

SEPTEMBER 21, 2006

07-014

RATIFICATION OF PURCHASE ORDER CONTRACTS
ISSUED EXCEEDING THE \$100,000 FORMAL
PROCESS THRESHOLD

PREPARED BY: Avelina Gulmatico, Procurement Lead

FINANCIAL
RESPONSIBILITY: Various Departments

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: Per Board Policy B505, the Board of Directors must approve procurement contracts in excess of \$100,000 that are not for required expenses that lack acquisition choices or purchase of goods or services for resale. Some examples of expenses that lack acquisition choices are: utility charges, state and federal taxes, PERS contributions, and textbooks for students.

Many annual purchase order (PO) type procurement contracts exceed \$100,000, yet they are not the result of the typical formal Invitation to Bid or Request for Proposal process that regularly receives Board of Directors approval. The PO contracts listed below are all exempt from competitive process for the reasons noted, however, because of the contracted amounts they still require Board of Directors approval.

RECOMMENDATION: That the Board of Directors ratify the Purchase Orders issued for the procurement contracts listed:

Department	Vendor	PO Amount
Community Education	Team Oregon Motorcycle Safety	\$190,000
Distance Learning	Education To Go	\$178,680

Team Oregon Motorcycle Safety – Provides motorcycle rider safety and skills training and instruction for basic, intermediate and experienced students at Sylvania Campus and Capital Center.

Education to Go, Inc – Provides online courses to adults, covering topics ranging from Anatomy to Web Design.

Both of the PO contracts are for contracted instructional services and are exempt from competitive bid in accordance with CCR.250 adopted by the PCC Board of Directors February 24, 2005.