

SJECCD PURCHASING APPROVAL MATRIX FOR CALENDAR YEAR 2024

GENERAL PURPOSE PURCHASES				
TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENT	SIGNATURE AUTHORITY	CONTRACT & PURCHASE TYPE
Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1 to \$1,000	One documented written or catalog quote.	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> PRES <u>or</u> VPAS <u>or</u> AVCPPDO <u>or</u> DFS	Request for Check or Purchase Order generated by Purchasing Department to encumber funds.
Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1,001 to \$10,000	One documented written or catalog quote.	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> PRES <u>or</u> VPAS <u>or</u> AVCPPDO <u>or</u> DFS	ICA if applicable with quote and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
Major Purchases: products, equipment, supplies, (non-consultant) maintenance/repairs and services.	\$10,001 to Statutory Bid Limit ¹	At least 3 written price quotations. If only one vendor, provide sole source justification.	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> PRES <u>or</u> AVCPPDO	ICA if applicable with quote and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
Formal Competitive Purchases: equipment, materials, supplies, maintenance/repairs and non- consultant services.	Over Statutory Bid Limit ¹	Advertise competitive bid or RFP by Purchasing Department unless statutory exception applies.	<u>BOT approval required</u> before signature by CHAN <u>or</u> VCAS	ICA if applicable with quote and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
OPTIONAL GENERAL PURPOSE PURCHASES per California Public Contract Code Section 20651.2				
Purchases: goods, services, or information technology, (non-consultant) maintenance/repairs and services	\$5,001 to \$249,999	At least two price quotations. Quotations must be from two or more certified small businesses, including microbusinesses, or from two or more certified disabled veteran businesses. Vendors must be officially certified by the State of California - Department of General Services, Procurement Division (DGS-PD) and documentation of certification must be attached to both quotations.	Bond/Non-Bond: CHAN <u>or</u> VCAS	PSA or ICA with quote and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
PUBLIC PROJECTS PURCHASES - CUPCAA PROCUREMENT PROCESS (California Uniform Public Construction Cost Accounting Act)				
Public Projects - facility construction, alteration, renovation, demolition, painting or repair. ^{2,5}	\$1 to \$60,000	At least 3 or more written price quotations obtained from licensed qualified contractors by Maintenance or Facilities Department (non-bond) <u>or</u> Construction Manager (bond funded).	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> PRES <u>or</u> AVCPPDO	PWA with quote and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
Public Projects, Informal Bid - facility construction, alteration, renovation, demolition, painting or repair. ^{2,6,7}	\$60,001 to \$199,999	Informal Bid by Purchasing Department including invitation to contractors on the Registered Contractor's List. ³	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> AVCPPDO	Construction Agreement and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair. ^{2,8}	\$200,000 and greater	Formal advertised bids by Purchasing Department unless statutory exception applies.	<u>BOT approval required</u> before signature by CHAN <u>or</u> VCAS	Construction Agreement and Purchase Order generated by Purchasing Department to encumber funds. ¹⁰
* \$15,000 and over for maintenance and \$25,000 and over for public works, contract must contain Prevailing Wage Provision, contractor must be registered with California Department of Industrial Relations (DIR), PWC-100 must be filed. Work must be bonded for public works greater than \$25,000. If funded by Bond dollars and >\$200,000, Construction Careers Agreement, Agreement to be Bound A & B, must be included and signed.				

PROFESSIONAL SERVICES/CONSULTANTS				
Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$1 to \$39,450	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to SJECCD. If only one Vendor, provide sole source justification.	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> PRES <u>or</u> VPAS <u>or</u> AVCPPDO	PSA with quote and Purchase Order generated by Purchasing Department to encumber funds. 10
Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$39,451 to Statutory Bid Limit ¹	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to SJECCD. If only one Vendor, provide sole source justification.	Bond/Non-Bond: CHAN <u>or</u> VCAS <u>or</u> PRES <u>or</u> AVCPPDO	PSA with quote and Purchase Order generated by Purchasing Department to encumber funds. 10
Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	Over Statutory Bid Limit ¹	Advertise competitive bid or RFP by Purchasing Department unless statutory exception applies.	<u>BOT approval required</u> before signature by CHAN <u>or</u> VCAS	PSA with quote and Purchase Order generated by Purchasing Department to encumber funds. 10
Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals. ⁴	All	None, but is preferable to request competitive pricing. ⁴	VPAS <u>or</u> PRES	Purchase Order generated by Purchasing Department to encumber funds.
FOOTNOTES: 1. Statutory Bid Limit is adjusted annually to reflect annual increase. Per California Department of Education memorandum dated December 20, 2023 the new threshold effective January 1, 2024 is \$114,500. 2. Public Projects include: construction, reconstruction, alteration, renovation, improvement, demolition, painting, major repainting, cabling and major repair work as per California Public Contract Code Section 22002(c)(1) 3. Reviewed for compliance with Article 22.6 of the CSEA Collective Bargaining Agreement and California Education Code Section 88003.1 by Human Resources before issuance of Purchase Order/Contract 4. As per California Education Code Section 81651 5. Per PCC § 22032, projects up to \$60,000 may be done by force account, negotiated contract, or PO. 6. Per PCC § 22032, projects from \$60,001 to \$199,999 may be bid by informal bidding under PCC § 22034. 7. Per PCC § 22034, if all of the informal bids received exceed \$200,000 project may still be awarded to lowest bidder, up to a maximum of \$212,500. 4/5th of SJECCD Board approval required for any purchase/agreements over \$200,000. 8. Per PCC § 22032, projects \$200,000 and larger must be let by formal bidding procedure unless statutory exception applies. 9. As per SB 854 (Labor Compliance Program) 10. Any modifications to the District's contract template or the use of vendor contract must be approved by Legal Review and be signed by VCAS 11. Contracts for hotel rooms, banquet halls and restaurants (excluding on campus catering and food trucks) do not require signature of Vice Chancellor of Administrative Services.				
List of positions:		CHAN: Chancellor VCAS: Vice Chancellor of Administrative Services PRES: College President	AVCPPDO: Assoc. VC, Physical Plant Development & Operations VPAS: Vice President of Administrative Services DFS: Director of Fiscal Services	