

VENDORS

AP No. 6380

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- 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

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- 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.