Department	Quote; Purchase Order	Purchasing Department
\$30,000 to \$78,900	Informal Request for Quotation (RFQ) – Three (3) or more written quotes	Dept. Mgr.; Purchasing Department BOARD RATIFICATION	Quote; Purchase Order	Purchasing Department
\$78,900 and above	Formal Advertised (2 wks) Invitation for Bid (IFB)	Dept. Mgr.; Purchasing Manager BOARD AWARD	Bid; Purchase Order	Purchasing/Contract Manager