



AP 6380 VENDORS

Adopted: January 27, 2009

Last Revised: December 12, 2017

References:

No specific references

Permitting a vendor to operate on District property entails the following policies and procedures.

- BP/AP 3600 titled Auxiliary Organizations
- BP/AP 3900 titled Speech: Time, Place, and Manner
- BP/AP 6300 titled Fiscal Management
- BP 6340 titled Contracts
- AP 6340 titled Bids and Contracts
- BP/AP 6500 titled Property Management
- BP/AP 6540 titled Insurance

As stated in the Ends Policies adopted by the Board of Trustees: “The San José-Evergreen Community College District exists to ensure all students, especially those with educational and/or socioeconomic challenges, will have the skills and capabilities to be successful in the next stage of their life.”

As further stated in the Ends Policies adopted by the Board of Trustees: “As a leader in the Silicon Valley, the San José-Evergreen Community College District will be an active partner with civic and other community leaders to create a strong economy and foster social-economic equity and social justice.”

Consistent with these Ends Policies the Board of Trustees finds that:

1. Creating an environment that encourages students to: a) enroll at SJECCD, and b) continue attending through completion of their degrees or other education plans, are essential to fostering student success, as well as the vitality of the District.
2. Supporting a strong local economy and fostering social-economic equity and social justice are directly linked to promoting the enrollment and retention of

students as well as finding and retaining the most qualified vendors. By so doing the District:

- a. Promotes the economic stability of families in our community, making college more affordable;
- b. Fosters the creation of local career opportunities, making college an attractive option, as compared to going directly into the workforce; and
- c. Eliminates irrational barriers that impede consideration of qualified vendors.

The District's goal is to remove any and all barriers to a full and equal opportunity for businesses with one or more of the following characteristics: small, micro, local, or owned by women, minority, veteran, religious minorities, disabled individuals, members of the LGBTQIA community and owners from other underrepresented groups to provide products and services to the District. To that end, the Chief Business Officer shall implement all of the following:

1. The collection of data, and preparation of an annually report to the Board of Trustees, on the proportion of businesses with one or more of the following characteristics: small, micro, local or owned by women, minority, veteran, religious minorities, disabled individuals, members of the LGBTQIA community and owners from other underrepresented groups providing goods and services to the District.
2. The implementation of a vendor outreach program that shall include early and frequent communication between District staff and businesses with one or more of the following characteristics: small, micro, and/or local businesses, as well as businesses owned by women, minority, veterans, religious minorities, disabled individuals, members of the LGBTQIA community and owners from other underrepresented groups.
3. Collaboration with general contractors and construction managers so that subcontract and procurement opportunities are broadly advertised and that businesses with one or more of the following characteristics: small, micro, local, or owned by women, minority, veteran, religious minorities, disabled individuals, members of the LGBTQIA community and owners from other underrepresented groups are given due consideration.

4. Oversee development of a set of lawful strategies to be implemented in the issuance of RFQs/RFPs, and the assessment of bidders, that are designed to give meaningful opportunities to businesses with one or more of the following characteristics: small, micro, local or owned by women, minority, veteran, religious minorities, disabled individuals, members of the LGBTQIA community and owners from other underrepresented groups.
5. Oversee implementation of the District's Outreach Program for businesses with one or more of the following characteristics: small, micro, local or owned by women, minority, veteran, religious minorities, disabled individuals, members of the LGBTQIA community and owners from other underrepresented groups.

No vendor shall be excluded from consideration for, or award of, District purchases on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, marital status, veteran status, physical or mental disability, or on the basis of these perceived characteristics or association with a person or group with one or more of these characteristics.

All vendors shall provide an IRS Form W-9 to the District prior to transacting any business with the District. Sales representatives are not permitted on District Property for the purpose of making unsolicited sales.

No employee or office shall solicit funds or materials from vendors.

Also see BP/AP 6600 titled Capital Construction.