



## BOARD POLICY

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**TITLE: BIDS AND CONTRACTS**

**BOARD POLICY # 6340**

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Umpqua Community College's Board of Education delegates to the Chief Financial Officer the authority to enter into contracts on behalf of Umpqua Community College and to establish administrative procedures for contract awards and management, subject to the following:

- A. Contracts are not enforceable that have not been signed by the President, Chief Financial Officer or designee.
- B. For goods and/or services contracts that exceed \$150,000, the Chief Financial Officer or designee shall submit recommendations for contract awards to the Board of Education for approval. Subsequently, as the contract approaches final draft status, a formal resolution to approve the contract shall be requested of the BOE.
- C. The College President may approve an exception if it is determined that immediate action should be taken to avoid adverse action to College business or for circumstances that will impede educational processes. In the case of exception, the College President shall notify the Board of Education of the exception within a reasonable time period. Exceptions should be documented and approved by the Board of Education through formal resolution at the next scheduled Board of Education meeting.
- D. For Contracts \$150,000 or more a formal solicitation process must be completed. All formal solicitations must follow prescribed statutory rule as indicated in the Oregon Revised Statute, Oregon Administrative Rule and the Community College Rules of Procurement.

**REFERENCES:**

NWCCU Standard 2.A.26  
ORS 279A, ORS 279B, ORS 279C  
Community College Rules of Procurement

**RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/10/2021**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**