



County of El Dorado

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Legislation Text

File #: 08-0048, **Version:** 2

Chief Administrative Officer recommending the Board review and make revisions to the Board of Supervisors Policy C-17-Procurement. (Cont'd 1/15/08, Item 27)

Fiscal Impact/Change to Net County Cost: None.

Background:

On March 20, 2007 (item #31), the Board adopted several revisions to Policy C-17 which related to the process for contracting for services. After evaluating the impacts of the new policy requirements on the contracting process, I recommend the policy revision detailed below.

In March, Section 7.4.2 was added to the policy, requiring the Purchasing Agent to review every contract amendment request and provide written findings of appropriateness for each such amendment. The requirement for the Purchasing Agent to provide this level of detailed review for every proposed contract amendment has proven to be a burden on the contracting process. I recommend deleting this requirement, as there are other existing policy provisions which limit the term of contracts and require the Purchasing Agent to determine appropriate processes for contractor selection:

Section 4.5 requires the Purchasing Agent to determine the appropriate contract term based on the County's needs and the market for that particular service or commodity. It limits the term of any contract to three years, inclusive of amendments. Any contract exceeding three years must be approved by the Board of Supervisors, regardless of the value of the contract.

Section 7.5 requires the Purchasing Agent to review requests for contracts over \$100,000 and determine the appropriate method for selecting a contractor. It also requires justification for the contractor selection process to be included in the Board agenda transmittal.

Section 7.10 requires that the contractor selection process for any contract over \$100,000 must include a review of the scope of services and the contractor's qualifications by a qualified individual from outside the department making the request for contract. Further, the Purchasing Agent is required to review the selection process for a contract amendment that results in the contract exceeding \$100,000, and when appropriate, require an outside review of the scope of services and the contractor's qualifications.

I recommend retaining the other revisions made in March. A copy of the policy with the deletion shown in strikethrough (page 21 of 28) is attached.

Action to be taken following Board approval: The revised policy will be posted to the internet.

Contact: Laura S. Gill

