



Board of Supervisors Memorandum

November 19, 2013

**Revisions to Board of Supervisors Policy Nos.
D29.1, D29.2, D29.3, D29.4 and D29.8**

Background

On October 1, 2002, the Board of Supervisors adopted the Pima County Procurement Code. Subsequent to that adoption, the Board approved revisions to Board of Supervisors Policies to conform to the new provisions of the Code. Since that time, periodic updates and revisions to Board of Supervisors Policies have been approved by the Board. Such revisions eliminate inconsistencies between Board Policies and the Procurement Code and provide for operational enhancements under the scope of Board Policies.

Report

The Procurement Department is submitting for approval revisions to the following Board Policies:

- D29.1 – Selection and Contracting for Architectural and Engineering Related Professional Services and Alternative Project Delivery Methods;
- D29.2 – Procurement Policy;
- D29.3 – Small Purchase Policy;
- D29.4 – Contracts Policy, and
- D29.8 – SBE Policy.

The changes reflect routine housekeeping modifications and minor changes to accommodate use of the Advantage Financial system and are summarized as follows:

D29.1 – Selection and Contracting of Architectural and Engineering Related Professional Services and Alternative Project Delivery Methods

- Incorporates Ordinance Number 2012-10, Small Local Business Preference for Architecture and Engineering Firms;
- Clearer guidance regarding establishment of solicitation evaluation criteria, Contract Officer review of proposals for responsiveness, and Evaluation Committee evaluation of proposals;
- Guidance regarding requirements or exceptions when projects may be federally funded; and
- Authorize use of the Advantage Financial Delivery Order document for initiation of Qualified Consultants List (QCL) related work by Administering Departments.

D29.2 – Procurement Policy

- Clerical revision to delete the redundant word "supplies" in Paragraph XIV(A).

The Honorable Chairman and Members, Pima County Board of Supervisors
Re: Revisions to Board of Supervisors Policy Nos. D29.1, D29.2, D29.3, D29.4 and D29.8
November 19, 2013
Page 2

D29.3 – Small Purchase Policy

- Corrects the dollar value for eligible materials and general nonprofessional service procurements requiring contact of at least one SBE vendor to align with the Procurement Code.

D29.4 – Contracts Policy

- Deletes the requirement for grant agreements to be processed through the Procurement Department for award by the Board of Supervisors and clarifies the requirements for the term for contracts to be approved and executed by the Board.

D29.8 – SBE Policy

- Corrects the dollar value for eligible goods and general nonprofessional service procurements requiring contact of at least one SBE vendor to align with the Procurement Code.

Recommendation

I recommend the Board of Supervisors approve the above described modifications to Board of Supervisors Policy Nos. D29.1, D29.2, D29.3, D29.4 and D29.8.

Respectfully submitted,



C.H. Huckelberry
County Administrator

CHH/mjk – November 7, 2013

Attachments

c: George Widugiris, Director, Procurement