



Guide to Board Approval & Delegation of Authority Internal Use Only

This document has been prepared by District Support Services at the request of the BOT Budget Committee. The intent is to provide a guide as to what board action is typically required in light of the authority delegated to staff by the BOT.

Business Services

Routine Contracts are used to purchase goods and services which are routine in nature and support the ongoing operation of the District. Construction services are not included in routine contracts. The amount of \$92,600 is the same as the bid threshold set by California Public Contract Code (CDE Website).

	Agenda	Action Recommended
Routine Contracts under \$92,600	Information	No Action
Routine Contracts at or over \$92,600	Consent	Ratify
Bid Awards over \$92,600	Consent	Approve
Contracts Deemed Non-Routine in Nature	Consent	Approve

Facilities Planning & Construction

SBCCD follows the Uniform Public Construction Cost Accounting Procedures under Public Contract Code for informal bidding.

	Agenda	Action Recommended
Small Scale Construction Contracts under \$60,000	Information	No Action
Informal Bid Awards \$60,001-\$200,000*	Information	No Action
Bid Awards over \$200,000	Consent	Approve

**Note: If all bids received are in excess of \$200,000, the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at \$212,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable (Cuccac Manual).*

Human Resources

	Agenda	Action Recommended
Employment of all Classifications other than Professional Expert, Short Term and Substitute	Consent	Approve
Employment of Professional Expert, Short Term and Substitute	Information	No Action
Acceptance of Resignations	Information	No Action
Approval of Volunteers	Information	No Action