CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

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Section: Purchasing

SUBJECT: Purchasing Policy and Procedures

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The purpose of this bulletin is to set forth purchasing policies and requirements to achieve minimum standards for the purchase of services, materials, supplies, equipment, furnishings, and other personal property of any kind and nature for the benefit of County departments. More information about compliance with this policy, including process, procedures and forms can be found in the resources included in the "References" section at the conclusion of this policy.

I. DEFINITIONS

A. "**Blanket Purchase Order**" is an authorization to purchase developed by the Purchasing Agent and issued on an annual or multi-year basis, that permits the procurement of materials, supplies, equipment, furnishings, and other personal property of any kind and nature on an as-needed basis with a stipulated maximum amount for a fixed period of time and is used when there will be on-going activity with a vendor. A blanket purchase order allows departments to order a variety of goods from a single source as needed.

B. "**Capital Outlay Item**" is a piece of equipment including moveable personal property with a unit cost of $5,000 or more, including sales tax, and delivery and installation charges. It also includes additions to capitalized equipment costing $5,000 or more per item[1].

C. "**Cooperative Purchasing Contract**" is a contract for goods or services between a vendor and another public agency, awarded following a competitive solicitation, and made available to other public agencies. Examples of agencies that administer such Cooperative Purchasing Contracts include the National Intergovernmental Purchasing Alliance (National IPA), the State of California, Department of General Services, the U.S. General Services Administration, U.S. Communities Government Purchasing Alliance sponsored by the National Association of Counties, or similar entity. The County may participate in a Cooperative Purchasing Contract by entering into a Participating Agreement with the vendor

[1] See Administrative Bulletin No. 200, "Capital Asset Accounting and Budgeting Policy"

that is party to the Cooperative Purchasing Contract.

D. "**Equipment Capital Asset Code**" is an expenditure account within the chart of accounts reserved for purchase of certain Capital Outlay Items equal to or above $5,000.

E. "**Informal Bid**" is a written or oral quotation obtained from an approved vendor but not required to be opened publicly at a specified day, place and time.

F. "**Invitation for Bid**" (IFB) is a solicitation method by which awards are made to the lowest bid. The winning bid must be responsive (conforms to bid requirements) and responsible (competent and qualified to perform under the contract).

G. "**Lease Purchase Agreement**" is an agreement to rent equipment or property for a period of time with the promise or option to acquire title at the end of the lease term.

H. "**Participating Agreement**" means an agreement between the County and a vendor that incorporates by reference, with or without modifications, the terms of a Cooperative Purchasing Contract that the vendor has entered into with another public agency.

I. "**Procurement Card**" is form of credit card issued in an individual employee's name for use in making eligible purchases authorized by the Board of Supervisors by Resolution on behalf of the County in compliance with County Ordinance Code section 1108-2.224 and pursuant to regulations established in the Procurement Card Manual authorized in Section II(B)(3)(b) of this policy.

J. "**Purchasing Agent**" is the office established pursuant to Article 1108-2.202 of the County Ordinance Code.

K. "**Purchasing Services**" is the Purchasing Services division of the Public Works department.

L. "**Request for Information**" (RFI) is a process to separate those vendors who intend to participate in an upcoming solicitation from those who have no interest in participating. An RFI is typically used when there is an excessively large pool of interested vendors and to identify qualified suppliers capable of providing a certain product or service. If an RFI is issued for an upcoming solicitation and a single, qualified vendor responds to the RFI, then it is not necessary to conduct any further Solicitation.

M. "**Request for Proposal**" (RFP) is a formal competitive procurement process and is the most flexible method for obtaining contracted services and certain types of goods. Responders to an RFP submit proposals detailing their technical and business experience, capabilities, and specific approach to achieve the requirements for the services or goods requested. An RFP includes evaluation factors and criteria, and their relative importance for award selection. An RFP may establish minimum or pre-qualification requirements to be eligible for consideration.

N. "**Request for Qualifications/Quote**" (RFQ) is a process to establish a pre-qualified list of potential vendors by allowing interested parties to demonstrate compliance with minimum qualifications or requirements to provide a material,

product, or service. An RFQ may be used to initiate a formal procurement process or to establish a pool of qualified vendors and may be released for a specific amount of time or on a continuous basis to maintain a current qualified list of vendors at all times.

O. "**Requisition**" is a request made by a County department head or designee to the Purchasing Agent to order equipment and supplies.

P. "**Single Source**" is a procurement decision whereby purchases are directed to one vendor because of standardization, warranty, or other factors, even though other competitive sources may be available.

Q. "**Special Services**," as defined in Government Code section 31000, are "services, advice, education or training" in the following areas: "financial, economic, accounting, engineering, legal, medical, therapeutic, administrative, architectural, airport or building security matters, laundry services or linen services." Special services may include maintenance or custodial matters under certain circumstances. For purposes of this bulletin, whether services contracted for are "special services" requires consideration of factors such as the nature of the services, qualifications of the person furnishing them, and their availability from public sources. For example, services may be special because of the outstanding skill or expertise of the person furnishing them.

R. "**Sole Source**" is a procurement decision created due to the inability to obtain competition due to one vendor or supplier possessing the unique ability to meet the particular requirements of the solicitation.

S. "**Solicitation**" is a purchasing entity's request for offers to provide goods or services, including an Informal Bid request for price quotations, an Invitation for Bids (IFB), Request for Qualifications/Quote (RFQ), Request for Information (RFI) or a Request for Proposals (RFP).

T. "**Standard Purchase Order**" is a document issued by the Purchasing Agent that uses information from the Requisition to procure equipment and supplies at terms and conditions most advantageous to the County.

II. PURCHASE OF MATERIALS AND SUPPLIES

A. Applicability.

This section establishes procedures for the Purchasing Agent to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and nature and execute lease-purchase agreements on behalf of the County.

B. Procedures.

1. Purchase Orders.

   a. Purpose. A Standard Purchase Order, Blanket Purchase Order, or Participating Agreement may be used to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and

nature.

b. General Terms and Conditions. All Standard Purchase Orders and Blanket Purchase Orders (collectively "Purchase Orders") shall include the County's "Purchase Order General Terms and Conditions," which are promulgated and updated from time to time by the Purchasing Agent in consultation with County Counsel. By executing a Standard Purchase Order or Blanket Purchase Order, a vendor agrees to abide by those terms and conditions unless both the Purchasing Agent and vendor agree in writing to amend any of those terms and conditions on behalf of the County.

2. Requisitions.

a. Purpose: A Requisition is filed with the Purchasing Agent to order materials, supplies, equipment, furnishings, and other personal property of any kind and nature.

b. Submission. A Requisition must be submitted to the Purchasing Agent to request the issuance of a Standard Purchase Order, Blanket Purchase Order or Lease-Purchase Agreement.

c. Electronic Procurement System. The Purchasing Services division of the Public Works department ("Purchasing Services") shall provide an electronic system to track the submission and processing of Requisitions by departments and other purchasing logistics to comply with any federal, state and local procurement requirements, including this policy[2]

d. Department Submission Authority. Department Heads are authorized to prepare Requisitions on behalf of their respective departments and may authorize designees to prepare Requisitions by submitting a written authorization to the Purchasing Agent.

e. Fixed Asset Purchases. The appropriate Equipment Capital Asset Code from the Chart of Accounts maintained and updated from time-to-time by the Auditor-Controller must be applied to a Requisition for the purchase of a Capital Outlay Item equal to or above $5,000.

When an Equipment Capital Asset Code is applied for a Capital Outlay Item acquisition, the Requisition shall automatically route to the Auditor-Controller to ensure that the requesting department has adequate expenditure appropriations for the purchase. The Purchasing Agent shall not proceed with the procurement of a Capital Outlay Item until the availability of expenditure appropriations has been verified by the Auditor- Controller. If expenditure appropriations are not available, the Requisition will be returned to the requesting department. Capital Outlay Item purchases shall be in compliance with Administrative Bulletin No. 200, "Fixed Asset Accounting and Budgeting Policy".

[2] The current electronic procurement system is the "Purchasing Portal", which is accessible at the following link: https://purchasing.cccounty.us/bso/view/login/login.xhtml

f. Emergency Purchase Orders. If a department needs to make an emergency purchase pursuant to County Ordinance Code section 1108-2.220, the "Emergency Purchase Form" must be signed by the department head, or designee, and submitted to Purchasing Services electronically with the invoice attached to initiate a purchase order to pay the invoice.

3. Procurement Cards.

a. Purpose. County Ordinance Code section 1108-2.224 authorizes the Board of Supervisors, by resolution, to authorize county departments to purchase supplies, equipment, materials, goods and other personal property without using the Purchasing Agent if a Procurement Card authorized by the county Public Works department is used.

b. Manual. Resolution No. 2023/259 requires the Purchasing Agent to establish a Procurement Card Manual outlining requirements for use of procurement cards and identifying eligible purchases.

4. Warrant Requests.

a. Purpose. County Ordinance Code section 1108-2.222 authorizes the Board of Supervisors, by resolution, to authorize county departments to purchase services, supplies, equipment, materials, goods and other personal property, regardless of cost, without using the Purchasing Agent. Resolution No. 2023/260 outlines the process for making such purchases and states that this Administrative Bulletin No. 600 establishes the list of eligible purchases.

b. Eligible Purchases. The following purchases may be made without utilizing the Purchasing Agent regardless of dollar amount, unless otherwise noted:

- association dues and membership fees;
- postage, including Federal Express (FedEx) and UPS;
- lodging;
- registration, including fees for conference booths;
- facility rental and food (subject to Administrative Bulletin No. 614, "Food and Beverage Policy")
- advertising;
- legal process service fees;
- public transportation fares and bridge tolls for employees;
- permits, fees, and licenses paid to governmental agencies;
- utility installation fees (Public Works department only);
- books, subscriptions and publications;
- legal notices;
- professional medical services payable by the Health Services department based upon a specified fee schedule;
- expenditures mandated by the Court for the benefit of Wards of the Court;

- Other items below $5,000[3], including:
  - Computer hardware and software;
  - commodities; and
  - one-time services that are not covered under a service contract and are authorized by the Purchasing Agent.

5. Receipt of Shipments. Departments are responsible for receiving shipments of materials, supplies, equipment, furnishings, and other personal property. To ensure that receipt of items is validated appropriately, each department shall ensure the following:

   a. Preparing for Receipt. Each department shall have a physical location and identify specific staff members responsible for receiving and inspecting shipments and establish procedures for receiving shipments and verifying shipment contents.

   b. Physical Inspection. Shipments should be physically inspected by department staff upon arrival to ensure the contents match the original order specifications. Contents should be inspected for damage and completeness with any issues documented.

   c. Documentation. Records of essential information related to receipt of shipments should be maintained such as date and time of inspection, shipment details, including the supplier's name, Purchase Order number, accompanying documentation such as packing slip or invoice and whether any items were damaged, not received or failed a quality control test. In addition, any communication with the supplier related to incomplete or damaged items should be maintained.

6. Solicitations Required. The following solicitations are required for purchases of materials, supplies, equipment, furnishings, and other personal property of any kind and nature in the following amounts.

   a. Purchases Equal to or Below $25,000.

      1. A department may request a Purchase Order for a purchase equal to or below $25,000 without providing evidence of solicitation. Departments are encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises for a purchase equal to or below $25,000.

   b. Purchases Above $25,000 and Equal to or Below $100,000.

      1. A department shall request a Purchase Order for a purchase above $25,000 and equal to or below $100,000 after securing a minimum of three (3) price quotes, with at least one (1) price quote from a Small Business Enterprise (SBE) provider, through an Informal Bid.

[3] Items costing $5,000 or above are not eligible to be processed on a Warrant Request.

2. If three (3) price quotes cannot be secured, or an SBE provider cannot be identified, the Purchasing Agent shall determine whether to proceed with the purchase by taking into consideration the vendor that provides the best value to the County.

c. Purchases Above $100,000.

1. A department shall conduct an open and competitive solicitation for a purchase above $100,000. The form of solicitation may be an Invitation for Bid (IFB), a Request for Qualifications/Quote (RFQ), Request for Information (RFI) or a Request for Proposals (RFP).

2. A department shall submit a Requisition that includes detailed specifications of the materials or supplies being requested.

3. Purchasing Services shall work with the requesting department to secure a minimum of three (3) solicitation responses in writing before selecting a vendor. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirements of this policy for a minimum of fourteen (14) calendar days.

d. Exemption from Solicitation Requirements.

1. Sole/Single Source Justification. A department may submit a Requisition with a completed Sole Source Justification Form for consideration by the Purchasing Agent to seek exemption from solicitation requirements in the following specific cases:

A. *Sole Source*. One vendor or supplier possessing the unique ability to meet the particular requirements; or

B. *Single Source*. One vendor because of standardization, warranty, or other factors, even though other competitive sources may be available.

The Purchasing Agent has the sole discretion to approve or reject single/sole source exemption requests.

2. Cooperative Purchasing Contracts. In lieu of a bid solicitation process, a department may request that Purchasing Services initiate a Cooperative Purchasing Contract for goods that the County requires and that the County may procure under a Participating Agreement. Purchasing Services will initiate County Counsel review of Cooperative Purchasing Contracts, with the exception of those related to the Health Services Department, which initiates County Counsel review directly.

7. Approvals. The following approvals are required for each purchase category below.

a. Purchases Equal to or Below $200,000. The department requesting a purchase equal to or below $200,000 shall file a Requisition that

complies with this policy for review and approval by the Purchasing Agent.

b. Purchases Above $200,000. A purchase above $200,000 complying with this policy requires approval by the Board of Supervisors. The requesting department shall draft a Board Order seeking approval of the purchase above $200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.

8. Participating Agreements. A Participating Agreement must be approved by the Board of Supervisors, subject to review by County Counsel, if the payment limit exceeds $200,000, or if the Participating Agreement and/or underlying contract includes any term requiring the County to indemnify the vendor, or any term that limits the vendor's liability.

9. Documentation. All solicitation and approval documents required by this policy must be submitted electronically to Purchasing Services with the Requisition for purchase.

C. Services Included Under a Purchase Order. In certain circumstances, the Purchasing Agent may determine that services provided by a vendor in conjunction with the purchase or lease of materials, supplies, equipment, furnishings, and other personal property of any kind and nature from the same vendor is appropriate. The Purchasing Agent is authorized to execute a Purchase Order that authorizes the vendor to provide services if:

1. The Purchase Order includes all contract development and monitoring procedures specified in Section III(B)(7) of this policy;

2. The department requesting the Purchase Order complies with all contract development procedures specified in Section III(B)(7) of this policy; and

3. Service agreements submitted on a vendor standard form must be reviewed by County Counsel.

D. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:

1. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;

2. Actively promoting the concept of competition through bid solicitation consistent with this policy; and

3. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections 87100 and 81703.

E. **Legal Authority**. The legal authority for the Purchasing Agent to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and nature on behalf of the County is set forth in the following statutes and County codes: Government Code sections 25500- 25509, 31000; Public Contract Code sections 22002(d) and 22032; and County Ordinance Code chapter 1108-2.

III. PURCHASE OF SERVICES CONTRACTS

A. Applicability.

This section establishes procedures for the purchase of services required by the County. State law provides that the Board of Supervisors may contract for services on behalf of the County or any County officer or department under certain circumstances. The Board of Supervisors has authorized the Purchasing Agent to enter into service contracts costing not more than $200,000. Service contracts exceeding $200,000 require approval by the Board of Supervisors, following review by the Office of County Counsel and the County Administrator.

B. Procedures for Service Contracts.

1. Mandated Findings. Before a contractor for services is engaged, all of the following findings must be made and documented by the department.

    a. A statute authorizes the contract for the desired services. For example, Government Code section 31000 authorizes the Board of Supervisors to enter into a service contract for Special Services;

    b. County staff is not available or qualified to perform the services; and

    c. In the case of facilities maintenance or custodial matters, the site is remote from available County employee resources and the County's economic interests are served by contracting for such services rather than by paying additional travel and subsistence expenses to existing County employees.

2. Solicitations Required. The following solicitations are required for purchase of services in the following amounts.

    a. Service Contracts Equal to or Below $25,000.

        1. A department may enter into service contracts equal to or below $25,000 without providing evidence of solicitation.

        2. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the County's Outreach and SBE program goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

b. Service Contracts Above $25,000 and Equal to or Below $100,000.

1. A department may enter into a service contract above $25,000 and equal to or below $100,000 after securing a minimum of three (3) proposals through an Informal Bid.

2. If three (3) proposals cannot be secured, the Purchasing Agent, or designee, shall determine whether to proceed with the service contract taking into consideration the vendor that provides the best value to the County.

3. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the County's Outreach and SBE program goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

c. Service Contracts Above $100,000.

1. A department may enter into a service contract above $100,000 after providing for open and competitive solicitation.

2. The form of solicitation may be an Invitation for Bid (IFB), Request for Qualifications/Quote (RFQ) or a Request for Proposals (RFP); however, a department should consider initially issuing a Request for Information (RFI) to generate a list of potential vendors to provide the services required. If a department receives a single response to the RFI from a qualified bidder, then no further solicitation is required.

3. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the County's Outreach and SBE program goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

3. Solicitation Compliance Procedure.

a. The department shall draft and Purchasing Services may provide counsel on an IFB, RFQ, RFI or RFP seeking qualified vendors to provide the desired services.

b. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirement of this policy for a minimum of fourteen (14) calendar days.

c. Purchasing Services shall work with the requesting department to secure

a minimum of three (3) solicitation responses in writing before selecting a vendor.

d. Purchasing Services shall retain solicitation records for the duration of each contract term.

4. Exemption from Solicitation Requirements.

a. Service Types. The following are service contract types that are exempt from bid solicitation requirements:

- utility services;
- educational services;
- intergovernmental agreements;
- newspaper and publication services;
- law firms, subject to approval by the County Counsel's Office;
- print legal briefs or legal notices;
- reporters services or transcripts;
- expert witnesses, consultants, and investigators hired through the County Counsel's Office to assist in legal matters;
- election supplies;
- expert services to be rendered to the offices of the District Attorney or Sheriff-Coroner;
- physician services at the Contra Costa Regional Medical Center (CCRMC) or the Contra Costa Health Plan (CCHP);
- appraiser services;
- consultants and other experts employed directly by the Board of Supervisors; and
- other services that, by law, some other officer or body is specifically charged with obtaining.

b. Cooperative Purchasing Contracts. A department may submit a Requisition identifying a Cooperative Purchasing Contract for services that County requires and that the County may procure under a Participating Agreement.

5. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:

a. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;

b. Actively promoting the concept of competition through bid solicitation consistent with this policy; and

c. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections 87100 and 81703.

6. Outreach and SBE Program Compliance. Additional thresholds and goals under the County Outreach and SBE (Small Business Enterprise) programs apply to and are required for service contract solicitations. These thresholds and goals may be updated from time to time and departments must ensure compliance with the latest Outreach and SBE Program construct.

7. Contract Development and Monitoring. Department Heads are responsible for the development and monitoring of service contracts entered into on behalf of each County department, including negotiation of service plans and/or scopes of work.

   a. Performance Metrics Required. Departments are responsible for negotiating service contracts that identify specific performance outputs and/or outcomes to be achieved during the contract term. These performance outputs and/or outcomes include contract deliverables (e.g., produce a final written report by a date specified) and/or service tasks (e.g., conduct three one-hour training sessions within a specified date range). Contracting departments shall review contracts at least once per year to ensure compliance with output/outcome requirements. The review should identify reason(s) for any noncompliance, including whether or not the outputs/outcomes will be achievable during the remainder of the contract term.

   b. Payment Provisions. Vendor payment terms shall correlate with the performance outputs/outcomes negotiated as part of a service plan or scope of work for each service contract. Types of payment terms include fixed price (where deliverables are produced by the contractor and payment is due upon completion of each deliverable) and rate (where services are provided by the contractor and the contractor is reimbursed at an hourly or other periodic rate). Departments shall avoid contract payment terms that are not typical of the service type being procured. For example, legal service providers may require payment of an advance, or “retainer”, upon execution of a service contract, which is typical of that industry. However, a financial consultant requesting a monthly, fixed payment as a “retainer,” whether or not the County uses the contracted services, is not a typical financial industry practice and must be avoided. Other negative payment terms, such as late payment penalties, should not be entertained as part of the negotiation of payment terms.

   c. Vendor Noncompliance. Failure of a vendor to achieve contracted performance output and/or outcome requirements may be grounds for contract termination.

   d. Corrective Action Plan. For contracts determined to be out of compliance with performance outputs and/or outcomes during an annual review process, and for which a department does not recommend terminating the contract, the department shall work with the vendor on a corrective action plan to ensure contracted services are delivered during the term of the contract.

   e. Documentation. Departments shall immediately notify a vendor if a

determination of non-compliance is reached. Including whether or not the contract will be recommended for termination, with a copy to Purchasing Services. In cases where a Corrective Action Plan is entered into with the vendor, a copy of the plan shall be forwarded to Purchasing Services and retained by the department for the term of the contract.

f. Renewals. Departments shall keep track of contract expiration dates in order to renew contracts prior to expiration, or issue solicitations for new contracts to be in place prior to expiration of the existing contract.

8. Effective Date. Service contract documents must be executed before the service contract effective date. Contract payments cannot be made until the service contract is executed by all parties.

9. Indemnification. Any contract that requires the County to indemnify the contractor, or includes a limitation of liability, must be approved by the Board of Supervisors regardless of the contract amount.

C. Procedures for Services Contracts Equal to or Below $200,000.

1. Approval. The Purchasing Agent is authorized to execute contracts for services costing equal to or below $200,000.

2. County Counsel Review. A service contract that is either more than $50,000 or not on a County standard form (i.e., on a vendor's form) must be reviewed and approved as to legal form by the County Counsel's Office before the Purchasing Agent executes the contract. If a service contract is $50,000 or less and is on the County's standard form, the Purchasing Agent may sign the contract without County Counsel review.

D. Procedures for Service Contracts Above $200,000.

1. Approval. The Board of Supervisors must approve all service contracts above $200,000. The requesting department shall draft a Board Order seeking approval of the contract over $200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.

2. County Counsel Review. All service contracts that are over $200,000 must be reviewed and approved as to legal form by the County Counsel's Office.

E. Legal Authority. The legal authority for the purchase of certain services required by the County is set forth in the following statutes and County codes: Government Code section 31000, Government Code section 25502.5, Ordinance Code section 1108-2.215 and Public Contract Code section 22032(a).

IV. DIGITAL SIGNATURES. All purchasing and contract related documents specified in this bulletin may be executed either with original signatures or electronic signatures through a

digital signature platform authorized by the Chief Information Officer.

V. **OTHER PROCUREMENT POLICIES**. The Board of Supervisors, in its discretion, may adopt additional policies impacting procurement of materials, supplies, equipment, furnishings, and other personal property of any kind and nature or services from time to time. This policy establishes the minimum standards for conducting procurement activities; however, compliance with additional policies adopted by the Board of Supervisors or those required to satisfy federal or state grant requirements may supersede this policy.

VI. **OTHER ADMINISTRATIVE BULLETINS**. Additional Administrative Bulletins governing specific purchases have been promulgated to provide guidance on those unique transaction types and should be reviewed in conjunction with this policy as the requirements in those policies may supersede the requirements in this policy, including:

a. Administrative Bulletin No. 508, "County Vehicle and Equipment Acquisition and Replacement Policy, and Zero-Emission Vehicle Policy and Goals".

b. Administrative Bulletin No. 614, "Food and Beverage Policy".

c. Administrative Bulletin No. 615, "Incentives for County Programs and Services"

d. Administrative Bulletin No. 616, "Acquisition of Computer Hardware, Software and Computer-Related Services".

References:

- Emergency Purchase Form
- Procurement Card Manual
- Purchasing User Setup/Change Form
- Sole Source Purchase Form
- Purchase Order General Terms and Conditions
- Small Business Enterprise (SBE) Program Requirements

/s/
Monica Nino,
County Administrator

BOS Approved: June 27, 2023, Agenda Item C.107