

## Policy III.3007.D, Bidding

### Purpose

This policy will address the legal requirements related to bidding goods or services on behalf of San Jacinto College (College).

### Policy

The San Jacinto College (College) follows state regulations in processing bids for the purchase of goods and services. The College Chancellor is responsible for securing bids according to state law and Board of Trustees policy. In emergency situations, as defined in the Texas Education Code 44.031(h), the formal competitive bidding process need not be followed. The procurement process for such situations will follow the emergency purchases section of the associated procedure.

### Definitions

**College:** The San Jacinto Community College District and also referenced as San Jacinto College.

**Emergency Incident:** An emergency incident is defined as any event that is outside of normal College operations and has the potential of affecting the business functions of the College or the life and safety of the College community.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### Associated Procedures

Procedure III.3007.D.a, Bidding

Date of Board Approval	April 1, 2024
Effective Date	April 2, 2024
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Chief Procurement Officer, Contracts & Purchasing Services