



## Purchasing Process Policy CPP1001

Effective Date: 11/08/2022	Contact: Debra R. Wilson
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Audience: County of Monterey Departments	

### Purpose

The purpose of this policy is to provide requirements and standard operating procedures to the informal and formal purchasing process for County Departments to engage in services with outside Contractors.

All processes that fall outside of this Policy and the exception herein must be approved by the Board of Supervisors.

### 1.1 Department Responsibilities

1. Departments are responsible for ensuring Agreement documents are properly reviewed and executed. The signatories for Agreement documents shall be in sequential order as follows:
  - a. Vendor
  - b. County Counsel
  - c. Auditor-Controller
  - d. Risk Manager (as necessary)
  - e. Contracts and Purchasing Officer (or Board-Approved Designee)
2. If the Department's proposed Agreement will cause the Vendor to be paid over \$200,000 within the Fiscal Year, the Department shall obtain Board approval.

### 1.2 Contracts & Purchasing Officer Signing Authority

1. As designated by the County Purchasing Agent, the Contracts & Purchasing Officer shall sign *standard* County Agreements when the cost does not exceed two hundred thousand dollars (\$200,000) across the proposed term of the Agreement.
2. Contracts & Purchasing Officer is the final signature to execute Agreement documents unless otherwise approved by the Board.

### 1.3 Informal Purchasing Process

1. Department initiates an Agreement with a Contractor for an amount not to exceed \$50,000 across the Agreement term.
2. Department obtains two informal Contractor quotes and complete the Informal Quotes form (attachment A).
3. For service Agreements for an amount greater than \$50,000 but less than \$100,000, Departments obtain three informal quotes and complete the Informal Quotes form.
4. Department includes the completed Informal Quotes form during the Agreement execution process.

### 1.4 Formal Purchasing Process

1. The formal purchasing process is required when a Department determines to engage in a service Agreement for an amount that shall exceed \$100,000 across the Agreement term.
  - a. The formal purchasing process is a solicitation (RFP, RFQ, or RFI).
2. Department work with Contracts and Purchasing (C&P) to obtain the project number, determine and document the Intent, Scope of Work (SOW), Background, proposed Calendar of Events, and the Selection Criteria.
3. Contracts and Purchasing provides assistance with the management and administration of the solicitation publication, selection and tentative award process.
4. If the resulting Agreement is for an amount not to exceed \$200,000 aggregate across the Agreement term, the County Purchasing Agent (or their designee) can sign the Agreement without Board of Supervisor's approval if the Contractor has not been paid over \$200,000 within the current fiscal year.
  - a. Departments are responsible for ensuring that the Contractor has not exceeded \$200,000 within the current fiscal year of the Agreement.
5. If the resulting Agreement is for an amount that shall exceed \$200,000 aggregate across the Agreement term, the Department must obtain Board of Supervisor's approval to execute the Agreement.

### 1.5 Exception

1. Sole Source Requests

- a. If Department is unable to obtain quotes using the Informal Process, Department will submit a Sole Source Request to the Contracts and Purchasing Officer for review.
- b. If Department's Formal Process solicitation does not yield responses or if the responses are not adequate, Department may search for a responsive Contractor and submit a Sole Source Request to the Contracts and Purchasing Officer for review.

**Please Note:** An approved Sole Source Request is not an Agreement. Departments shall follow the normal contract process and include the approved Sole Source Request as an Exhibit to Agreement.

### Tips and Pitfalls

1. Prior to engaging into an Agreement, Departments can run the Vendor-Spend-Report to research and evaluate comparative scope and competitive pricing.
  - a. The report is in InfoAdvantage: **'MC-FIN-PROC-0814 Contract Payments by Fiscal Year'** under Public Folders -> FIN-> Procurement.
2. Contracts and Purchasing Officer does *not* review, approve, or sign Agreement documents for Natividad Medical Center

### Revision History

Date	Editor	Revisions
8/18/22	D. Wilson	• Policy created
10/25/22	D. Wilson	• Policy updated
10/26/22	D. Wilson	• Policy revised to include BOS directive of 10/25/22
10/27/22	D. Wilson	• Final

# ATTACHMENT A

## INFORMAL QUOTES

DATE: \_\_\_\_\_



PRODUCT/SERVICE:

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VENDOR QUOTES

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1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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NOTES:

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YOUR NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_