New Procurement Policy

11/7/2023
Purpose of Presentation

• Discuss updates to the Procurement Policy and provide background

• Answer questions about the new Procurement Policy
Background – Existing Policies

“Procurement Manual” adopted by BoCC on 11/20/2018, containing the following policies:

- Contracts Policy
- Gift Card Policy
- Meals & Meeting Expense Policy
- Procurement Policy
- Procurement Card Policy
- Surplus Personal Property Policy
- Travel Policy
Contracts Policy

Purpose: To guide staff through contract life-cycle management for any contract to which the county is or will be a party.

Major Policy Topics:

- Contract Signature Authority and Pre-Audit Requirement
- Required contract elements
- Contract Control Process
Gift Card Policy

Purpose: To minimize or eliminate the risks associated with gift cards while maintaining the integrity of program requirements.

Major Policy Topics:

- Centralized procurement and distribution of gift cards through Finance department
- Limited use of gift cards
  - Grant-funded programs and uses
  - Client assistance and support programs
Meals & Meeting Expense Policy

Purpose: Establish guidelines for the purchase of food for County activities and events.

Major Policy Topics:

• When food purchases are allowed

• Considerations when planning for food expenses:
  • Appropriateness
  • Cost Effectiveness
  • Documentation
  • Special Accommodations

• Emergency or extenuating circumstances may exist
Procurement Policy

**Purpose:** To guide to all parties responsible for obtaining apparatus, supplies, materials, equipment and services.

**Major Policy Topics:**

- Guidance on Purchases by Type (e.g., Goods, Services, etc.)
- Processes for Bidding, Delivery and Performance
- Methods of Procurement (e.g., Purchase Orders, Contracts, etc.)
- Minority, Women, and Small Business Suppliers
Purpose: To provide an efficient, cost-effective method of purchasing and paying for goods and services.

Major Policy Topics:

• Administration of P-Cards in Finance
• Mandated regular training for all P-Card holders
• When a P-Card may/may not be used
Surplus Personal Property Policy

Purpose: To establish procedures for efficient processing and disposal of County surplus property.

Major Policy Topics:

- Administration of surplus property disposal in Finance
- Processes for disposal of surplus property
- Purchases of surplus property by employees
Multi-Phased Policy Review Process

1. Identify
2. Research and Draft
3. Revise Draft
4. Feedback
5. Adopt & Implement
New Procurement Policy

• Combines related policies (all except Travel) and moves procedural elements to procedures document

• Enhances equity to align with County goals and core values

• Overall edits to add needed language, clarify, consolidate existing content, align to other approved policies, remove unnecessary language
Related Policies Now Combined

New Procurement Policy consolidates prior policies into the following sections:

<table>
<thead>
<tr>
<th>New Policy Section</th>
<th>Contracts</th>
<th>Gift Cards</th>
<th>Meals &amp; Meetings</th>
<th>P-Card</th>
<th>Surplus Personal Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Incurring Financial Obligations</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>3.2.2 Signature Authority</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3.2.6 Purchases with Additional Guidelines</td>
<td></td>
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<td>X</td>
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<tr>
<td>3.3 Procurement Methods</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>3.4 Disposal of Surplus Property</td>
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<td>X</td>
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<tr>
<td>3.5 Gift Cards</td>
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</tbody>
</table>
Equity

• Language has been added to enhance equity & inclusion

• Similar language found in Prequalification of Bidders for Construction or Repair Projects, approved 9/7/2021

From new policy draft:

“When soliciting for competitive proposals or bids, the County shall solicit directly to vendors who provide the goods or services needed for the purchase and are certified by the State Office of Historically Underutilized Businesses (HUB) or have identified themselves as a Woman or Minority-Owned Business Enterprise (WMBE) through registration with the County. This should be done in addition to any other processes or advertisements used to identify and solicit potential participants.”
## Procurement Policy Changes

<table>
<thead>
<tr>
<th>Adds</th>
<th>Edits</th>
<th>Removes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthened language regarding adherence to Federal Guidelines</td>
<td>Clarified existing policy language</td>
<td>Non-Appropriation Clause requirement for all contracts</td>
</tr>
<tr>
<td>Expanded applicability to more users</td>
<td>Made existing policy language more concise</td>
<td>Unnecessary statute references</td>
</tr>
<tr>
<td>Requirement for procurement procedures to be created/managed by Finance staff and references throughout</td>
<td>Aligned existing policy language with other County approved policies</td>
<td>Procedural language; now included in procedures document</td>
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<tr>
<td>Included a section for Fuel Cards as a means of Procurement</td>
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<tr>
<td>More language concerning food purchases</td>
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</tbody>
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Questions?