

34555

ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 4, 2022

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION TO ADOPT REVISIONS TO THE PURCHASING AND CONTRACTING POLICIES OF THE CITY COLLEGES OF CHICAGO (AMENDMENT TO BOARD REPORT #33025 ADOPTED ON AUGUST 4, 2016) OFFICE OF FINANCE

WHEREAS, the Illinois Public Community College Act, as amended (110 ILCS 850/3-30), lists the powers and duties of community college districts in the State of Illinois, and provides that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.”

WHEREAS, the City Colleges of Chicago has adopted and implemented purchasing and contracting policies under Section 2.2 of the Policies and Procedures for the Management and Government of the City Colleges of Chicago to ensure that all purchases comply and conform with state law;

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”

WHEREAS, the Section 2.2 Purchasing and Contracting Policies have been revised to increase the threshold for purchases up to \$9,999.99 without competitive bidding; and

WHEREAS, the Chancellor supports the new revisions to the Purchasing and Contracting Policies that are being recommended by the Chief Financial Officer;

NOW, THEREFORE BE IT RESOLVED, that the revisions to the Purchasing and Contracting Policies be adopted by the Board of Trustees effective August 4, 2022 and posted on the City Colleges of Chicago website.

August 4, 2022 – Office of Finance

**OFFICE OF FINANCE
PROPOSED REVISIONS TO
PURCHASING AND CONTRACTING POLICIES
AUGUST 2022 – DETAIL**

The following document details the revisions to the Purchasing and Contract Policies. Revisions include the following types:

1. Yellow Highlights= revised language

POLICY CHANGES AND APPLICABLE PROCEDURE CHANGES FOR ASSOCIATED POLICIES

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>2.2 <u>REQUISITION PROCESS.</u></p> <p>The originating/user department enters a requisition in the financial management system. Each requisition is routed electronically for approval. The electronic requisition upon approval generates a purchase order.</p> <p>CCC recommends the use of the following purchasing consortiums to take advantage of the volume discounts allotted: City Colleges of Chicago are participants of the following consortiums: Illinois Community College System Purchasing Consortium (ICCSPC), US Communities Governmental Purchasing Alliance, E& I Cooperative Services, Inc. National IPA/TCPN, IPHEC and NJPA. Bid recaps are not required for consortium purchases.</p> <p><u>Purchases of up to \$2,499.99:</u> Competitive bidding is not required. Such items may be purchased from any vendor offering the required goods or services at a reasonable price. Price comparison is highly recommended. Bid recaps are not required for said purchases.</p> <p><u>Purchases of \$2,500 and up to \$25,000:</u> Informal competitive bidding is required and therefore each user department must obtain three written bid quotations, with at least one being a certified MBE or WBE vendor, specifically describing the goods or services and their prices. The bid quotation describing the goods and specific price(s) may be obtained either on a bid quotation form or on the vendor's letterhead stationery. In either case, the bid must be written in ink or typed and signed by an authorized representative of the vendor. If three bids are not obtained, an explanation must be provided on the bid-recap sheet bid. If a quote from either an MBE or WBE vendor is not obtained, a written explanation must be provided that outlines the efforts made to identify a certified MBE or WBE firm. A copy of the scope provided to the vendors must be attached to the bid recap sheet to ensure all vendors received the same information.</p>	<p>2.2 <u>REQUISITION PROCESS.</u></p> <p>The originating/user department enters a requisition in the financial management system. Each requisition is routed electronically for approval. The electronic requisition upon approval generates a purchase order.</p> <p>CCC recommends the use of the following purchasing consortiums to take advantage of the volume discounts allotted: City Colleges of Chicago are participants of the following consortiums: Illinois Community College System Purchasing Consortium (ICCSPC), US Communities Governmental Purchasing Alliance, E& I Cooperative Services, Inc. National IPA/TCPN, IPHEC and NJPA. Bid recaps are not required for consortium purchases.</p> <p><u>Purchases of up to \$9,999.99:</u> Competitive bidding is not required. Such items may be purchased from any vendor offering the required goods or services at a reasonable price. Price comparison is highly recommended. Bid recaps are not required for said purchases.</p> <p><u>Purchases of \$10,000 and up to \$25,000:</u> Informal competitive bidding is required and therefore each user department must obtain three written bid quotations, with at least one being a certified MBE or WBE vendor, specifically describing the goods or services and their prices. The bid quotation describing the goods and specific price(s) may be obtained either on a bid quotation form or on the vendor's letterhead stationery. In either case, the bid must be written in ink or typed and signed by an authorized representative of the vendor. If three bids are not obtained, an explanation must be provided on the bid-recap sheet bid. If a quote from either an MBE or WBE vendor is not obtained, a written explanation must be provided that outlines the efforts made to identify a certified MBE or WBE firm. A copy of the scope provided to the vendors must be attached to the bid recap sheet to ensure all vendors received the same information.</p>	<p>Office of Finance – This increase acknowledges the increase in prices for many goods and services. Often goods and services are available from a limited number of vendors. The increase will allow colleges and departments to purchase the goods and services without the bureaucracy of completing the bid recap. The proposed revision acknowledges the need of establishing purchasing thresholds of seven colleges and the districts to purchase goods and services in an expedited manner while maintaining competition. Finally, the increase provides a balanced approach to procure goods and services in an expedited manner based upon the student population.</p>

Current Policy/Procedure	Proposed Policy/Procedure	Source & Rationale
<p>The solicitor of bids must sign the recap sheet. At least one of the three quotes must be obtained from a certified minority or woman owned business (MBE or WBE). Prior to adding the bid recap to the electronic requisition in the financial management system, the bid recap must be submitted to the Procurement Department for review and approval.</p> <p>The bid recapitulation sheet can be downloaded from the Department of Procurement Services webpage. The web address is:http://ccc.edu/departments/Pages/Procurement.aspx</p> <p>Prices obtained through informal competitive bidding may be used for the period stated in the quotation. Listings of certified M/WBE vendors can be obtained by searching on the City of Chicago's Certification and Compliance system (https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.aspx). Please contact mwbecompliance@ccc.edu for assistance in identifying certified M/WBEs.</p> <p>A bid recap for goods or services is required if the grand total of purchases in the fiscal year with the vendor is over \$2,500</p> <p>Purchases in excess of \$25,000: Formal competitive bidding is required. Formal competitive bidding requires that the initiating department prepare written specifications describing the required goods or services. The specifications shall be reviewed by the Department of Procurement Services to ensure that the specifications are complete and in the proper form. Specifications shall be prepared as objectively as possible, so that the advantage provided to any particular vendor is based on the appropriateness of that vendor's product.</p>	<p>The solicitor of bids must sign the recap sheet. At least one of the three quotes must be obtained from a certified minority or woman owned business (MBE or WBE). Prior to adding the bid recap to the electronic requisition in the financial management system, the bid recap must be submitted to the Procurement Department for review and approval.</p> <p>The bid recapitulation sheet can be downloaded from the Department of Procurement Services webpage. The web address is:http://ccc.edu/departments/Pages/Procurement.aspx</p> <p>Prices obtained through informal competitive bidding may be used for the period stated in the quotation. Listings of certified M/WBE vendors can be obtained by searching on the City of Chicago's Certification and Compliance system (https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.aspx). Please contact mwbecompliance@ccc.edu for assistance in identifying certified M/WBEs.</p> <p>A bid recap for goods or services is required if the grand total of purchases in the fiscal year with the vendor is over \$10,000</p> <p>Purchases in excess of \$25,000: Formal competitive bidding is required. Formal competitive bidding requires that the initiating department prepare written specifications describing the required goods or services. The specifications shall be reviewed by the Department of Procurement Services to ensure that the specifications are complete and in the proper form. Specifications shall be prepared as objectively as possible, so that the advantage provided to any particular vendor is based on the appropriateness of that vendor's product.</p>	