

MEMORANDUM

To: All Staff
From: Jenney Ho, District Director, Purchasing
Date: 3/30/2020
Re: Procurement During Period of COVID-19

As the impact of COVID-19 continues to unfold, Purchasing will continue to support our staff as we try to address the rapidly changing issues. In the current circumstances, the Purchasing department is primarily working remotely from home and from the office, once a week on Wednesdays, to meet the needs of our staff.

The following information is provided to assist departments with purchasing activities during this time:

1. Items on order which have not been shipped/received
 - Purchasing has advised vendors to hold all shipments until the campuses re-open.
 - If there is an urgent order that needs to be received, please contact your buyer to coordinate the shipment between the vendor and your department (who will receive).
2. Current Orders
 - Purchasing will continue to process all RQs as they are received, with the proper attachments (quotes, proposals, invoices, contracts, insurance, w-9, etc,) and emailed to the buyers. RQs will not be processed without the required documents.
 - Non-essential purchases will be processed, however, the PO will be placed on hold and will NOT be sent to the vendors until the campuses re-open for receiving.
 - If there is an urgent purchase, please email your buyer and cc Jenney Ho (jho@nocccd.edu) and we will work to expedite the order.
 - Urgent purchases will be processed and sent to the vendors immediately with a PO number issued, followed by a hard copy on Wednesday, when Purchasing is in the office.
3. Purchasing Deadline

The purchasing deadline has been extended to May 15th for any purchases that do not require bidding (bid limit \$95,200). However, Purchasing will process all RQs on a first come first serve basis. This timeline does not guarantee that your purchases will be received before the year end, June 30, 2020.
4. Cal-Card Usage

During the COVID-19 crisis, the CAL-Card may be used as a temporary payment source to purchase emergency goods and services **under \$1,000**, per item.

Purchasing will try our best to be flexible in providing services to you while staying within the legal law and guidelines of the District. As always, I am available to address unique situations and circumstances, so please feel free to contact me at jho@nocccd.edu with questions. Thank you for your patience and understanding as we navigate this unprecedented situation.