I. Permitting a vendor to operate on a district campus entails the following policies and procedures.
   A. BP 3600 and AP 3600 - Auxiliary Organizations
   B. BP 5550 and AP 5550 - Speech: Time, Place, and Manner
   C. BP 6300 and AP 6300 - Fiscal Management
   D. BP 6340 and AP 6340 - Bids and Contracts
   E. AP 6500 - Property Management
   F. BP 6540 and AP 6540 - Insurance

II. Contract Management and Vendor Services is the primary entity that coordinates business outreach to small and large businesses. The Purchasing Department is housed within the Finance and Business Department.

III. If a vendor expresses an interest to offer equipment, services or supplies to the District, they should complete a vendor application form and return the application to the Office of Contract Management and Vendor Services. Vendors/contractors can complete at any time a Vendor Application in order to be notified of opportunities.

IV. Contract Management and Vendor Services maintains a database of vendors and contractors. Once a completed vendor application is received, the Purchasing Department will review the application and enter the information into the vendor data base.

V. Contract Management and Vendor Services conducts business outreach through the utilization of their vendor/contractor database by conducting searches of vendors/contractors who may be a possible match for particular pending equipment, services or supplies. Typically, the Department will solicit three (3) quotes from vendors listed within the database. A rotation system exists so that the college does not continually contact the same vendors/contractors over and over again when conducting its searches.

VI. Contracts are typically driven by a department request which is often referred to the Purchasing Department to conduct the business outreach although some departments at times may conduct their own business outreach.

VII. Contractors/Vendors may be notified of opportunities through various means such as a telephone call from staff, a facsimile; or direct mailing. Depending
on the nature of the opportunity, it may require a Request for Proposal (RFP); Request for Quotation (RFQ); or solicitation of Bid. Contracts require a Requisition and Purchase Order (PO) in order to begin the contract award process.

VIII. RFPs, RFQs and competitive Bids are typically promoted to the small/large business community through advertisements in papers and posting on the college webpage. Additionally, the Department will contract vendors/contractors within their database to notify businesses of opportunities.