

ASI & SC Bid Requirement Policy

PURPOSE

This policy authorizes the Associated Students, Inc. (ASI) and the University Student Center (SC) Board of Directors, to set forth and approve bid requirements and monetary limits for ASI and SC purchases.

POLICY

The ASI and SC shall follow established and approved bid procedures, with said procedures determined by the types and/or anticipated purchase cost, as outlined in the procedures attached to this policy and incorporated herein.

This policy was voted on and approved by the
ASI Board of Directors on May 11, 2021
SC Board of Directors on May 6, 2021

The following signatures by the ASI President and SC Chair verify the approval of the ASI and SC Board of Directors:

Cynella Aghasi
Cynella Aghasi (May 13, 2021 14:56 PDT)

Cynella Aghasi - ASI President

May 13, 2021

Date

Melannie Castellanos
Melannie Castellanos (May 17, 2021 09:05 PDT)

Melannie Castellanos - SC Chair

May 17, 2021

Date

** This policy may be amended by a two-thirds vote of the ASI & SC Board of Directors.*

PROCEDURE

1.0 Bid Limits:

1.1 Purchases \$50,000 but less than \$100,000:

All purchases for the acquisition of goods and services in the amount greater than \$50,000 and less than \$100,000 may be the result of an informal bid process. An informal solicitation process may provide for submittal of three informal competitive written quotes from vendors.

1.2 Non-Information Technology Resources (ITR) Acquisitions of \$100,000 or more:

All contracts for the acquisition of non-information technology goods in the amount of \$100,000 or more shall be formally bid and awarded by written contract to the lowest responsible bidder meeting specifications. The purpose of competitive bidding is to develop sources, validate prices and to provide all qualified bidders with a fair opportunity to enter the bidding process, thereby stimulating competition.

1.3 Information Technology Resources (ITR):

1.3(a) ITR acquisitions that are estimated to be equal to or greater than \$50,000, and \$500,000 or less, may be the result of an informal solicitation

1.3(b) ITR acquisitions estimated to result in contracts greater than \$500,000 shall be awarded as the result of a formal solicitation process

2.0 Veterans & Small Business Enterprises (DVBE):

2.1 ASI and the SC make diligent efforts to meet the purchasing and contract participation goals established by the Office of Small Business and Disabled Veteran Business Enterprises

2.2 A 'Small Business' is defined by the following criteria:

- An independently owned and operated business, not dominant in its field of operation
- The principal office and officers are domiciled in California
- Together with affiliates is either: A service, construction, or non-manufacturing business with 100 or fewer employees, an average annual gross receipts of ten-million dollars or less over the previous three years; or
- A manufacturer with 100 or fewer employees.

2.3 A Micro Business is defined as:

- A small business that, together with affiliates, has average annual gross receipts of two-million-five-hundred thousand dollars (\$2,500,000) or less over the previous three years

2.3(a) Small business preference (includes micro-businesses):

- A certified small business may claim a 5% small business preference when submitting a bid, upon providing evidence of certification.

2.4 Disabled Veteran Business Enterprise is defined by the following criteria:

- At least 51% owned by one or more disabled veterans
- Managed by and daily business operations are controlled by one or more disabled veteran
- Home office located in the United States
- Certified by the State of California and perform a commercially useful function

2.4(a) For DVBE certification purposes, a disabled veteran is defined as:

- A veteran of the U.S. military, naval, or air service
- The veteran must have a service-connected disability of at least 10% of more
- The veteran must be domiciled in California