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## **Mission Statement**

"Provide goods, services, and information with the commitment to achieving the highest ethical, economic, and progressive standards possible."



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# **Rules and Regulations**

- State Law
- Public Contract Code
- Mini-Brooks Act
- CA Government Code
- Federal and State Grant Requirements

- OC San Policies
- Ordinance No. OC SAN-56

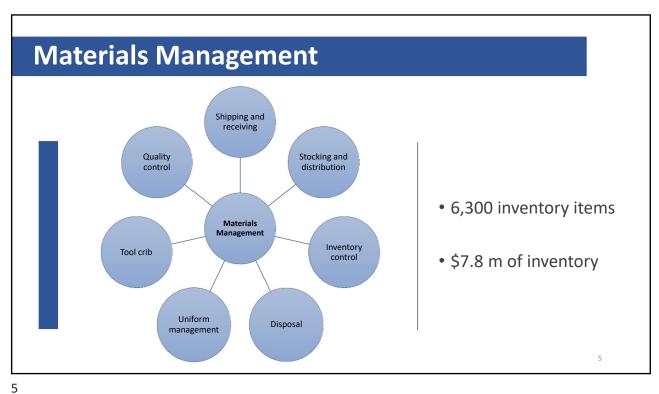
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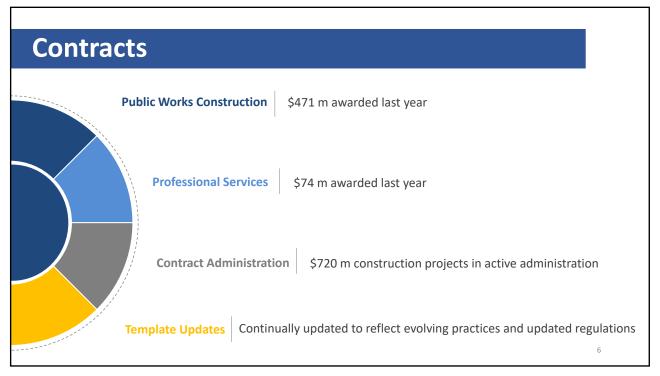
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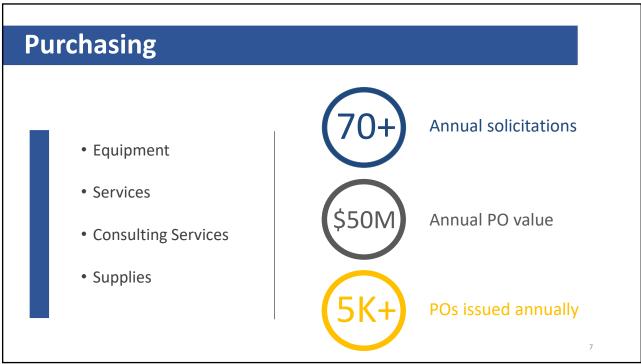
# **Purchasing Approval Thresholds**

- Ordinance No. OC SAN-56
  - > Sufficient Budget Available and Authorized
  - ➤ General Manager up to \$100K
  - ➤ Standing Committees up to \$200K
  - ➤ Board Approval if over \$200K

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Procurement Process

Identification of Need

Output

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Choosing Relevant Procurement Method

Solicitation Development

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## **Procurement Methods**

### **Public Works Construction**

Construction, erection, or alteration of any type of structure, building, or improvement

- Publicly advertised competitive solicitation if work is over \$35,000
- Awarded to lowest Responsive & Responsible Bidder
- No contract negotiations

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# **Procurement Methods**

### Request for Proposals/ Qualifications

Services provided by professionals that involve specialized judgement, skill, and expertise

- Competitive solicitation if service is over \$10,000
- · Award is based on Best Value
- Contract negotiations may occur

### **Procurement Methods**

### **Goods and Services Bids**

Fixed, movable, disposable, and/or reusable products, equipment, materials, or supplies; or furnishing of materials, labor, time, or effort by a Contractor.

- Competitive solicitation if goods or services are over \$10,000
- · Awarded to lowest Responsive & Responsible bidder
- · No contract negotiations

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## **Exemptions**

### **Emergency**

Purchases that are required to prevent immediate interruption or cessation of necessary services or to safeguard life, property, or the public health and welfare

#### **Sole Source**

Goods and/or services are:

- Of a unique nature based on the quality, durability, availability, fitness or qualifications for a particular use; or
- 2) Only available from one source
- · General Manager or designee determines the urgent need or sole source
- · Awarded through negotiated procurement
- Board Chairman concurrence if emergency over \$100,000
  - > Board ratified at next regular meeting

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