



PP-04-01 **PROCUREMENT RESPONSIBILITIES AND ORGANIZATION**

I. OVERVIEW

Generally, three different functional areas are responsible for handling procurement at LACCD: (1) the college purchasing offices; (2) College Procurement Specialists (CPS); (3) Contracts and Purchasing Section at the District Office.

Procurement responsibilities are divided among these three areas based on dollar threshold and type of transaction. Purchases of services, supplies and equipment are ordinarily handled in the following manner:

A. College Purchasing Office - purchases up to \$5,000; except procurement transactions initiated by the college Plant Facilities Offices and in some colleges specially funded programs. For facilities related procurement, please see the Facilities Procedures starting in section 06-00.

B. College Procurement Specialist - purchases from \$5,000 up to the formal bidding threshold.

Procurement regions are divided in the following manner:

1. East Los Angeles College, Trade Tech College, and West Los Angeles College
2. Southwest College, Harbor College, and City College
3. Valley College, Pierce College, and Mission College

C. Contracts and Purchasing Section at the District Office – purchases requiring formal bidding or special handling due to the complexity and nature of the transactions; cooperative and piggyback purchases; and other purchasing transactions not delegated by the Chancellor or Board of Trustees to the colleges set forth in Administrative Regulation B-19.

II. RESPONSIBILITIES

A. College Purchasing Office

1. Assisting college faculty and staff in making routine purchases up to \$5,000 and other transactions delegated to the colleges by the Board and Chancellor;
2. Obtaining quotes from suppliers;
3. Entering all procurement documents into the financials and procurement database;
4. Working with college receiving department and accounts payable on campus to resolve procurement issues which may impact receipt of goods and/or payment of suppliers.



B. College Procurement Specialist

1. Assisting college faculty and staff throughout their region in making purchases from \$5,000 up to the bid threshold;
2. Monitoring college procurements for compliance with board policies, administrative regulations and best practices;
3. Obtaining quotes from suppliers and engaging in informal competitive procurement when deemed necessary;
4. Entering purchases in the procurement database within their assigned purchasing thresholds;
5. Drafting agreements for services within their assigned purchasing thresholds;
6. Creating board items to be presented to the Board of Trustees for authorization or ratification.

C. Contracts and Purchasing Section at the District Office

1. Assisting the colleges in making purchases above the bid threshold and transactions not delegated to the colleges, including performing the following:
 - a) Placing legal advertisements,
 - b) Coordinating bidders' and proposers' conferences, as required,
 - c) Preparing Invitations for Bids and Requests for Proposals,
 - d) Issuing addenda to solicitations,
 - e) Opening bids and proposals,
 - f) Overseeing the evaluation of bids and proposals, and recommending awards to the Board of Trustees;
2. Negotiating and preparing contracts;
3. Performing the duties of the College Procurement Specialist for the District Office and for any region temporarily without a CPS.
4. Providing necessary procurement training to procurement initiators, department heads, specially-funded program directors, directors of college facilities, vice presidents and other administrators and staff involved in the procurement process throughout the District.



- D. The Procurement areas are not responsible for the following:
1. Employment transactions, including but not limited to the following:
 - a) Services of professional experts, students or other unclassified service workers, as distinguished from professional services of architects, engineers, appraisers or environmental consultants;
 - b) Certificated services;
 - c) Classified services;
 - d) Contracts for construction-related services.
- E. Enterprise Resource Planning (ERP) Financials and Purchasing Specialists/Analysts

Technical configuration of the ERP procurement databases and on-line technical support functions are handled by the ERP finance and purchasing specialists, not by the District Contracts and Purchasing Section staff.

III. LEGAL AUTHORITY AND CITATIONS

LACCD Board Rules
Chapter VII, Article I, Contracting
Administrative Regulation B-19