

Procurement and Contract Services (PCS)

Purpose and Goals

Our purpose is to procure the right goods or services, at the right time, the right way, and at the right price, save the college money (through proper source selection and negotiation), time, and avoid risk through risk mitigation and contractual risk transfer, and protect the college against liability, fraud, and inappropriate business practices.

Student Population Served

Cerritos College has over 180 areas of study and 87 degree and certificate programs. Procurement and Contract Services (PCS) serves them all by continually seeking new ways to provide value-added procurement services to the campus community, so they have the tools and resources they need to ensure student success, whether it be transfer, certificates, or degrees awarded.

Number of Students Served Annually and Capacity

On average, 22,000 students attend Cerritos College annually. PCS serves them all! Yes, all of them! PCS is typically “one degree of separation” from our students.

High-Impact Interventions

PCS's breadth and reach can be seen across the campus community. Below are just a few examples within each momentum point:

- Procure services for hyflex classrooms across the campus.
- Assist with the procurement of new technologies so programs are current with industry standards (e.g., welding, machine tool technology, automotive technology, nursing, pharmacy technology, dental assisting/hygiene, etc.) so students are prepared and ready to enter the workforce.
- Assist Educational Partnerships and Programs with dual enrollment and CCAP agreements in partnership with high schools to enable high school students to graduate with credits earned or a degree upon high school graduation.

Intended Impacts and Measured Outcomes

PCS processes an average of approximately 6,000 POs and contracts annually—4,000 District (i.e., LACOE BEST Advantage System) and 2,000 ASCC (i.e., SpendMap)—totaling approximately \$54M annually. This includes about 500 contracts each year but does not include amendments or change orders.

Did You Know?

Did you know that “procurement” is not just “purchasing?” Although the two terms—purchasing and procurement—are often used interchangeably, there is a significant difference! “Purchasing” is only a small subset of tasks and functions associated with acquiring goods and services (i.e., ordering, expediting, receiving, etc.), whereas “Procurement” focuses on the overall “process” of acquiring goods and services. (e.g., *sourcing, competitive solicitations via bids or RFQs/RFPs, risk mitigation, contractual risk transfer, negotiation, social initiatives, sustainability, strategic planning, etc.*)

