

PURCHASING AND ACQUISITION

CF
(LOCAL)

PURCHASING
AUTHORITY

The Board delegates to the Chancellor or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to make budgeted purchases. The Chancellor or designee has the authority to approve any contract or purchase requiring an expenditure of \$100,000 or less per fiscal year. The Board shall approve a contract or purchase requiring an expenditure of more than \$100,000 per fiscal year, unless the Board has previously approved a budget or other written plan listing the item(s) and approximate cost.

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the Chancellor or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids.

COMPETITIVE SEALED
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Chancellor or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

ELECTRONIC BIDS OR
PROPOSALS

Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

RESPONSIBILITY FOR
DEBTS

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons

PURCHASING AND ACQUISITION

CF
(LOCAL)

	making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Chancellor or designee, in accordance with administrative procedures, including the College District's purchasing procedures.
PERSONAL PURCHASES	College District employees shall not be permitted to make purchases for personal use through the College District's business office.
DELINQUENT FRANCHISE TAXES	Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.
VENDOR RELATIONS	The Texas Comptroller of Public Accounts maintains a debarred vendor list to protect the state from vendors with unethical business practices. The College District shall not conduct business with any vendor on the debarred vendor list. If the College District subsequently discovers a relationship with a vendor that is on this list, the College District shall take necessary action to discontinue use of the vendor's services and end the business relationship. Information relating to the debarred vendor list may be found at http://www.window.state.tx.us .