



THE BOARD OF TRUSTEES MEETING SCHEDULE AND PURCHASING DEADLINES

- Purchases and contracts in the amount of **\$25,000.00 or larger** require approval of the Jefferson College Board of Trustees.
- The Board typically meets on the **2nd Thursday of the month**. You can view the schedule for upcoming meetings at jeffco.community.highbond.com/Portal/. There are some months when there is no Board meeting.
- A **purchase package that only requires Board approval**, but no Request For Proposal (RFP) Process takes approximately **3 weeks** to prepare for the Board depending on the time required to get price quotes or bids.
- A purchase package that requires the **RFP process and Board approval** can take **between 60 and 75 days** to prepare for the Board.



AN EXPLANATION OF THE RFP PROCESS:

- A **Request For Proposal (RFP)** is a document we produce that contains the details or scope of what goods/services Jefferson College is looking to acquire for a specific project along with all the pertinent deadlines, points of contact, and available details.
- It is **supplied to vendors** interested in competing for the project/goods/services.
- An **RFP package** results in a sealed bid document from these vendors/bidders.
- These requests will **normally be advertised in the newspaper for two weeks**. This is followed by a pre-bid meeting and an additional period of preparation time.
- On the day of the submission deadline, the **sealed bids are opened and read publicly**.
- The bids are **evaluated and a recommendation is made** to the Board of Trustees (as an agenda item during a scheduled meeting) to award a contract.



CAPITAL PROJECTS

- If you are going to put together a Capital Project application, please touch base with the Director of Purchasing and Auxiliary Services for **guidance on building out cost estimates.**
- Congratulations, your project was approved! Now what? Please touch base with the Director of Purchasing and Auxiliary Services for **guidance on process and timelines.**



CONSTRUCTION & REMODELING

- **Moves:** If you and/or your team are involved in a **construction or remodeling project** (large or small), chances are some stuff is going to need to be moved out, in, or both. This has to be arranged and done on a timeline and in the correct order. Jefferson College is rarely only doing one project at a time so this effort has to be well coordinated.
- **Old stuff:** Give some thought to the old stuff. **Are you keeping it? If so where is it going to be stored?** It won't just disappear – we have to arrange for it to be moved. If you are not keeping it we have to make arrangements to move it out, store it, re-use it, or dispose of it in some fashion.
- **New stuff:** If you and/or your team are involved in a construction or remodeling project, chances are you are planning on getting some new stuff. This might be furniture, or equipment of some sort (lab, shop, IT/audio-visual, etc.). This requires a budget, a plan, and a timeline. Many items have long lead times and depending on cost will require Board of Trustees approval.