

Special Announcement

As part of the KPMG procurement review and Reinvention initiative, at the December 1, 2011 Board meeting the Board of Trustees adopted the increase in the purchasing limit and Board approval from \$10,000 to \$25,000. This increase is in accordance with the Illinois Public Community College Act 805/3-27.1.

The following purchasing dollar thresholds provide the requirements that are approved by the Board of Trustees:

Purchases of less than \$2,500: Competitive bidding is not required. Such items may be purchased from any vendor offering the required goods or services at a reasonable price. Price comparison is highly recommended.

Purchases of \$2,500 and up to \$25,000 require three price quotations in writing. The quotations must be summarized on the bid recapitulation sheet and attached to the requisition form. At least one of the three vendors must be a certified MBE/WBE vendor. If a sole source, the vendor must provide on its letterhead the justification of the sole source. If the vendor owns the copyright or patent for the purchased item, the supporting documentation must be attached. The Department of Procurement Services will have oversight over all purchases from \$10,001 up to \$25,000.

Purchases in excess of \$25,000 formal competitive bidding are required. Formal competitive bidding requires that the initiating department prepare written specifications describing the required goods or services. The specifications must be submitted via e-mail to the Department of Procurement Services (procurementservices@ccc.edu) and with copy to the College Executive Director of Business Operations to ensure that the specifications are complete and in the proper form. Specifications shall be prepared as objectively as possible, so that the advantage provided to any particular vendor is based on the appropriateness of that vendor's product.