

ADMINISTRATIVE REGULATION 6360

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

The District may contract with any supplier who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods, and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with Administrative Regulation 6340 – *Purchasing, Contracts, and Bids*. The District will make all reasonable efforts to obtain a minimum of three bids. When fewer than three bids are received, the District will document the reasons for the limited response and will determine whether proceeding with an award or rebidding is in the District's best interest.

The Executive Director of Procurement, Central Services, and Risk Management shall establish criteria to determine what constitutes a responsive bid. Competitive negotiation shall include a request for proposals prepared and submitted to an adequate number of qualified sources to allow reasonable competition consistent with the nature and requirement of the procurement.

Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

References:

Education Code Sections 81641 et seq., and 81651

Public Contract Code Sections 20651 et seq.

Accreditation Standard 3.9