

Attachment 1

Board of Supervisors Subcommittee on Procurement

Recommendations/Target Completion Dates

1. Implementing a review of County contracts based on specific parameters on an annual, monthly, or quarterly basis.
October 2014
2. Explore Use of Centralized Requisition System - provides visibility into contracts from contract initiation. November 2014
3. Examine the need to establish formal guidelines for requiring adequate information in the description fields, including a detailed description of the specific services provided, to whom the services are being provided and the need for such services. August 2014
4. Consider establishing a policy for procurement of discretionary, non-mandated promotional items. June 2015
5. Review the current policies regarding threshold levels and examine the need to modify such policies. 2015
6. Research how other public agencies handle smaller dollar contracts to determine if there are any best practices that might be applicable.
December 2014
7. Collaborate with Auditor Controller's office on setting parameters to allow for more descriptive contract descriptions and ease of payment in current environment providing descriptive contract information in the current environment causes delays in processing contract payments. August 2014

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8. Review Contract Lifecycle Management solution that allows for more descriptive contract descriptions this would provide centralized visibility and enable CPO to consolidate purchases and leverage spend by creating additional Regional Collaborative Agreements (RCA's – master agreements). October 2014

9. When any individual Board of Supervisors member makes a request on behalf of themselves or a department for a service contract, the service contract must be agendized and approved by the Board of Supervisors. July 1, 2014