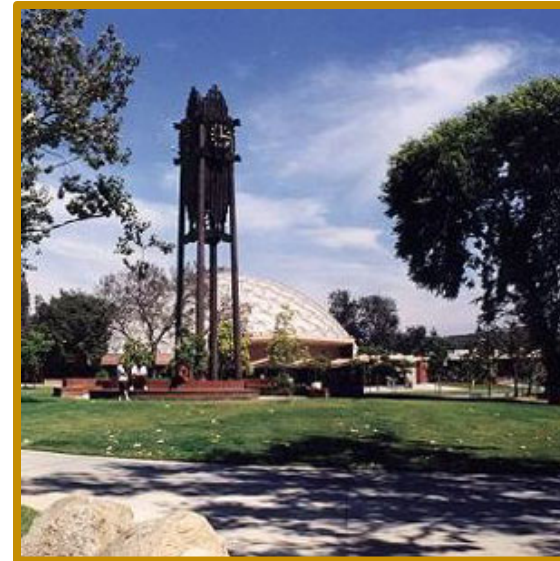


Doing Business with Palomar College

- Procurement & Contracting Process



District Procurement Process

- Under law, the Governing Board has the ultimate responsibility for all purchases and contracts of the District. The Director of Business Services has the delegated authority to contract for and purchase supplies, materials, equipment, and services for the District.
- The Governing Board has adopted a centralized purchasing and contracting concept to competitively obtain the best combination of services, product quality, price, and delivery. Our goal is to accomplish this through cooperative partnerships with vendors.
- The District is committed to encouraging all business enterprises to successfully compete within the District's contracting and procurement process. We provide equal opportunity to all vendors without regard to race, religion, ancestry, color, age, sex, national origin, marital status, sexual orientation, medical condition, physical or mental disability.

District Procurement Process

(continued)

- District purchasing and contracting operate in a highly regulated legal arena. The education code, public contract code, government code, business and professions code, and labor code govern our procurement activities.
- **Bids & Requests for Proposals (RFP)** - Per sections 20111 and 20651 of the Public Contract Code, the District is required to bid for public projects of \$15,000 and greater, and for equipment, materials, supplies, or services of more of \$78,500 and greater. This covers anything furnished, leased, or sold to the district. Awards must normally be made to the "lowest responsive and responsible bidder."

District Procurement Process

(continued)

- **Purchase Orders & Contracts.** The acquisition of materials and/or services in limited quantities may be made by issuing a purchase order, following competitive negotiations with vendors.
- **Procurement Card.** Departments may purchase low dollar value materials and supplies using the Cal-Card VISA.

The Bid/Request for Proposal (RFP) Process

- Formulation of needs and specifications
- Advertisement in San Diego Daily Transcript
- Direct solicitation of vendors
- Receipt and review of Bid/RFP documents
- Selection of “lowest responsive and responsible bidder” by review panel
- Board approval and award of contract

The Request for Qualifications (RFQ) Process

Facilities or Construction Related Activity:

- Selection panel from Facilities Review Committee (constituent representation).
- Screening criteria and interview questions developed.
- Statement of Qualifications (SOQs) are screened and rated by the panel.
- Panel selects those to be interviewed.

The Request for Qualifications (RFQ) Process (continued)

- Interviews are conducted by the selection panel.
- Most highly qualified firms are forwarded to second level interviews.
- The second level interviews are conducted by the President, Vice-President of F&AS, and the first level selection panel chairperson.

The Request for Qualifications (RFQ) Process (continued)

- The firm or firms that are selected as being the most qualified to perform work for the District are recommended to the Governing Board for approval. With regard to Prop M:
 - “Short-List” process
 - Local/Small Business pre-qualifying process
 - The District has implemented a pre-qualification process to ensure the Contractors bidding and performing work on Proposition “M” Construction Bond Program projects and other District projects are skilled, competent and capable contractors. All general and prime contractors must be pre-qualified to bid for projects valued at more than \$250,000.

Potential Challenges for Local/Small Businesses

- Unaware of opportunities to do business
- Unknowledgeable of our business process
- Competitive disadvantage
- Inadequate insurance or lack of bonding
- Lack of appropriate licenses
- Prevailing wage requirements

Outreach for Prop-M Projects

- **Business Services & Facilities Web Sites – in process**
 - Improved ease of navigation
 - Prominent display of all Bids & RFP's, RFQ's
 - Display of planned and in-progress construction projects by Facilities
 - Improved instructions on “how to do business” with District
 - Links to external web sites providing information on Government related and California Community College contracting
- **Workshops are in planning stage by Facilities & Business Services for small-local firms on how to participate in construction related bidding process**

Outreach for Prop-M Projects

(continued)

- **The Contract's Office maintains a list of vendors desiring to work with the District. RFQ's and RFP's are automatically sent to these vendors to keep them informed on what work is available.**
- **Pre-qualifying Small Businesses - The Facilities Department has set up procedures to develop a list of pre-qualified small business contractors for projects that fall under the bid limit of \$15,000.**
- **Projects larger than \$250,000 are subject to a pre-qualification process and the formal bidding requirements in selecting and awarding to skilled, competent and capable contractors.**

Local Spending Statistics

- Between January 2008 and June 2010, Palomar has spent nearly \$75 million in Prop-M and Capital outlay funds. Over 74% of these expenditures (or \$56 million) were made within San Diego County.
- Of the \$56 million spent in San Diego County, 7% (or \$5.1 million) was spent in the North County Cities of San Marcos, Escondido, Poway, Valley Center, Vista, Fallbrook, and Ramona.