



Board Report

File #: RES 21-204, **Version:** 1

Adopt a Resolution to:

- a. Approve and 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. (4/5th vote)

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution:

- a. Approve and 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.

SUMMARY/DISCUSSION:

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). 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. The last presentation of the CPA occurred in Summer, 2019. Unfortunately, the Covid pandemic halted the delivery of CM's instructor-led classes as well as a Contracts/Purchasing plan to revise the CPA in early 2020.

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

In May 2021, the Civil Grand Jury provided findings and recommendations in support of the CAO 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.

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.

OTHER AGENCY INVOLVEMENT:

This has been a countywide collaborative process, with major participation from certain key departments, including the County Counsel's Office, the Office of the Auditor-Controller and departments with heavy contracting responsibilities. The Budget Committee provided its support of the recommended actions on October 29, 2021.

FINANCING:

The recommended action will decrease Productivity Investment Program Assignment 001-3125 balance to zero.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The CPA and the Purchasing Manual are being revised and updated in order to improve and create greater efficiency in the contract development and management process which supports the Board of Supervisor's Initiative for the County Administrative Office to ensure efficient and effective operations Countywide.

☐ Economic Development

☒ Administration

☐ Health & Human Services

☐ Infrastructure

☐ Public Safety

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Approved by: Dewayne Woods, Assistant County Administrative Officer, ext. 5309

Attachments:

Agreement between the County of Monterey and Darryl L. Sink & Associates, Inc.

Approved Sole Source Justification