

April 16, 2009

09-070

ADOPT REVISION OF BOARD POLICY B 505
(PURCHASING AND CONTRACTING) (SECOND
READING AND ADOPTION).

PREPARED BY: Steven J. Hopf, Purchasing Manager

APPROVED BY: Cherie Chevalier, Associate Vice President, Finance
Wing-Kit Chung, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: In May 2004 the Board of Directors approved Board resolution B 505 designating the Board as the local contract review board (LCRB) for the College. In this capacity the LCRB has the authority to change and establish all purchasing and contracting policies for the college. Under separate Board Resolution staff has requested that the LCRB raise the intermediate procurement upper limit to \$150,000 per ORS 279B.070. B 505 currently states that the Board must approve procurement contracts in excess of \$100,000. With approval of the increase to the intermediate procurement upper limit, staff has reviewed the policy B 505 and recommends approval of the attached policy revision raising the Board's required procurement review to contracts in excess of \$150,000 for first reading.

RECOMMENDATION: That the Board of Directors approve the revised board policy B 505 in Attachment A.

April 18, 2009
Attachment A

Purchasing and Contracting – Policy B 505

The board of directors is designated as the local contract review Board for the college. In this capacity the board has the authority to change and establish all purchasing and contracting policies for the college in compliance with all ORS Chapters 279A, 279B, and 279C.

The Board of Directors, acting as the local contract review Board, shall periodically adopt updated public contracting rules for the college. Acting as the local contract review board, they may also grant specific exemptions from the adopted college rules.

Additionally the Board of Directors must approve procurement contracts in excess of \$150,000. In instances where time delay will potentially cause harm to the college, procurement contracts in excess of \$150,000 may be authorized by the president and ratified by Board resolution. Board approval is not needed for required expenses in excess of \$150,000 that black acquisition choices or purchase goods or services for resale. Some examples are payments of utility charges, state and federal taxes, OPSRP (PERS) contributions, other college wide employee benefits and textbooks for students.

(April 2009)