

*Before the Board of Supervisors in and for the  
County of Monterey, State of California*

**Resolution No.: 21-396**

- Adopt a Resolution: )
- a. Authorizing the Acting Contracts/Purchasing Officer to )  
 sign an agreement with Darryl L. Sink & Associates, Inc. )  
 for the revision of the Monterey County Contracts )  
 Academy and consultation for updating the Purchasing )  
 Manual for a not to exceed amount of \$198,200; and, )
- b. Directing the Auditor-Controller to amend the FY 2021- )  
 22 Adopted Budget for Contracts/Purchasing 001- )  
 CAO002-8047, increasing appropriations by \$169,351, )  
 financed by General Fund Productivity Investment )  
 Program Assignment 001-3125 (4/5th vote). )

**WHEREAS**, on February 25, 2014, the Board approved an Agreement with Darryl L. Sink & Associates, Inc. (DSA), for the development of a Monterey County Contracts & Purchasing Academy (CPA); and,

**WHEREAS**, the DSA designed and developed the award-winning CPA (which we refer to as CPA Version 1.0), and Contracts/Purchasing delivered the CPA to the target audience across the County’s twenty-seven (27) departments; and,

**WHEREAS**, the last presentation of the CPA occurred in Summer, 2019, and due the COVID-19 pandemic, halted the delivery of the Contract Academy’s instructor-led classes as well as a Contracts/Purchasing plan to revise the CPA in early 2020; and,

**WHEREAS**, the CPA focuses on developing solutions to assist in resolving high-level organizational needs; such as increasing productivity and efficiency throughout the contract and purchasing lifecycle, increasing the consistency of contracts and related documents, minimizing the development and approval processing time for contracts, the creation and implementation of Standard Operating Procedures (SOP’s) and to increase the likelihood of more favorable pricing and terms in county-wide contracts; and,

**WHEREAS**, the Purchasing Manual provides policy, guidelines and overall procurement ethos that need to be updated and cross referenced within the CPA; and,

**WHEREAS**, in May 2021, the Civil Grand Jury provided findings and recommendations in support of the County Administrative Office revising the CPA and updating the Purchasing Manual. The Contracts/Purchasing processes and technologies have changed over the past 6 years, yet the original needs driving the CPA solution have not changed and there are minor changes to the service experience blueprints.

**WHEREAS**, Contracts/Purchasing has received a proposal from DSA for the revision of a Monterey County Contracts Academy and consultation to update the Purchasing Manual which will 1) add or modify course content, and 2) deliver solutions to the requirements specified by the Grand Jury.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors, in and for the County of Monterey, hereby:

- a. Authorize the Acting Contracts/Purchasing Officer to sign an agreement with Darryl L. Sink & Associates, Inc. for the revision of the Monterey County Contracts Academy and consultation for updating the Purchasing Manual for a not to exceed amount of \$198,200; and,
- b. Direct the Auditor-Controller to amend the FY 2021-22 Adopted Budget for Contracts/Purchasing 001-CAO002-8047, increasing appropriations by \$169,351, financed by General Fund Productivity Investment Program Assignment 001-3125.

**PASSED AND ADOPTED** on this 16<sup>th</sup> day of November 2021, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

NOES: None

ABSENT: None

(Government Code 54953)

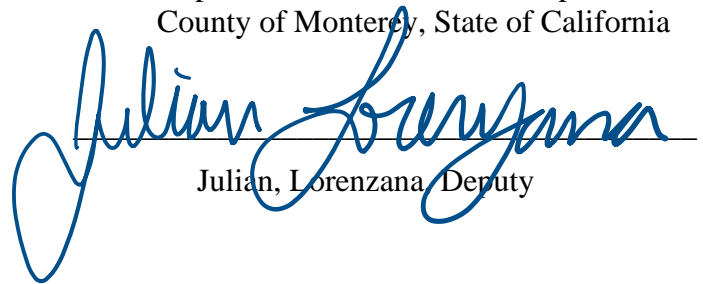
I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting November 16, 2021.

Dated: November 17, 2021

File ID: RES 21-204

Agenda Item No.: 38

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

A handwritten signature in blue ink, reading "Julian Lorenzana", is written over a horizontal line. The signature is cursive and stylized.

Julian, Lorenzana, Deputy