

Contract Services
Over \$5,000
Procedure

Board and Purchasing Policy require that, prior to the award of a contract, three quotes are obtained for all contracts for services over \$5,000. It is acknowledged that there are times when obtaining three quotes are not possible. For these instances, the NOCCCD Board of Trustees has requested that additional back-up information be provided.

In response to this request, the Purchasing Department has created a form that is to accompany the proposal and purchase requisition that are normally submitted to Purchasing when contracting for services. This form should be completed to include justification for the selection of the particular vendor. It should then be signed by all parties and submitted as an attachment to the purchase requisition. Upon receipt, the Purchasing Department will review the form and approve the contract before the requisition is processed.

This form is available on the campus server at the following location:

J:drive/Templates/District/Contract for Services Over \$5,000.

If there are any questions regarding this new procedure, please contact the District Purchasing Department at 714-808-4768.