

**PROCEDURE NAME: 6.3.7 Electronic Systems and Materials**

Reference: Education Code Sections 81641 et seq., and 81651; Public Contracts Code Section 20651 et seq.

**Note: This procedure is legally advised. It addresses the Chaffey Policy: Chapter 6: Business/Fiscal Affairs, 6.3.7 Computers - Contracts**

**Purpose:** *To provide administrative procedures for computer purchases and contracts.*

1. The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.
2. Except as otherwise stated, bids shall be solicited and contracts shall be awarded in accordance with policy/administrative procedure.
3. Criteria to determine what constitutes a responsive bid shall be established by the Vice President, Business Services.
4. Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.
5. Sale and leaseback of data-processing equipment or other major items of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the district following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the district.

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