



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.9 Contracts – Electronic Systems and Materials

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

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

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340.

Criteria to determine what constitutes a responsive bid shall be established by the Director of Purchasing and Contract Services, or designee.

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

Sale and lease-back 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 governing board shall first adopt a resolution finding that the sale or lease-back is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

References: BP 6330
Education Code Sections 81641 et seq., and 81651;
Public Contracts Code Section 20651 et seq.

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.