



Jamestown Community College
Policies and Procedures

Policy Title	Request for Proposals	Policy Number	005
Section	Governance, Organization & General Information	Approval Date	11/16/2021
Subsection	Governance & Organization	Effective Date	11/16/2021
Responsible Office	President's Office	Review Date	Annual

1.0 Purpose

1.1 The purpose of this policy is to ensure Jamestown Community College (JCC) conducts requests for proposals following an open and competitive process, and to determine annual fees to be paid by the college for services rendered by third parties.

2.0 Policy

2.1 Jamestown Community College shall issue requests for proposals (RFP) no less than every three (3) years. Requests for proposals (RFP) are to be conducted for services valued at \$20,000 or more annually.

3.0 Procedures

3.1 Professional Service.

3.1.1 If the services required (a) are subject to state licensing or testing requirements or (b) require substantial formal education or training as a necessary prerequisite to the performance of the services, and (c) are valued at \$20,000 or more annually, they may be considered a Professional Service and require a Request for Proposal to be conducted no less than every three (3) years.

Professional services will include, but not be limited to, the following:

- Services of a physician;
- Technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services; and
- Computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.
- Auditing
- Athletic Trainer
- Health Insurance
- Legal
- Feasibility Studies

3.1.2 The president's cabinet member who has oversight for the subject of the RFP shall be responsible for preparing the RFP, following the RFP process including stakeholder input, and recommending to the president's cabinet an RFP awardee with supporting rationale. The president makes the final decision in consultation with the cabinet.

3.1.3 The Board of Trustees by resolution may extend by up to two (2) years the frequency of issuance of an RFP, if deemed to be in the best interest of the College.

4.0 Definitions

4.1 A **request for proposal (RFP)** is a business document that announces and provides details about a project or service, as well as solicits bids from qualified vendors who will help complete the project, or provide the service.

5.0 References