

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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## **BP 6340 Contracts**

### **References:**

Education Code Sections 81641 et seq.  
Public Contract Code Sections 20650 et seq.  
Government Code Section 53060  
ACCJC Accreditation Standard III.D.16  
2 Code of Federal Regulations Part 200.318

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management (see AR 6332), subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.

It is the policy of the Governing Board of Rancho Santiago Community College District to require from any bidding vendor or contractor, prior to the awarding of a contract, an affidavit that such vendor or contractor does comply with all Federal and State regulations pertaining to fair employment practices. Such Certificate of Compliance is to be required in all cases where the Rancho Santiago Community College District is legally required to advertise for bids prior to contract.

**Revised: September 9, 2013 (Previously BP3100)**

**References & Title Updated: May 18, 2015**

**References Updated: November 7, 2016**

**Revised: August 21, 2017**