

Administrative Bulletin No. 600 Updates

“Purchasing Policies and Procedures”

County Administrator’s Office

June 12, 2023





Agenda

1. Current Procurement Policy Landscape
2. Consolidation of Individual Policies and Related Actions
3. Invitation for Comment from Departments
4. Final Proposal and Next Steps
5. Committee Discussion/Questions



Current Purchasing Policy Landscape

1. Patchwork of ordinances, resolutions, board orders, Administrative Bulletins and simple memorandums
2. This has made compliance with and understanding of policies difficult for our departments



Purchasing Related Policy and Guidance (Non-Exhaustive List)

Administrative Bulletins

[601, Contract Purchase Orders](#)

[602, Preparing Requisitions](#)

[603, Receiving Shipments](#)

[604, Stock Room Policy](#)

[605, Contracting for Special Services](#)

[611, Authorization of Single Item Purchase Over \\$25,000](#)

[612, Contracts With Community Rehabilitation Programs](#)

[613, Contracts With Community-Based Organizations \(CBOs\)](#)

Effective Date

4/4/1969

4/4/1969

4/4/1969

4/4/1969

7/1/2019

7/1/2019

2/4/2008

2/5/2008

Manuals

[Purchasing Manual](#)

[Procurement Card Manual](#)

[CAO Contracts Administration Guide](#)

2014

11/4/2021

June 2009

Board Orders

[Environmentally Preferable Purchasing Policy](#)

[SBE e-Outreach Program](#)

4/15/2008

2/6/2006

Ordinances

[2013-20, \\$175,000 informal Bidding Limit on Construction Contracts](#)

[2005-29, SBE Local Bid Preference Program \(follow up report\)](#)

10/15/2013

9/13/2005

Other Documents

[SBE Professional/Personal Services Outreach Program](#)

[Memorandum, SBE Program Threshold Increases](#)

Unknown

1/3/2012



Proposed Actions

1. Consolidation of nine (9) Administrative Bulletins in one single, comprehensive Bulletin – Administrative Bulletin No. 600, “Purchasing Policies and Procedures”
 - Amending the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$200,000; and
 - Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.

2. Establishes a baseline procurement policy, which other policies can “plug” into, such as...
 - a. Small Business Enterprise & Outreach Programs (Future Admin Bulletin)
 - b. Environmentally Preferable Purchasing Policy (2008)
 - c. Acquisition of Computer Hardware, Software and Computer-Related Services (Admin Bulletin 616)



Invitation for Comment

1. Invitation for Comment on draft updates to Admin. Bulletin 600 released to County Departments on April 14, 2023 for a period of 4 weeks.
2. 78 comments from 7 departments.
 - 72 were technical comments for which a response was provided and
 - 6 were editorial comments for which no response was provided but logged for transparency.
 - Of the 72 technical comments, 60 were incorporated into the final draft policy and 12 were not incorporated into the final draft policy.

County of Contra Costa
OFFICE OF THE COUNTY ADMINISTRATOR
MEMORANDUM

DATE: APRIL 14, 2023
TO: DEPARTMENT HEADS
FROM: MONICA NINO, County Administrator
By: Timothy M. Ewell, Chief Assistant County Administrator
SUBJECT: INVITATION FOR COMMENT: Revisions to Administrative Bulletin No. 600
"Purchasing Policy and Procedures"

Overview

The County maintains policies outlining procedures for the procurement of materials, supplies and services to assist departments in their service delivery goals. Over the past 50+ years these policies and procedures have been codified in a patchwork of ordinances, resolutions, Administrative Bulletins and simple memorandums with no consistent review and update process. At times, it is difficult to find supporting documentation for procurement processes that we work through day-to-day. **This Invitation for Comment seeks department feedback on proposed revisions to Administrative Bulletin 600, "Purchasing Policy and Procedures" no later than close of business on Friday, May 12, 2023 (4 weeks).**

Process

Since 2021, the County Administrator's Office, County Counsel's Office and Public Works – Purchasing Services Division have been working to identify and understand the various policies governing procurement within the County. The primary goal has been to establish a baseline procurement policy that can be easily understood by employees working to secure goods and services for County departments.

In crafting a baseline procurement policy, the guiding principles have been twofold:

1. Reduce bureaucracy and provide greater flexibility to department heads to operate their respective departments; and
2. Establish accountability measures to ensure that minimum standards for procurement equity and proper contract oversight are observed.

This process has resulted in several recommendations to modernize our procurement policies, including:

1. Consolidate nine (9) Administrative Bulletins in one single, comprehensive Bulletin;
2. Amend the County Ordinance Code to remove the need for County Administrator review and approval of service contracts at or below \$200,000; and
3. Increase the threshold for certain, ministerial payments via Warrant Request from \$1,000 to \$5,000.



Major Revisions

1. Transactions Under \$200,000.

- Require approval by the Purchasing Agent only
- Contracts above \$50,000 require County Counsel approval
- This streamlines the review workflow for departments and effectively delegates further discretion to department heads to recommend service contracts for approval directly to the Purchasing Agent

2. Services Included Under a Purchase Order.

- Provides that services may be procured under a purchase order in conjunction with the purchase or lease of equipment or goods in certain circumstances

3. Minimum Bid Solicitation Requirements.

- Establishes a common bid solicitation requirement between procurement of materials/supplies and service contracts tiered by denomination
- Departments must still comply with solicitation requirements for federal, state or other local policies, such as the SBE Program & Environmentally Preferable Purchasing Policy
- Provides flexible solicitation options such as the use of continuous Requests for Qualifications (RFQs) to keep a pool of qualified vendors current at all times



Major Revisions

4. Minimum Contract Monitoring Requirements.

- Establishes monitoring requirements for Service contracts by departments, including a requirement to document contract noncompliance and establish Corrective Action Plans with noncompliant vendors
- Corrective Action Plans are to be filed with the Purchasing Agent for tracking purposes; however, it is the responsibility of departments to ensure that contractors take steps to achieve compliance

5. Digital Signatures.

- Allows for all purchasing documents, including contracts, to be executed with digital signatures
- Discontinues the requirement for a notarization on Long Form contracts since digital signatures are being used through DocuSign CLM effective May 30, 2023



Next Steps

- **Phase 1:** Update to Admin. Bulletin 600 for consideration today.
- **Phase 2:** Create new SBE/Outreach Program Administrative Bulletin that similarly consolidates all SBE/Outreach policies into one document
- **Phase 3:** Updates to Purchasing Manual and Contract Administration Guides
- **Phase 4:** Develop series of training webinars that can be posted and available for use by County departments
- **Phase 5:** Develop Triennial Review process to ensure all procurement related documents (policies, manuals, etc.) are reviewed at least every three years





Questions/Discussion
