Streamlining Contracts

Board of Trustees
Marin Community College District
August 8, 2006
Agenda

- Procurement
- Approvals
Procurement
Procurement

• Question: what are the requirements / limits for formal vs. informal procurement?
• Reference: Public Contract Code 20651
• Reference: Board policy 6.0015 (6.0015.1)
Old Public Contract Code 20651

- Goods and services except construction
  - Informal procurement < $50,000
  - Formal bids > $50,000

- Construction
  - Informal procurement < $15,000
  - Formal bids > $15,000

- Professional services exempt

~ 1992

Procurement
New Public Contract Code 20651

- Goods and services except construction
  - Informal procurement < $65,100
  - Formal bids > $65,100
- Construction
  - Informal procurement < $15,000
  - Formal bids > $15,000
- Professional services exempt

2006
Current Board Policy 6.0015

- **Goods ("materials, supplies, equipment")**
  - Informal procurement < $5,000
  - Written quotations $5,000 - $50,000
  - Formal bids > $50,000

- **Services ("work to be done")**
  - Informal procurement < $5,000
  - Written quotations $5,000 - $15,000
  - Formal bids > $15,000

Procurement ~ 1997
Proposed Board Policy 6.0015

- Goods ("materials, supplies, equipment")
  - Informal procurement < $5,000
  - Written quotations $5,000 - $65,100
  - Formal bids > $65,100

- Services ("work to be done")
  - Informal procurement < $5,000
  - Written quotations $5,000 - $15,000
  - Formal bids > $15,000

Proposed 2006
Procurement Recommendation

- Revise Board policy 6.0051 and procedure 6.0051.1 to increase procurement limit for goods in keeping with Public Contract Code
Questions/Comments
Approval

• Question: what are the requirements / limits for Board approval of contracts?
• Reference: Board policy 6.0013
Current Board Policy 6.0013
Formal Approval

- All contracts for services… including….
  - Construction, maintenance and alterations
  - Non-bid contracts >$15,000
Current Board Policy 6.0013

Designated Approval

- Criteria
  - No significant loss of financial support
  - Non-controversial
- Copy of signed agreement to BOT for information
Proposed Clarification of Board Policy 60013

- Purpose:
  - Keep the bond program moving
  - Reduce paperwork
  - Provide clear direction to bond program
Formal Approval

- Board **authorizes** (awards) contract
- District **executes** contract (obtains signatures)
- Board **ratifies** contract (included in Board packet)
- Board **approves** COs / amendments as presented by District

*Approvals*
Designated Approval

- District **authorizes** (awards) contract
- District **executes** contract (obtains signatures)
- District **references** contract to Board (small contract list)
- District **approves** change orders / amendments as needed

*Approvals*
Proposed Formal Approval

- Goods > $65,100
- Construction contracts > $15,000
- Construction change orders > $15,000*
- Professional services agreements > $50,000
- Professional services amendments > $50,000

* And all COs that cumulatively exceed 10% of the original contract value

Approvals
Approval Recommendation

• Approve new Board procedure 6.0013.1 to clarify process for contract approvals
Questions/Comments