Napa Valley Community College District (NVCCD)
Business & Finance Office

PROCUREMENT GUIDELINES
(NON-FEDERAL PROCUREMENT)

DOLLAR THRESHOLD	PROCESS	REVIEW/APPROVAL	DOCUMENTATION	EXECUTION
SERVICES – NON-PUBLIC PROJECT CONSTRUCTION AND REPAIRS (INCLUDING MAINTENANCE AS DEFINED IN FCC SECTION 20115 – that are not public projects as defined in (PCC) Section 22002 (c)				
$5,000 or less	One (1) Quote (Written)	Dpt. Mgr.; Sr. Dir. Facilities Services; Controller	Quote, General Provisions, W/C Form, Purchase Order	Controller
$5,000 to $119,100	Three (3) Quotes (Written)	Dept. Mgr.; Sr. Dir. Facilities Services; Controller	Quote Recapitulation Form, General Provisions, W/C Form, Purchase Order	Controller
Over $119,100	Formal Advertised (2 wks.), Request for Proposal	Dept. Mgr.; Sr. Dir. Facilities Services; BOARD AWARD; Controller; Supt./Pres.	Formal Proposal/ Contract, Purchase Order	V.P. Admin. Servs.
INSTITUTIONAL TECHNOLOGY – INCLUDING software, hardware, and I.T.-related equipment				
$5,000 or less	One (1) Quote (Written)	Dept. Mgr.; V.P. Info. Tech.; Controller	Quote, General Provisions, W/C Form, Purchase Order	Controller
$5,000 to $119,100	Three (3) Quotes (Written)	Dept. Mgr.; V.P. Info. Tech.; Controller	Quote Recapitulation Form, General Provisions, W/C Form, Purchase Order	Controller
Over $119,100	Formal Advertised (2 wks.), Request for Proposal	Dept. Mgr.; V.P. Info. Tech.; BOARD AWARD; Controller; Supt./Pres.	Formal Proposal/ Contract, Purchase Order	V.P. Admin. Servs.
BUSINESS PROFESSIONAL SERVICES – Independent Contractors				
Up to $119,100	Independent Contractor Agmt., I.C. Checklist, W9, Requisition	Dept. Mgr.; V.P. Admin. Servs.; Controller	Agmt. for Services, New Vendor Information (W-9), Indep. Contractor Checklist, Open Purchase Order	V.P. Admin. Servs.
Over $119,100	Independent Contractor Agmt., I.C. Checklist, W9 Requisition	Dept. Mgr V.P. Admin. Servs.; BOARD AWARD; Supt./Pres.; Controller	Agmt. for Services, New Vendor Information (W-9), Indep. Contractor Checklist, Open Purchase Order	V.P. Admin. Servs.

PUBLIC PROJECTS – PROFESSIONAL SERVICES – ARCHITECT & ENGINEER, IOR, SPECIAL TESTING< ETC (Pursuant to Government Code 4526 "notwithstanding any other provision of law, these services shall be awarded based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required."				
$5,000 or less	One (1) Quote (Written)	Sr. Dir. Facilities Services	Quote, Service Provisions, W/C Form, SB 854, Purchase Order	Controller
$5,000 to $119,100	Three (3) Quotes (Written)	Sr. Dir. Facilities Services; Controller	Quote Recapitulation Form, Professional Services Agreement, W/C Form, SB 854, Purchase Order	Sr. Dir. Facilities Services
$119,100 and above	Formal Advertised Request for Qualifications (RFQ), Short-List invited Request for Proposals (RFP)	Review Committee; Sr. Dir.-Facilities Services; Controller; BOARD AWARD; Supt./Pres.	Proposal, Price Negotiation, Contract, W/C Form, SB 854, Purchase Order	Sr. Dir. Facilities Services
PUBLIC PROJECT CONSTRUCTION – Board has adopted the Uniform Public Construction Cost Accounting Act (UPCCAA)				
$75,000 or less	One (1) Quote (Written)	Sr. Dir. Facilities Services; Controller	Quote, General Provisions, W/C Form, SB 854; Over $15K – Contract, Over $25K – Cert. of Ins.; Purchase Order	Sr. Dir. Facilities Services
$75,000 to $220,000	Three (3) Quotes (Written)	Sr. Dir. Facilities Services; Controller; BOARD AWARD	Quote, Negotiation, Labor & Mat. Contract, W/C Form, SB 854, Bonds, Cert of Insurance, Purchase Order	Sr. Dir. Facilities Services
$220,000 and above	Formal Bid Process, Advertised (2 wks.), Bid Proposal, Bid Bond	Sr. Dir. Facilities Services; Controller; BOARD AWARD; Supt./Pres.	Formal Bid Proposal, Const. Contract, Bonds, Cert. of Ins. W/C Form, SB 854, Purchase Order	Sr. Dir. Facilities Services
PURCHASE OF EQUIPMENT, MATERIALS, SUPPLIES, GOODS OR FURNITURE to be furnished , sold or leased – Ref. Public Contract Code (PCC) Section 20651 (a)				
$5,000 or less	One (1) Quote (Written)	Dept. Mgr.; Controller	Quote, Purchase Order	Controller
$5,000 to $119,100	Three (3) Quotes (Written)	Dept. Mgr.; Controller	Quote Recapitulation Form, Purchase Order	Controller
$119,100 and above	Invitation for Bid (IFB), Formal Advertised (2 wks.)	Dept. Mgr.; Controller; BOARD AWARD; Supt./Pres.	Formal Bid, Purchase Order	V.P. Admin. Servs.

[1]Documenation Required

References: Napa Valley Community College District Board Policies BP 6330; BP 6340; CA Dept. of Education Annual Adjustment to Bid Threshold for Contracts Awarded by School Districts (12/9/24); CA Dept. of General Services - Fiscal Information System for CA Procurement Manual (August 2014)

Updated 2/5/26