

General Institution

Reviewed against CCLC Template as noted

Admin Review (CL, TH, DWC, CT)

BOT Policy Committee

CCLC Legal Update 23 (October 2013) update the names of the Faculty and Staff Diversity Plan and the Matriculation Plan

CCLC Legal Update 25 (November 2014) reflect revised Accreditation Standards in the legal references.

BP 3250 INSTITUTIONAL PLANNING**References:**

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B); (Update 25)

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, ~~55400 et seq.~~ 55510, and 56270 et seq.

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic, integrated system of planning and resource allocation that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Long Range Educational Master Plan
- Short Range Strategic Plans
- Facilities Master Plan
- Technology Plan
- Equal Employment Opportunity Plan
- ~~Student Equity Plan~~
- ~~Student Success and Support Program Matriculation Plan (Update 23)~~ *(New Plan titles)*
- Student Equity and Achievement Plan
- Guided Pathways Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan
- Distance Education Plan

The Superintendent/President shall submit those plans to the Board of Trustees for which Board approval is required per Title 5.

The Superintendent/President shall inform the Board of Trustees about the status of planning and the various plans.

The Superintendent/President shall ensure the Board of Trustees has an opportunity to assist in developing the general institutional mission, [educational master plan](#), [facilities master plan](#), and [strategic plans](#). ~~and goals for the comprehensive plans.~~

Also see BP/AP 3200 titled Budget Preparation

Date Adopted: September 22, 2009
(Replaces current College of Marin Policy 7.0005)

Business and Fiscal Affairs

Admin OK – 4/23/2019

BOT Committee Review 5/8/2019

CCLC Update 34 (March 2019) to add language to address best value contracting

BP 6340 BIDS AND CONTRACTS**References:**

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations, Part 200.318

The Board of Trustees delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
- Contracts are not enforceable obligations until they are ratified by the Board.
- When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible, responsive bidder who meets the specifications published by the District and who shall give such security as the Board requires. The Board may reject all bids.
- The amounts specified in Public Contract Code Section 20651 shall not apply to contracts for public projects falling within the limits for informal bidding under the California Uniform Public Construction Cost Accounting Act.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and the Board may reject all bids.

If the Superintendent/President concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

Unlawful to Split Bids

It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by the contract after competitive bidding.

Office of Primary Responsibility: College Operations

Date Adopted: January 20, 2009
(Replaces College of Marin Policies 6.0013 and 6.0018)

Date Reviewed/Revised: March 12, 2019