



Information and General Services Department

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*Information Systems
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: May 28, 2019
TO: Board of Supervisors
FROM: Steve Monaghan, Chief Information Officer
SUBJECT: Resolution adopting the Nevada County Purchasing Policy

RECOMMENDATION

Adopt the Resolution.

FUNDING: There is no fiscal impact from this action.

BACKGROUND The purpose of the proposed Purchasing Policy is to provide written rules and guidelines to employees on the efficient, ethical, and lawful approach to the procurement of goods and services required by County departments for their respective operations. A well-defined policy also provides a transparent, competitive, fair, and impartial process for conducting business with Nevada County's vendor community. The proposed policy will replace the County's current Purchasing Guide.

The Purchasing Policy will provide important checks and balances that are essential to best practices in government procurement. Key information in the policy include:

- Updated thresholds for the delegated purchasing authority for Departments to make small purchases from \$2,500 to \$4,000
- New thresholds for formal solicitations for \$25,000
- Updated the signature authority for the Purchasing Agent and the County Executive Officer from \$25,000 to \$50,000 and \$5,000 to \$25,000 respectively.
- Aligned emergency purchase requirements with federal guidelines to facilitate and expedite the acquisition of goods and services
- New procedural instructions

The proposed policy meets federal and state requirements including those of the California Public Contract Code and the California Government Code that address the County's procurement activities and follows best practices of public procurement.

The Information and General Services Department -Purchasing Division worked with representatives of the Auditor Controller, County Counsel and CEO to review and support the proposed Purchasing Policy.

Item Initiated by: Desiree Belding
Approved by: Steve Monaghan
Submittal Date: April 18, 2019