



COCHISE COLLEGE

How to do business with Cochise College

This summary is designed to help your company participate in the market created by the needs of Cochise College. The demand for goods and services at the College results in a continuous need for items of every nature and description. We hope this summary will help you become familiar with our policies and procedures for procurement, which in turn will aid in selling your products/services to the College.

DEPARTMENT ORGANIZATION

Cochise College purchasing procedures are governed by the Policies and Procedures established by the College. These Policies and Procedures may be found at www.cochise.edu/finance.

The Procurement Services Department is a member of the Cochise College Administration Team. Procurement Services is responsible for the purchase of all goods and services used by the College.

The College will take into consideration:

- Total cost of acquisition
- Quality of the product and compliance to specifications
- Suitability of the product for the intended use
- Ability, experience, efficiency, integrity, and financial responsibility of the bidder
- Evaluation criteria stated in solicitation

HOW DO I CONTACT PURCHASING?

Cochise County Community College District Procurement Services
901 N. Colombo Avenue
HRB 300 Building, Room 304
Sierra Vista, AZ 85635

Phone: 520-452-2601, 2631 or 2658

Fax: 520-452-2642

Email: purchasing@cochise.edu

WHAT PROCUREMENT METHODS ARE USED?

Purchases under \$10,000

- One informal quote

Purchases greater than \$10,000 but less than \$50,000

- Three written quotes, from three different vendors

Purchases exceeding \$50,000 (formal solicitation)

- Invitation for Bid (IFB)
- Request for Proposal (RFP)
- Request for Qualifications (RFQ)
- Competitive Sealed Proposals (CSP)

Cooperative Governmental Contracts

- State Contracts
- Inter-local Governmental Agreements
- National Cooperative Agreements

HOW TO GET ON OUR BIDDER'S LIST?

The Cochise College e-Procurement tool is [Cochise College eBid](#). Vendors will receive automatic notification regarding events in their commodity class and may download specifications. This system enables us to improve our service to you by providing automatic event notification and instant access to event information via the web.

Cochise College strongly urges ALL potential bidders/vendors to register with [Cochise College eBid](#).

WHERE AND WHEN ARE SOLICITATIONS ADVERTISED?

- As needed in the Sierra Vista Herald.
- Solicitation notices are listed on [Cochise College eBid](#) and can be seen by selecting "Current Bids".

HOW CAN I RECEIVE SOLICITATION INFORMATION?

Vendors registered with [Cochise College eBid](#) will automatically receive notification of all solicitations for the commodities they have chosen and will be able to download all solicitations directly from the website at no charge.

WHEN AND WHERE ARE SOLICITATIONS OPENED?

Responses are opened on the Date, Time, and Campus Room location specified in each individual solicitation.

WHO CAN ATTEND THE SOLICITATION OPENINGS?

Everyone is welcome to attend openings.

WHO WILL SEE MY PRICES?

Except for Requests for Proposals and Qualifications, all solicitations are public information once they have been opened.

MAY I SUBMIT A LATE SOLICITATION RESPONSE?

Cochise College does not accept late sealed bids/proposals. Solicitation responses received after submission deadline will be returned unopened and will be considered void and unacceptable.

WHAT FACTORS DETERMINED TO WHOM THE SOLICITATION IS AWARDED?

All solicitations are awarded to most responsive and responsible firm per the award criteria of the solicitation.

WHERE DO I SEND INVOICES?

Cochise County Community College
Accounts Payable
901 N. Colombo Avenue
Sierra Vista, AZ 85635

HOW CAN I MEET WITH A BUYER?

Cochise College Procurement Services personnel are available by appointment Monday through Thursday from 8:00 AM to 4:30 PM, for vendor appointments. Please call or email (purchasing@cochise.edu) for an appointment.

Click on the tab below to access the Cochise College eProcurement Portal.

