**Best Value**

The Board seeks to accept the bid or proposal that represents the best value for the College District after considering all legally permissible factors in awarding a contract. This policy applies to the purchase of personal property, improvements to real property or services. For additional construction-related procedures, see C.2.3.4.

**Purchasing Authority**

The Board delegates to the Chancellor or designee the authority to determine the method of purchasing pursuant to state law (excluding only Subchapters C (Construction Manager-Agent Method) and E (Design-Build Method) of Texas Government Code Chapter 2267, and to make budgeted purchases. The Chancellor or designee shall serve as hearing officer for proposer complaints regarding specifications or other elements of the procurement process.

**Specifications**

The Chancellor or designee shall ensure that the College District staff prepares detailed specifications for any formal competitive procurement opportunity, regardless of procurement method.

**Formal Competitive Procurement Evaluation**

The formal competitive procurement solicitation must identify weighted evaluation criteria. These criteria are determined by the Purchasing Department, the using department, and/or the selection committee and shall be relevant and material to properly evaluate a bid or proposal. For the purchase of goods and services other than construction and professional services, the evaluation criteria shall include best value concepts, which allow consideration of the overall combination of quality, price and other elements that in total are optimal relative to the needs of Alamo Colleges.

When best value analysis applies, it is District policy that cost should be given as much consideration as is reasonable, balancing cost against the technical difficulty or expertise required to develop a bid or proposal for the purchase of General Goods or Services (automobiles, office supplies, tools). Criteria Weighting Guidelines are provided in Table 1.1. With the prior approval of the Vice Chancellor of Finance and Administration, a lesser percentage than listed in Table 1.1 may be applied toward cost. The weight afforded to cost should only be reduced when there is substantial uncertainty as to the nature of the statement of work or respondents are required to demonstrate extraordinary expertise in formulating and implementing the statement of work for the purchase of Specialized Goods or Highly Complex Services (software, financial services, banking services).

After considering price, Alamo Colleges may utilize, other than for construction, any of the following evaluation criteria in the tables below.
C.1.5 (Policy) Purchasing and Acquisitions  
Responsible Department: Vice Chancellor for Finance and Administration  
Board Adoption: 8-18-09  
Last Board Action: 10-30-12

<table>
<thead>
<tr>
<th>TABLE 1.1: CRITERIA WEIGHTING GUIDELINES (EXCLUDING CONSTRUCTION)</th>
<th>Select from the suggested evaluation point ranges for the purchase of General Goods or Services</th>
<th>Select from the suggested evaluation point ranges for the purchase of Specialized Goods or Highly Complex Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase price.</td>
<td>30-80</td>
<td>20-50</td>
</tr>
<tr>
<td>Reputation of the vendor and of the vendor’s goods or services.</td>
<td>0-10</td>
<td>0-10</td>
</tr>
<tr>
<td>Quality of vendor’s goods and services.</td>
<td>0-20</td>
<td>20-30</td>
</tr>
<tr>
<td>The extent to which the goods or services meet the district's needs.</td>
<td>20-30</td>
<td>20-30</td>
</tr>
<tr>
<td>The vendor's past relationship with the district.</td>
<td>0-10</td>
<td>0-10</td>
</tr>
<tr>
<td>The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.</td>
<td>(currently no laws exist)</td>
<td>(currently no laws exist)</td>
</tr>
<tr>
<td>Total long-term cost to the district to acquire the vendor's goods or services.</td>
<td>0-10</td>
<td>0-30</td>
</tr>
<tr>
<td>Any other relevant factor specifically listed in the request for bids or proposals.</td>
<td>0-10</td>
<td>0-30</td>
</tr>
<tr>
<td>Whether the vendor or the vendor’s ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state.</td>
<td>0-10</td>
<td>0-10</td>
</tr>
</tbody>
</table>

The listed criteria are the only criteria that may be considered by the College District in its decision to award a contract. The College District may apply one, some, or all of the criteria, but it may not completely ignore them.

For construction procurement, the College District will follow the procedures required by law, which presently appear at Texas Government Code Chapter 2267. The Board has
C.1.5 (Policy) Purchasing and Acquisitions
Responsible Department: Vice Chancellor for Finance and Administration
Board Adoption: 8-18-09
Last Board Action: 10-30-12

authorized, and delegated to the Chancellor its authority to select from amongst, the following construction methods for any particular construction project: Competitive Bidding; Competitive Sealed Proposal; Construction Manager-at-Risk; and Job Order Contracting. The Chancellor is authorized to sub-delegate the authority as the Chancellor may specify. Evaluation criteria shall be consistent with the requirements of law, presently set forth at Section 2267.055.

Communication with Contractors, Consultants, and Other Vendors
From the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Acquisitions personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers/bidders) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer/bidder, might reasonably become interested in, any non-construction competitive procurement opportunity. Rules governing communication for construction-related procurement opportunities are found in C.2.3.4.

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 adopted Board policy and current administrative procedures. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Authorized Purchases
Unless state law or Board policy requires the Board to make or approve a purchase, authorized College District employees in charge of a department or college budget may purchase items included in their approved budget, in accordance with administrative procedures.

Purchase Commitments
All purchase commitments shall be memorialized by the Chancellor or designee on a properly drawn and issued purchase order approved in accordance with administrative procedures.

Emergency Purchases
Emergency purchases as defined by Texas Education Code 44.031(h) must be approved by the Chancellor or designee prior to award and processed by Acquisitions to ensure all requirements are met. Such purchases shall be presented to the Board for ratification at the next regular Board meeting.
State and Cooperative Purchases

With the exceptions noted in C.1.5.1, the Board authorizes the Chancellor or designee to approve state and cooperative contract purchases. The Chancellor shall report each such purchase of $50,000 or more to the Board on a monthly basis.

Verifying Purchases

The Chancellor or designee shall establish procedures regarding the manner of verifying the quality, quantity, and physical condition of the materials received so that approval for payment may be established.

Detailed Purchasing Procedures

The Chancellor or designee shall supplement this policy with detailed purchasing procedures and instructions.

Small, Minority, and/or Women-Owned Business Enterprises Program (SMWBE)

It is the policy of Alamo Colleges to encourage the use of Small, Minority, and/or Women-Owned Business Enterprises as herein below defined to assist in the implementation of this policy through race, ethnicity, and gender-neutral means. The purpose of this program is to ensure that SMWBE’s are provided the maximum practicable opportunity to participate in all purchasing and contracting opportunities.

“SMWBE” means a company with a certification designation from an authorized certification agency as a small, minority or a woman group certification, such as a Historically Underutilized Business (HUB), or Minority Business Enterprise (MBE), or Women Owned Business Enterprise (WBE), or Small Business Enterprise (SBE).

The Vice Chancellor for Finance and Administration will establish the Alamo Colleges Aspirational Goal for the SMWBE Program. The primary means for achieving the Aspirational Goal, if any, will be through race- and gender-neutral principles.

The SMWBE Aspirational Goal will be reviewed annually by the SMWBE Program Office.

Any recommendations for adjustment will be submitted to the Vice Chancellor for Finance and Administration approval. Progress towards the Aspirational Goal will be reported annually to the Board of Trustees.

In addition, Alamo Colleges considers entering into a contract for the purchase of goods, services, construction services, or professional services with an expected value of $50,000 or more shall, before soliciting bids, proposals, offers, or other applicable expressions of interest for the contract, determine whether there will be subcontracting opportunities under
the contract. If the SMWBE Program Office determines that there is that probability, the Purchasing & Contact Administration Department will incorporate the SMWBE Subcontracting Plan requirements and evaluation criteria into the solicitation for bid, proposal, offer, or other applicable expression of interest.

Procedure C.1.5.1 Purchasing Authority

CF(LEGAL) - Purchasing and Acquisition
CFE(LEGAL) - Purchasing and Acquisition: Vendor Relations CFF(LEGAL) - Purchasing and Acquisition: Payment Procedures CFG(LEGAL) - Purchasing and Acquisition: Real Property and Improvements CFH(LEGAL) - Purchasing and Acquisition: Financing Personal Property Purchases