

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.15.1 (AP 6365)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** 8.15.1 Purchasing: Accessibility of Information Technology

**Revision Date:** 10/12

**References:** Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d); 36 Code of Federal Regulations Sections 1194.1 et seq.; Government Code Section 11135; Title 5 Sections 59300 et seq.

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1. Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self contained closed products such as copiers, and desktop and portable computers.

2. Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the San Mateo County Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.15 (BP 6330)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 8.15 Purchasing  
**Revision Date:** 3/11; 3/15  
**Policy References:** Education Code Section 81656; Public Contract Code Sections 20650 and 20651

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1. The Chancellor delegates the purchasing function to the Department of General Services, under the direction of the Executive Vice Chancellor.
2. Administrators are responsible for identifying supply, equipment, and service requirements, preparing bid specifications; and, in conjunction with the Department of General Services, for evaluating bids.
3. The Department of General Services is responsible for maximizing District savings through judicious, timely, and ethical purchase of materials, equipment, supplies, and services. The Department of General Services shall:
  - a. Select vendors.
  - b. Provide purchasing services to all divisions, offices, and locations that are part of the District.
  - c. Authorize purchase agreements for materials, equipment, supplies, and services.
  - d. Effect necessary cost savings programs where feasible.
  - e. Develop the process for competitive bidding, consistent with the quality of materials and services and suitable for the intended use.
  - f. Comply with all provisions of the California Education Code, Government Code, Public Contract Code and Board policies.
  - g. Maintain a purchasing calendar for the acquisition of materials, equipment, supplies and services.
4. Procurement cards shall be issued to authorized employees, through an agreement with a Board approved financial institution, for purchases made on behalf of the District. Such purchases shall be in accordance with assigned parameters for individual card usage. The Board shall not assume responsibility for non-District purchases made contrary to Board policy and the administrative procedures of the District.
5. The Board shall not recognize an obligation incurred by any staff member when the obligation is incurred contrary to Board policy and the administrative procedures of the District.
6. The Executive Vice Chancellor or designee shall sign all purchase orders.