

CALIFORNIA COMMUNITY COLLEGE DISTRICT PURCHASING HANDBOOK COMMITTEE

FOCUS ON EFFICIENCY

The California Community College District (CCCD) Purchasing Handbook Committee was formed for the sole purpose of creating a systemwide handbook that would centralize information and best practices for purchasing professionals at the community colleges.

There are 72 community college districts operating as their own legal entities, each with their own set of policies and procedures. However, community college purchasing departments share many common goals and function similarly to procure items for their district's needs.

In an effort to streamline processes and share best practices, the CCCD Handbook Committee wants the CCCD Handbook to be the central document guiding purchasing departments statewide. The committee, led by Mina Hernandez at Antelope Valley College, has compiled content from sample handbooks from various districts to create a systemwide manual to be used as a best practices guide. Recognizing each district is individual, the handbook offers specific sections where districts can customize policies that best fit their unique needs.

The committee adheres to a timeline regarding the chapters they should address each month. Certain sections of the handbook are to be reviewed by a specified date monthly, then the committee has a follow-up call to discuss revisions and additions, and to go over any questions. The committee has reviewed Sections I-VII and plans to have the entire handbook (up to Section XVIII) reviewed and finalized in time for the 2017 Purchasing Conference so that the systemwide handbooks can be presented to all purchasing departments and reviewed in a conference workshop.

OPPORTUNITIES AND SOLUTIONS

The need for this committee created an opportunity for districts to collaborate with one another about how their purchasing departments operate. The workshop to review this manual at the 2017 Purchasing Conference will further the opportunity for districts to come together, collaborate and streamline processes.

IMPACT AND BENEFITS

Districts now must request sample policies from other districts on a listserv or at a regional meeting. This handbook will centralize all policies relating to purchasing departments so districts are able to consult the handbook for suggestions and see how their district's policy matches up to best practices.

MILESTONES

The need for a committee was discussed initially at the 2016 California Community College Purchasing Conference in early April.

Apr
2017

- Handbook to be presented at conference to statewide purchasing representatives.

Mar
2017

- Final edits and document preparation scheduled to be ready mid-month.

Aug
2016

- Committee members began meeting monthly via phone conference to review the sections of the handbook and go over revisions, additions and questions.

Jul
2016

- Committee was formed.
- Timeline established for reviewing sections.

May
2016

- Table of contents for the handbook was drafted by Mina Hernandez.

QUALITY, COST, OR DELIVERY

The handbook will reduce the time purchasing professionals spend creating new policies for their districts.

LESSONS LEARNED

Committee members acknowledge a disclaimer must be placed at the beginning of the handbook stating the manual is a best practices guide, and urging districts to check with legal counsel if necessary regarding certain issues based on their district's policies and interpretation.

PROJECT TEAM

Mina Hernandez

manager, Purchasing and Contract Services, Antelope Valley College

Ben Cayabyab

senior buyer, Contra Costa Community College District

Gina Bailey

C.P.M., senior buyer, Foothill De Anza Community College District

Susan Asato

director, Purchasing and Material Management, MiraCosta Community College District

Kim Simmonds

assistant buyer, MiraCosta Community College District

Felix Sarao

director, Contract Management and Vending Services, Rio Hondo Community College

Jennifer Frierson

senior specialist, CollegeBuys, Foundation for California Community Colleges