

**Business and Fiscal Affairs
DRAFT as of 5/7/13**

Jeannine in IT reviewed this document and made revisions

AP 6360 CONTRACTS – ELECTRONIC SYSTEMS AND MATERIALS

References:

Education Code Sections 81641 et seq., and 81651;
Public Contract Code Sections 20651 et seq.

NOTE: Procedures on contracts for electronic systems and materials are legally advised. Local practice may be inserted. The following language is typical and complies with general requirements.

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 of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6330 titled Purchasing and AP 6345 titled Informal Bids and Contracts.

Criteria to determine what constitutes a responsive bid shall be established by the Chief Technology Officer, Purchasing Manager, and the Vice Chancellor, Business Services or designee.

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

Sale and leaseback 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 leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and their legal counsel. The language in **blue ink** was added by Business Services on February 6, 2013. The language in **green ink** was added by Victoria on March 22, 2013.

Date Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*