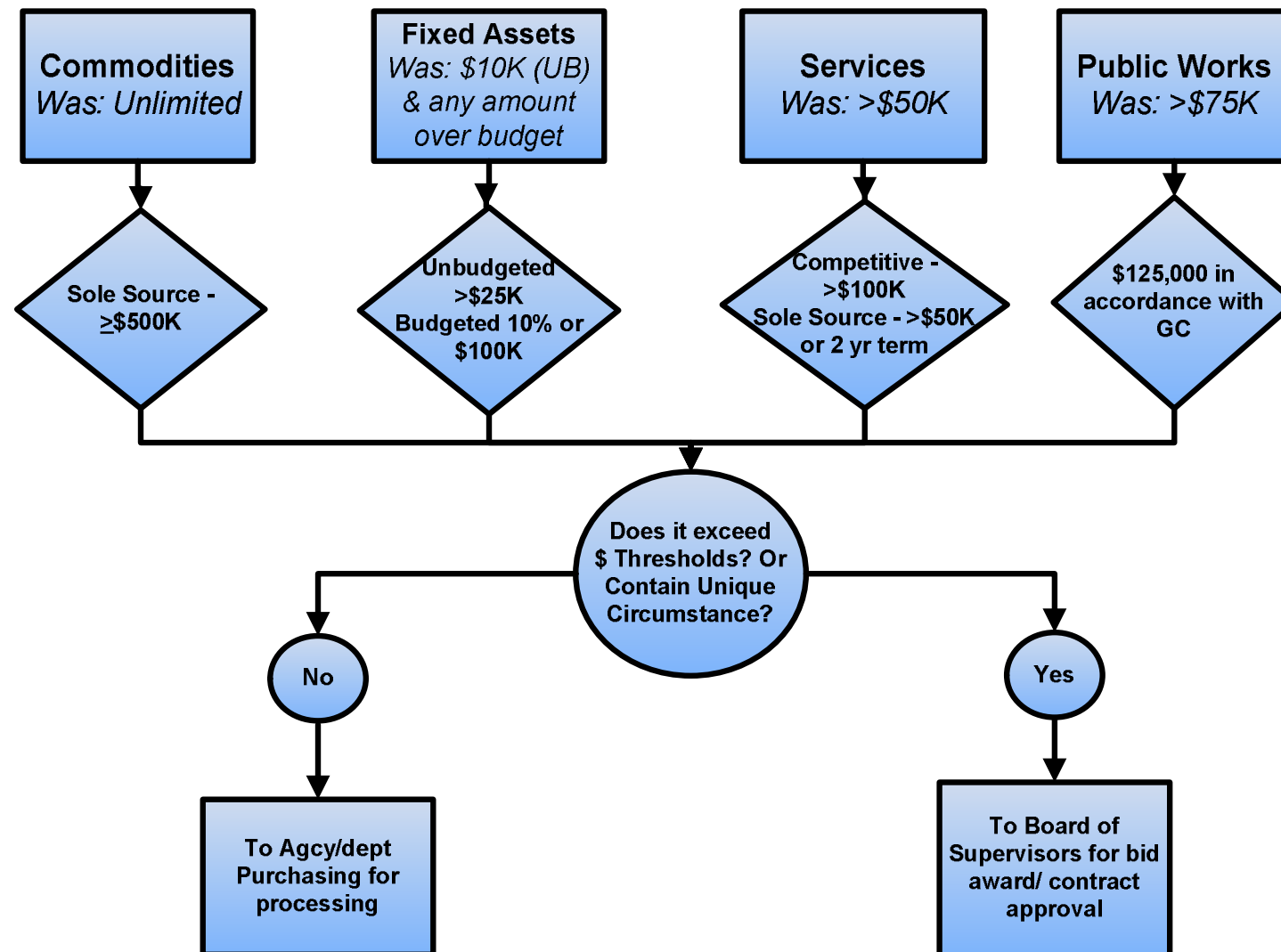


2007 Contract Policy Manual Revisions





Board Approval Thresholds





Additional Procurement Policies

Opportunity Buys

- Allows the County to take advantage of special government pricing structures and discounts for commodities. Requires Board approval for purchases exceeding \$1M.

RFP Scoring Information (ASRs)

- Board agenda information to include individual and aggregate scores.

Retroactive Provision

- Prohibited prior to the execution of written contract documents. Requires Board approval for amendment/changes that exceed 10% or \$10K, whichever is less.



Additional Policy Revisions - Continued

Contingency Requests

- Requires written justification and restricts the use of the contingency to 10% of the original contract amount for services already provided in the scope of work.

Protest Policy

- Allows the County Purchasing Agent to refer only those that are appropriate to the Procurement Appeals Board.

Sole Source Contracts

- Board approval required for all sole source contracts exceeding \$50K or a 2-year consecutive term, regardless of amount.



Additional Policy Revisions - Continued

Liquidated Damages (Revised)

- Must be a “reasonable forecast” of the County’s actual damages. If not paid, allows deduction from any monies due to the contractor under the contract.

Service Contract Renewals

- Requires all 3rd year renewals exceeding \$100K be returned to the Board for approval. All contracts with cumulative totals exceeding \$500K will be filed on “Discussion Calendar.”

Authority to Approve Non-Standard Provisions

- Allows County Counsel and Risk Manager to approve non-standard contract language provided they agree that the risk to the County is minimal.

2007
Contract Policy Manual
Revisions

