

COWLITZ COUNTY PURCHASING GUIDELINES

Version 12, 2019



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Preface

The purpose of these guidelines is to establish the processes needed to meet all legal requirements for Cowlitz County Purchasing. The legal requirements for procurement depend on the source of the funds used. The County utilizes funds from the following sources; Federal, State and County government. Each has their own defined requirements and they follow a top down hierarchy of authority. These guidelines will simplify, clarify and reflect these purchasing requirements.

Throughout these guidelines we will address different types of procurement processes and policies. Uniform procurement processes streamline the act of obtaining goods and services. They also provide for increased efficiency, economy and flexibility in public procurement activities and maximize to the fullest extent the purchasing power of County departments. Uniform procurement processes also safeguard the integrity of the procurement system and protect against corruption, waste, fraud and abuse.

By following the proper procurement process you help to ensure that **public funds** are spent in a fair, transparent and cost effective manner.

**Per County Ordinance 2.32* these guidelines do not pertain to County Road Activities.*

Purchasing Services Mission Statement

Develop and implement sound purchasing programs and practices that result in timely and cost effective procurement of quality goods and services meeting specific needs of the County while conducting business in a legal, fair, open and competitive manner.

Purpose

Purchasing Services uses best practices and professional expertise to support the requirements of all County departments. We advise and consult with County officials on procurement activities including bid issuance, development of request for quotes, proposals and qualifications. Purchasing Services also administers County leases, contracts, small works roster, consultant list, vendor list and surplus sales.

Goals

Purchasing Services is focused on achieving the following goals:

- Procurement of materials, supplies and services in a timely and cost effective manner while meeting all legal requirements
- Using Requests for Proposals (RFP), Invitations to Bid (ITB), Requests for Qualifications (RFQ) to achieve competitive pricing from responsive and responsible suppliers and contractors
- Maintaining both the County vendor list and Small Works Roster
- Fair and transparent contract negotiation, review and evaluation

- Creating revenue stream (US Bank rebate) by promoting use of the P Card

Purchasing Services Code of Ethics

Ethics require that we as employees of the Cowlitz County Purchasing Services Department, who make or influence decisions for purchasing, adhere to the following standards:

- Strive to conduct all business with honesty, fairness, integrity and loyalty to the County and our profession
- Ethical behavior and processes are practiced consistently
- Refuse all gifts or gratuities and do not enter into any transactions resulting in our personal benefit
- Exercise skill and good judgment to obtain the maximum value for each dollar spent
- Strive for standardization to reduce cost and increase efficiency
- Conduct ourselves in such a manner as to merit the respect of our employer, co-workers, peers and tax paying citizens

General Guidelines for purchasing supplies, materials, equipment or services for Cowlitz County

When purchasing supplies, materials, equipment or contracting for services, the proper procurement process will be followed. Thresholds drive many of the procurement processes used the by the County. These thresholds are set by the State Legislature or the County Commissioners and are reflected in RCW and County policy. Below is a short reference list of applicable RCWs and County Polices related to procurement.

County Policies	RCW
5.13 Small Works Roster	36.32.245 Competitive Bidding
5.2 Contracting	39.04.190 Alternative to Bidding
5.5 Credit/Procurement Card	36.34 County Property
6.12 Purchasing	
7.4 Professional Services	

7.5 Property and Equipment Purchases

It is the responsibility of Department Directors, Managers and Elected Officials to appoint who shall make purchases for their department on the County's behalf under the respective thresholds.

When to Contact Purchasing Services

1. **If you have any general procurement related questions or need assistance!**
2. Purchasing a Capitalized Asset (can require a PeopleSoft Purchase Order and BOCC approval if not in budget) County definition is a tangible item that costs \$15,000 or more and Software that cost \$50,000 or more. *If you are purchasing with grant funds please review the grant requirements as they may be different than those used by the County.*
3. All public work and/or services requiring the payment of prevailing wages (can require a Purchase Order, Contract and BOCC approval if over \$10,000)
4. Sole Source purchases (requires legal review, BOCC approval and may require a Purchase Order)
5. Emergency purchases (requires legal review, BOCC approval and may require a Purchase Order)
6. Formal or Publically Solicited RFP, ITB, RFQ request (requires legal review, Purchasing review, BOCC approval)
7. Controlled commodities
There are certain items that fall under the required quote threshold but still require approval from designated staff.
 - **Cell Phones** (Department Head or Elected Official)
 - **Computers and peripheral equipment, printers, scanners** (IT Manager)
 - **Anything that requires installation by IT** (IT Manager)
 - **Leased Copiers** (Department Head and or Elected Official, Purchasing Manager)
 - **Anything that requires installation by Facilities** (Facilities Manager)
8. Co-operative Purchasing and use of Inter-local Agreements (requires legal review, Purchasing review, BOCC approval if over \$10,000 and **not in approved budget**)
9. Professional and Personal Service Contracts (requires legal review, Risk Management review, Purchasing review *and BOCC approval, per County Policy, if the resulting contract is equal or greater than \$10,000*)
10. Architectural and Engineering Services (requires RFQ, legal review, Risk Management review, Purchasing review *and BOCC approval if resulting contract over \$10,000*)

How to Purchase Materials, Supplies or Equipment (Unrelated to Services, A&E or Public Work)

Only authorized purchases used to conduct County business, consistent with County policy and State and local laws that are within predetermined budgets are allowed.

All local governments in Washington are subject to the state's Conflicts of Interest statute ([Chapter 42.23 RCW](#)). Generally, municipal officers are prohibited from having financial interests in contracts made by or under the officer's supervision or for the benefit of their office.

[RCW 42.23.020\(2\)](#) defines "municipal officer" rather broadly to include all elected and appointed officials, all deputies and assistants of such officials, and anyone exercising or undertaking to exercise the powers of those officials (such as city managers, city or county administrators, or special purpose district superintendents).

Violating these rules can bring serious penalties, including monetary fines, nullification of contracts, and possible forfeiture of office.

Common sense can be a good guide in this area of the law, but sometimes gray areas can create confusion and uncertainty. If you are concerned about a specific situation, consult your legal counsel.

P-Card

The P-Card program is a partnership between US Bank, Cowlitz County and the State of Washington. This program is the preferred method of payment for supplies, materials and equipment used by County staff. All purchases of materials, equipment and supplies under \$9,999 should be purchased using the card.

To request a card from Purchasing Services, the P Card Policy Acknowledgment Form and the P Card Limit Form need to be submitted. These forms are located on the Intranet under "Forms". A mandatory training video must be watched before any card will be ordered. The forms require Department Director/Manager and Board of County Commissioner approval. When requesting a P-Card please review the single instance and monthly spend limits. These limits can be adjusted with proper authorization as future need arises. The card holder and supervisor are required to sign off on the complete monthly statement and remit it to the Auditor's office with all original receipts.

The P Card holder shall do the following;

- All purchases must be in accordance with Cowlitz County Purchasing Guidelines, Cowlitz County Code, Washington State and Federal laws and these Purchasing Card Policies
- Maintain original receipts, sales slips, supplier invoices and other related documentation sufficient to show details of all transactions
- Shall maintain strict security of card numbers

- Be able to substantiate the reasonableness of price for purchased items and use due diligence in the expense of public funds (Remember we are stewards of the Public)
- Turn in a completed and signed statement with all receipts and justifications attached to their department AP clerk for processing within five days of the billing cycle close date

Thresholds simplified...

\$0	to	\$10,000	Purchasing Office involvement not required P-Card is primary method of payment
\$10,000	to	\$50,000*	Three quotes from suppliers on the County vendor list (PeopleSoft Requisition/PO required. If not in approved budget, BOCC approval must be obtained * Per <u>RCW 39.04.190</u>, Purchasing advertises for the “vendor list” procedure enabling quotes to be obtained between \$10,000 and \$50,000.
Over \$50,000			Formal Sealed Bid or use of Inter-local agreement or Federal, State or Cooperative Contracts, (PeopleSoft requisition/PO required)

All threshold limits ***include*** appropriate sales tax as well as freight, handling and set up costs.

Procurement Process Defined

1. Purchases up to \$10,000

It is not required that Purchasing Services be involved with any purchases equal to or less than this amount except as detailed in previous sections of these guidelines. It's the Department Head and Elected Officials responsibility to determine who will make purchases for their department on the County's behalf under the respective limits. Although not required it is best practice to get three quotes whenever expending public funds. The County P Card is the preferred method of payment for items under this threshold.

2. \$10,000 to \$50,000 – Three price quotes from County Vendor list

RCW 39.04.190 allows for the County to dispense with sealed bidding only if using the uniform process noted below to award contracts or make purchases. Department personnel may gather informal quotes (phone, written, email) using the quote form provided by Purchasing. This form and many others are located on the County Network under

<\\CENTRAL-SERVER\Forms and Templates\Purchasing Forms and Templates>. Department personnel do not have authority to place the order at this time. Once the lowest quote is

determined, a requisition will be entered into PeopleSoft by the requesting department or a completed requisition form shall be submitted to Purchasing Services for entry into PeopleSoft.

Procedure for Department staff soliciting quotes;

- 2.1 Requesting Department staff shall contact a minimum of three suppliers on the MRSC Vendor list for quotations. (Staff shall make sure technical information defines acceptable quality and insure suppliers are quoting on equal and comparable items) **All suppliers must be provided the same information. Contact Purchasing Services for assistance with the Vendor list.**
- 2.2 Obtain freight pricing as well and indicate it on the form. Include contact information for the staff person and department requesting the purchase.
- 2.3 Per RCW, selection is made by lowest price.
- 2.4 Once the supplier is selected a requisition is entered into PeopleSoft by the requesting department or purchasing services staff. The quote form and all supporting documentation shall be uploaded to the requisition and forwarded to the Purchasing Manager by using PeopleSoft.
- 2.5 The Purchasing Manager creates a Purchase Order and sends it back to requesting department. The requesting department must convey the Purchase Order to the supplier.

Procedure if Purchasing Services solicits quotes;

- 2.6 Requesting Department staff shall send Purchasing Services a completed quote form with all specifications detailed.
- 2.7 Purchasing Services contacts three suppliers from the County vendor list and obtains quotes.
- 2.8 Per RCW, selection is made by lowest price.
- 2.9 Once the supplier is selected a requisition is entered into PeopleSoft by the requesting department or Purchasing Services staff. The quote form and all supporting documentation shall be uploaded to the requisition and forwarded to the Purchasing Manager.
- 2.10 A Purchase Order is created and sent to the supplier by Purchasing Services. The requesting department is notified once the order has been sent.

3. Amount equal or greater than \$50,000 – Sealed Bid Process (RFP, ITB)

Sealed bids are required when the cost of materials, supplies and equipment meets or exceeds \$50,000. Cowlitz County bidding is governed by Washington RCW 36.32.245

Responsibilities for the Bidding/RFP process are shared by Purchasing and the requesting Department. The responsibilities are as follows:

Department duties in request for bid (RFP, ITB) process

1. Determine need (*check definitions regarding the difference between RFP and ITB*)
2. Notify County Chief of Staff regarding budget capacity or budget transfers to address funding

3. Notify the County Purchasing Manager of the need for bid
4. Develop technical specifications as well as a list of potential suppliers
5. Using the County RFP, ITB, RFQ template create the draft document
6. Send draft document to Risk Management for review
7. Perform a final review of the specifications and prepare staff to answer any technical questions from possible suppliers
8. Forward final edited draft to Purchasing Manager
9. Attend any required pre bid meeting(s)
10. After bids are opened, recommend award based on metrics noted in RFP

Purchasing duties in request for bid (RFP, ITB) process

1. Review draft of RFP
2. Assemble RFP package with Department provided specifications and check for legalities
3. Return RFP draft to requesting department for final review
4. Develop RFP timeline (opening date, pre-bid meeting, addendum date, close date, award date)
5. Place RFP and supporting documents on County website, distribute bid packages to those on department developed vendor list, maintain accurate supplier records
6. Issue addenda as required
7. Conduct bid opening with Clerk of Board
8. Tabulate bids and verify responsiveness
9. Review recommendation of award from requesting department
10. If Purchasing Manager agrees with the department's recommendation, the bid award is routed to the Chief of Staff and then the Board of County Commissioners for final approval

Bid Splitting- DO NOT DO THIS

1. Issuing several PO's under the dollar limit to avoid bidding is against state law.
2. Combine the total of foreseen **identical** items purchased at the same time or within a calendar years' time, in which the cost exceeds competition limits or when it is determined by Purchasing that volume discounts can be obtained by combining County-wide usage (i.e. office supplies, laundry services, janitorial paper products, etc.)
3. Items that are designed or intended to be **used together** (i.e., water meter covers and lids), and the cost exceeds competition limits should be bid together.

Competitive Bidding has requirements defined in statute. In this case RCW 36.32.245 (actual RCW text below) governs the process that the County is required to use when procuring materials, supplies, and equipment over the threshold.

RCW 36.32.245 Competitive Bids, Requirements and Exceptions

- (1) No contract for the purchase of materials, equipment or supplies may be entered into by the County legislative authority or by any elected or appointed officer of the County until after the bids have been submitted to the County. Bid specifications shall be in writing and shall be filed with the Clerk of the County legislative authority for public inspection. An advertisement shall be published in the official newspaper of the County stating the time and place where bids will be opened, the time after which bids will not be received, the materials, equipment, supplies or service to be purchased, and that the specifications may be seen at the office of the Clerk of the County legislative authority. The advertisement shall be published at least once and at least thirteen days prior to the last date upon which bids will be received.
- (2) The bids shall be in writing and filed with the Clerk. The bids shall be opened and read in public at the time and place named in the advertisement. Contracts requiring competitive bidding under this section may be awarded only to the lowest responsible bidder. Immediately after the award is made the bid quotations shall be recorded and open to public inspection and shall be available by telephone inquiry. Any or all bids may be rejected for good cause.
- (3) For advertisement and formal sealed bidding to be dispensed with, as to the purchases between ten thousand and fifty thousand dollars, the County legislative authority must use the uniform process to award contracts as provided in RCW 39.04.190. Advertisement and formal sealed bidding may be dispensed with, as to purchases of less than ten thousand dollars, upon the order of the County legislative authority.
- (4) These sections does not apply to performance based contracts, as defined in RCW 39.35A.020(4) that are negotiated under chapter RCW 39.35A; or contracts and purchases for the printing of election ballots, voting machine labels and all other election materials containing the names of candidate and ballot titles.
- (5) This section does not apply to contracting for public defender services by a County.

Exceptions to Bidding Process

Inter-local Agreements and Cooperative Purchases

RCW 39.34.030 permits governmental agencies to share other entities contracts without going out to bid. Contact the Purchasing Manager to determine if inter-local purchasing is available for your department's need. If so the following criteria must be met:

- Inter-local Agreement approved by the Board of County Commissioners and signed by both parties on file with the Clerk of the Board.
- The contract must be current
- The contract must have been competitively bid in a manner that meets or exceeds Washington State statutory requirements.
- A complete copy of the contract must have been reviewed by the Chief Civil Deputy and Purchasing Manager

Emergency Purchases

The need for these types of purchases should be rare. RCW 38.52.010 (5) (a) states an emergency “shall mean an event or set of circumstances which (1) demands immediate action to preserve public health, protect life, and protect public property or to provide relief to any stricken community overtaken by such occurrences. When you believe an emergency exists, please contact the Purchasing Manager and the Prosecuting Attorney’s Chief Civil Deputy as this requires absolute adherence to RCW and County policy. **(Policy is currently being updated)**

Sole Source Purchases

The need may arise when the quote or bid requirement can be waived. These types of needs must be carefully analyzed before moving to a sole source purchase. If a department requests a sole source designation they must use the County Sole Source template located on the County network under <\\CENTRAL-SERVER\Forms and Templates\Purchasing Forms and Templates>.

The following criteria must be met to meet a sole source justification;

1. Sole provider of a licensed or patented good or service
2. Sole provider of items that are compatible with existing equipment, inventory, system programs or service
3. Sole provider of goods and service that will meet the specialized needs of the County or perform the intended function (please detail below or in an attachment)
4. Sole provider of goods and service for which the County has established a standard
5. Sole provider of factory authorized warranty service
6. The supplier/distributor is a holder of a used item that would represent good value and is advantageous to the County (please attach information on market price survey, availability)

Any sole source funded by Federal Grant monies must include the following;

1. Written responsibility determination for the successful contractor
2. Basis for contract price, each grantee must evaluate and state its justification for the contract cost or price

To acquire sole source approval;

1. Fill out the Sole Source Justification Form created by the Prosecuting Attorney’s Office. It can be found on the County network at under “Forms and Templates/Purchasing Forms”
2. Forward form along with all documentation on the proposed purchase to the Purchasing Manager for review
3. Purchasing will place on Agenda Quick for legal review and forward to the Board of County Commissioners for approval
4. Once approved either the requesting department or Purchasing staff will create a requisition/purchase order in PeopleSoft

5. Once the purchase order is approved it will be sent back to the requesting department or if requested, Purchasing will forward to the supplier

Purchases at Auctions, per RCW 39.30.045

Any municipality, as defined in RCW [39.04.010](#), may purchase any supplies, equipment, or materials at auctions conducted by the government of the United States or any agency thereof, any agency of the state of Washington, any municipality or other government agency, or any private party without being subject to public bidding requirements if the items can be obtained at a competitive price.

How to Contract for Public Work Projects

Public Work Defined

Public Work is all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the County. Any worker, laborer or mechanic performing public work must be paid prevailing wages. It includes but is not limited to:

Remodeling, Renovation, Maintenance, Painting, Road Construction, Janitorial, Utilities Construction, Offsite prefabrication of ducts, liners, and steel products, production and delivery of gravel, rock, concrete and asphalt.

Public Work Contracts

The Board of County Commissioners must approve these types of contracts if they eclipse the signing threshold required in County Policy 5.1 (>\$2,500). The contracts are to be on the County standardized Public Work Agreement template. Chief Civil Deputy and Purchasing Manager should review terms prior to signing.

Is it Maintenance or Repair?

- 1) Maintenance is defined as keeping existing facilities in good, usable, operational condition.
- 2) Repair fixes facilities that are already broken. This is always a public work.

Thresholds for Public Work Projects:

County

\$ -0- to \$10,000	Informal competition required. Prevailing Wage, Contract and Insurance still required!
\$10,000 to \$35,000	Utilize “Limited Public Work” process as described in RCW 39.04.155 (3). Purchasing Involvement Required (See procedure below)
\$35,000 to \$350,000	Utilize “ Small Works Roster ” process as described in RCW 39.04.155 .
Over \$350,000	Must be competitively bid as described in RCW 39.04 ; 35.22.620 .

Procedure for Public Work Projects \$10,000 or Less

1. Requesting department should create a project estimate, this should include a small contingency fund in addition to all spec'd out costs. The estimate detail should include the actual specifications on the project, not just a cost estimate.
2. Use the MRSC Small Works Roster to generate a contact list of potential contractors, contact Purchasing Service for assistance with the roster website.
3. Those contractors on the list should be contacted by email or phone (email is recommended). They should all be provided the exact same information, preferably on a County quote form, and be given a timetable for returning the quote.
4. Once the quotes are returned they need to be evaluated by the requesting department.
5. For projects costing more than \$2500 a contract must be signed. The small works contract will suffice for these types of projects
6. The requesting department can accept the quote and award the work
7. Once the contract has been signed by the County official it must be placed on the BOCC agenda, under Agreement and Contracts to create a public record. Agenda posting should document the process used to secure the quote, post quotes received and the contract signed by the contractor.
8. Once the contractor has supplied the required documents (Insurance certificate, Bonds if required), the project can begin.

**Procedure for “LIMITED PUBLIC WORK” per RCW [39.04.155\(3\)](#) -
\$10,000 to \$34,999 Purchasing Involvement Required**

1. Facilities Department supplies specifications and scope of work for project.
2. Purchasing Services puts together a SWR quote packet
3. Purchasing Services utilizes Small Works Roster at www.mrscrosters.org to obtain vendor list.
4. Purchasing Services solicits bids (can notify all on roster).
5. No advertisement required.
6. Bid Bonds optional up to \$150,000.
7. Payment/Performance Bonds Can Be Waived.
8. Prevailing Wage Intents/Affidavits required.
9. Insurance required.

When contracting for any Public Work there are five requirements that must be met:

1) Insurance

Before any contractor is allowed to work on County property, the requesting department should contact Risk Management to determine if a Certificate of Insurance is required. If required, the contractor must furnish the County with a Certificate of Insurance naming Cowlitz County as additional insured with an additional attached endorsement. Certificates of Insurance are a complex issue, so please contact Risk Management.

2) Washington State Contractor’s License

It is unlawful for the County to hire anyone to do construction work on County property that does not have a valid State of Washington Contractor’s License (there is no exception to this requirement). Cowlitz County does not hire those that are not properly licensed. Below are links to validate contractor licensing.

<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

<http://fortress.wa.gov/lni/bbip/>

<https://fortress.wa.gov/lni/crpsi>

3) Prevailing Wage Requirements

Chapter 39.12 RCW

This is the Washington State Public Work Act known as the prevailing wage law. This law requires that workers be paid certain hourly wages for all public work and public service maintenance contracts regardless of the dollar amount.

The Department of Labor and Industries administers the law. The Attorney General prosecutes violators, and the State Auditor determines if our internal policies, practices and procedures meet the requirements of the law.

Owner/Operators that do not have employees do not need to pay themselves prevailing wages, but they must file the Intents and Affidavits with the Department of Labor and Industries and list in section 3 of the form that they are Owner/Operator.

4) Compliance

Before getting an estimate or quote- Notify supplier that they are to pay prevailing wages. More information may be obtained by the supplier from the Department of Labor and Industries. The most recent list of wage rates for Cowlitz County may be found at:

www.lni.wa.gov/TradesLicensing/default.asp

After selecting a supplier- For quotes over \$2500, including taxes and shipping, the supplier is required to file a "Statement of Intent to Pay Prevailing Wages" with the Department of Labor and Industries. There is a forty (\$40) dollar fee the supplier will have to pay L&I. The completed Intents are available online after they are approved by L&I. The forty (\$40) dollar fee can be billed to the County as part of the quote. Once work is complete, the supplier must also file an "Affidavit of Wages Paid" with the Department of Labor and Industries. There is another forty (\$40) dollar fee that the supplier will have to pay L&I. The completed affidavits are available online after they are approved by L&I. The forty (\$40) dollar fee can be billed to the County as part of the quote. Payment will not be released until certified intents and affidavits have been received.

For labor quotes under \$2500, including taxes and shipping, the County can opt to use the combined Small Works Public Works Contract form: "Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid"

5) Debarred Contractor List

Before awarding a contract one must check the Debarred List. This is a list of contractors who are not allowed to bid on or work on public works projects. A contractor who is debarred may not bid on, or have a bid considered on, any public works contract. A contractor may be debarred for violations or infractions of prevailing wage law (chapter 39.12 RCW), contractor registration law (chapter 18.27 RCW), or industrial insurance law (chapter 51.48 RCW).

<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>

Department Responsibilities to Ensure Prevailing Wage Law is Followed:

- 1) *Prior to Getting an Estimate or a Quote* – Notify supplier that they are to pay prevailing wages. More information may be obtained by the supplier from the Department of Labor and Industries. The list can also be obtained online at:

www.lni.wa.gov/TradesLicensing/default.asp

- 2) *After a Supplier has been selected* – The supplier is required to file a “Statement of Intent to Pay Prevailing Wages” with the Department of Labor and Industries PRIOR TO STARTING WORK. Most suppliers file online at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/File/default.asp>

There is a \$40 fee that the Supplier will have to Pay L&I. The completed Intents are also available online after they are approved by L&I.

- 3) *After the work is completed* – The supplier must also file an “Affidavit of Wages Paid” with the Department of Labor and Industries. There is another \$40 fee that the Supplier will have to pay to L&I. The completed Affidavits are also available online after they are approved by L&I. Final Payment must not be released until certified intents and affidavits have been received.

How to Contract for Personal or Professional Services (Non A/E)

A Personal Service Contract is an *employment contract* with an independent contractor providing personal services to the County. Personal Service means hiring a consultant to provide professional or technical expertise to accomplish a specific study, project, task or other work statement according to RCW [39.29.006](#).

These activities and products are mostly intellectual in nature. Examples of personal services include comprehensive plans, legal services and management analyses. Certain personal services may require licensing or certification by state agencies such as accounting, legal, or medical services.

Professional Service Contract is an agreement with an independent contractor providing professional services to the County. The County does not provide direction to the provider other than the circumstances that are stated in the terms of the contract.

Examples:

Management Consulting
Accounting and Auditing
Real Estate Broker

For personal or professional services County policy 7.4 requires the requesting department to do the following:

- Initiate an informal request for proposals

- Obtain proposals from at least three suppliers
- Evaluate the proposals and forward to the Board their selection (>\$10,000 only)
- Place on agenda for Board approval (>\$10,000)

*There is no state statute requiring Personal Service or Professional Service Contracts (other than A/E) over \$50,000 to be bid. A formal RFP process is **recommended** when the estimated value of the resulting contract is greater than \$49,999 the formal RFP process is documented in these guidelines beginning on page 9. This is due to the complexity of the service and inherent liability associated with the service.*

How to Contract for Architectural/ Engineering Services

RCW 39.80 defines the competitive qualification based selection process required for these types of services. This requires the use of a Request for Qualifications (RFQ). A list of possible consultants can be taken from the County MRSC Consultant Roster. Access to the Consultant Roster requires a login and password. Please contact the Purchasing Manager to get your login information. Purchasing Services can assist with these types of services/contracts. *The requesting department's responsibility is the same as when doing an RFP, this process is located on page 8.*

How to Lease Personal Property

All leases over \$10,000 must be obtained competitively following quote and bid limits per Section IV, per RCW 36.32.253.

RCW 36.32.253 states no lease of personal property may be entered into by the County legislative authority or by any elected or appointed officer for the County except upon use of the procedures specified in this chapter and chapter 39.04 RCW for awarding contracts for purchases when it leases property from the lowest responsible bidder. ***This means a competitive process (RFP) must be used prior to equipment being leased unless there is an inter-local or cooperative agreement giving access to another agency's competitively bid contract. Please contact Purchasing Services before considering leasing any personal property.***

Examples of tangible personal property:

Copiers, Plotters, Vehicles, Boats, Tools

Fixed Assets, what are they?

Fixed assets are tangible assets with a useful life greater than one fiscal year and exceed the County's minimum capitalization limit defined in County policy. A fixed asset appears in the financial records at its net book value (original cost) minus accumulated depreciation. Because of ongoing depreciation, the net book value of an asset is always declining. The following are examples of general categories of fixed assets:

Buildings, Computer Equipment, Computer Software, Furniture and Fixtures, Land, Vehicles, Equipment

All fixed assets must be purchased using a PeopleSoft Purchase Order. See PeopleSoft requisition process below.

Federal Funding

Are you needing to procure something that involves any type of grant or federal funding? Please contact Purchasing Services for advice on how to proceed. We will review your specific grant and guide you on what the next steps are.

Purchases or work that has received a grant or federal funding **may not be covered by this manual**. These types of purchases often have additional procurement requirements.

Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) requires federal award recipients to establish and follow internal controls to ensure compliance with program requirements. These controls include understanding grant requirements and monitoring the effectiveness of established controls. Uniform Guidance also requires recipients to follow their own documented procurement procedures, which must reflect applicable state, local and federal laws. The most restrictive of these requirements must be followed when using federal funding. Further, recipients must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts procured with federal funds.

When Highway Planning and Construction federal grant funds are being used, in addition to the Uniform Guidance, the County must follow the procurement and standards of conduct policies in the Washington State Department of Transportation's Local Agency Guidelines (LAG) Manual, which references the federal regulations.

ALL GRANTS ARE DIFFERENT, so one size does not fit all. Some grants simply require you to use your own procurement rules while others require you to insert their contracting clauses into your contract.

Disposal of Surplus Property

Refer to County policy 7.6 Property Management when disposing of surplus property. Depending on the depreciated value a Board approved resolution may be required. The County uses GovDeals.com to sell our surplus property online. Please contact Purchasing Services if you have property to surplus.

PeopleSoft 9.2

PeopleSoft Requisition/Purchase Order Process

With the advent of the Purchasing Module, in PeopleSoft, purchases of capitalized assets (as designated by County) may require a Purchase Order. Before the Purchase Order is created one must enter a

requisition. The requisition will need to be budget checked and have approval from the submitting department's authorized "approver". Only after the requisition has passed budget checking and has obtained approval shall it be converted into a Purchase Order by the Purchasing Manager. The Purchasing Manager will verify that all statutory and County policy requirements have been met.

Purchasing Services provides regular PeopleSoft training classes for "Requisition Creation" and "Vouching from a Purchase Order". If you are unable to attend a class please contact the Purchasing Manager for other arrangements. In office training as well as training documentation materials are available.

Purchases that do not require a PeopleSoft Purchase Requisition

1. Purchase amount is less than \$10,000 and the goods, materials or supplies are not for:
Public work and/or services requiring the payment of prevailing wages
2. Utility bills
3. Repetitive small dollar purchases

Purchases that require a PeopleSoft Purchase Requisition

1. Capital equipment purchases. Please check with the Purchasing Manager for clarification
2. All public work and/or services requiring the payment of prevailing wages ***Not required for County Road Projects**
3. Sole source purchases
4. Emergency purchases
5. Vendor requires a purchase order
6. Leased copiers

Information Technology Approval

1. IT related items; The Information Technology Department must approve the purchase, lease, license or subscription of all technology or information systems utilized in the County. This approval will provide departments with a review of lowest cost of ownership, data security, system performance and sustainability. Technology includes computer hardware, software, technical support services, mobile devices, or any electronic item that includes software or requires Internet access. Here are some examples:
2. Any computer-related hardware devices such as PCs or servers including peripherals such as scanners and printers
3. Mobile devices including smart phones and tablets
4. A computer or server used to manage or monitor a system or device
5. A computer or system that would connect with an existing county device or system
6. A system that requires Internet access to work. Such as, software as a service, credit card services, or apps
7. A product that requires a network connection or IP address (data transactions across the network)
8. Any computer-related software or app for PCs, servers, or mobile devices

9. Any software system that electronically accesses, stores or transmits data
10. Technology or software product consulting, programming or technical support services
11. After any purchase is made and it requires a supplier on site to provide a service, *IT must be given a reasonable notice* so the Department can plan and schedule needed resources.

Definitions

Approver: PeopleSoft term for the person that grants approval for the requisition created by the user.

Procurement: The acquisition of goods, services or works from an outside external source. It is favorable that the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the purchaser in terms of quality and quantity, time, and location. Corporations and public bodies often define processes intended to promote fair and open competition for their business while minimizing exposure to fraud and collusion.

Purchase Order: (PO) is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services. Acceptance of a purchase order by a seller forms a contract between the buyer and seller. No contract exists until the purchase order is accepted. The PO is used to control the purchasing of products and services from external suppliers.

Bidding: An offer (often competitive) setting a price one is willing to pay for something *or* a demand that something be done. A price offer is called a bid. The term may be used in context of auctions, stock exchange, card games, or real estate. Bidding is used by various economic niches for determining the demand and hence the value of the article or property.

Biddings are arranged by first disclosing the time and space location of the place where the bid is to be performed so that more interested bidders may participate and the most "true" price of the commodity may come out.

Bid bond: A cash deposit issued as part of a supply bidding process by the contractor to the project owner under the terms at which they bid. The cash deposit is subject to full or partial forfeiture if the winning contractor fails to either execute the contract or provide the required performance and/or payment bonds. The bid bond assures and guarantees that should the bidder be successful, the bidder will execute the contract and provide the required surety bonds.

Bid Protest: The action taken by a supplier that questions the process used to determine the lowest price or a material, supply or service that has gone out for proposals.

Contractor: A natural person, business or corporation which provides goods or services to another entity under terms specified in a contract.

Contract: In common law legal systems, a contract (or informally known as an agreement in some jurisdictions) is an agreement having a lawful object entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them. The elements of a

contract are "offer" and "acceptance" by "competent persons" having legal capacity who exchange "consideration" to create "mutuality of obligation."

Capital Assets: 1) are used in operations and 2) have an initial useful life in excess of one year. The term embraces both tangible assets (land, buildings, building improvements, vehicles, machinery, equipment, and infrastructure) and intangible assets (easements and software).

Department of Enterprise Services: (DES) a state agency that merges all or portions of the following departments: General Administration, Printing, Personnel, Information Services, and the Office of Financial Management (OFM).

Department of General Services: (DGS) procurement arm of the Federal government.

Federal Acquisition Regulations: (FAR) is the principal set of rules in the Federal Acquisition Regulation System. The FAR System governs the "acquisition process" by which the government purchases (acquires) goods and services. The process consists of three phases: (1) need recognition and acquisition planning, (2) contract formation, and (3) contract administration. The FAR System regulates the activities of government personnel in carrying out that process.

Grant: Non-repayable funds disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a nonprofit entity, educational institution, business or an individual. In order to receive a grant, some form of "Grant Writing" often referred to as either a proposal or an application is required.

General Ledger Account: (GL Account) contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equity, revenue, and expenses. In modern accounting software or ERP, the general ledger works as a central repository for accounting data transferred from all sub ledgers or modules like accounts payable, accounts receivable, cash management, fixed assets, purchasing and projects. The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization.

Inter-local agreement: Provides a mechanism that permits governmental entities to make the most efficient use of their powers by enabling them to cooperate with other governmental bodies on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

Invitation To Bid : (ITB) is an invitation to contractors or equipment suppliers, through a bidding process, to submit a proposal on a specific project to be realized or product or service to be furnished. The ITB is focused on pricing, and not on ideas or concepts.

King's County Director's Association: (KCDA) King County Directors' Association is a purchasing cooperative owned by Washington's public school districts. KCDA saves money for members by ordering in volume and supporting their purchasing and distribution requirements.

Labor and Industry: (L & I) is a diverse state agency dedicated to the safety, health and security of Washington's 3.2 million workers. They help employers meet safety and health standards and inspect workplaces when alerted to hazards. They act as administrators of the Washington state's workers'

compensation system and are similar to a large insurance company, providing medical and limited wage-replacement coverage to workers who suffer job-related injuries and illness. Their rules and enforcement programs also help ensure workers are paid what they are owed, that children's and teens' work hours are limited, and that consumers are protected from unsound building practices.

Performance Bond: A surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. A job requiring a payment and performance bond will usually require a bid bond, to bid the job. When the job is awarded to the winning bid, a payment and performance bond will then be required as a security to the job completion.

Prevailing Wage: The hourly wage, usual benefits and overtime, paid to the majority of workers, laborers, and mechanics within a particular area. Prevailing wages are established by regulatory agencies for each trade and occupation employed in the performance of public work, as well as by State Departments of Labor or their equivalents. Prevailing wage laws seek to prevent public construction projects from destabilizing a local construction industry and to advance other priorities.

P-Card: A form of company charge card that allows goods and services to be procured without using a traditional purchasing process. Purchasing Cards are usually issued to employees who are expected to follow their organization's policies and procedures related to P-Card use, including reviewing and approving transactions according to a set schedule (at least once per month). The organization can implement a variety of controls for each P-Card; for example, a single-purchase dollar limit, a monthly limit, merchant category code (MCC) restrictions and so on. In addition, a cardholder's P-Card activity should be reviewed periodically by someone independent of the cardholder.

Quote: Commercial statement detailing a set of products and services to be purchased in a single transaction by one party from another for a defined price.

Revised Code of Washington: (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted using the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts. The official version of the RCW is published by the Statute Law Committee and the Code Reviser.

Requester: PeopleSoft term for the person that initiates the request for goods or services.

RFP: Request for Proposal (RFP) is a solicitation often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals. It is submitted early in the procurement cycle, either at the preliminary study, or procurement stage.

The RFP presents preliminary requirements for the commodity or service and may dictate to varying degrees the exact structure and format of the supplier's response. Effective RFPs typically reflect the strategy and short/long-term business objectives, providing detailed insight upon which suppliers will be able to offer a matching perspective.

Similar requests include a request for quotation (RFQ) and a request for information (RFI).

In principle, an RFP:

- Informs suppliers that an organization is looking to procure and encourages them to make their best effort
- Requires the company to specify what it proposes to purchase. If the requirements analysis has been prepared properly, it can be incorporated quite easily into the request document
- Alerts suppliers that the selection process is competitive
- Allows for wide distribution and response
- Ensures that suppliers respond factually to the identified requirements
- Is generally expected to follow a structured evaluation and selection procedure so that an organization can demonstrate impartiality - a crucial factor in public sector procurements

RFQ: A Request for Quotation is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services. RFQ process is generally informal.

To receive correct quotes, RFQs often include the specifications of the items/services to make sure all the suppliers are bidding on the same item/service. Logically, the more detailed the specifications; the quote will be more accurate and more comparable to the other suppliers. Another reason for being detailed in sending out an RFQ is that the specifications could be used as legal binding documentation for the suppliers.

An RFQ allows different contractors to provide a quotation, among which the best will be selected. It also makes the potential for competitive bidding a lot higher, since the suppliers could be quite certain that they are not the only ones bidding for the products.

Responsive Bidder: Bidder is responsive if their bid meets all the requirements of the bidding document or solicitation.

Responsible Bidder: Bidder is responsible if they are capable or qualified to perform the work.

Retainage: A portion of the agreed upon contract price deliberately withheld until the work is substantially complete to assure that contractor or subcontractor will satisfy its obligations and completes a construction project.

Sole Source: Means that there is only one person or company that can provide the contractual services needed. Any attempt to obtain bids would only result in that person or company bidding on it.

Surplus property: Any excess property not required for the needs and for the discharge of the responsibilities of the owning agency.

Surplus Sale: Regulated sale of excess property owned by a government agency.

Washington Administrative Code: (WAC) Regulations of executive branch agencies are issued by authority of statutes. Like legislation and the Constitution, regulations are a source of primary law in Washington State. The WAC codifies the regulations and arranges them by subject or agency.

Western States Contract Alliance: (WSCA) creates multi-state contracts in order to achieve cost-effective and efficient acquisition of quality products and services. WSCA contracts maximize cost avoidance, reduce individual state administrative costs, and encourage market competition and product availability through standard specifications and consolidated requirements. WSCA contracts are available for use by public agencies when approved by the State Purchasing Director.

Statement of Work: (SOW) or scope of work, is a formal document that captures and defines the work activities, deliverables, and timeline a supplier must execute in performance of specified work for a client. The SOW usually includes detailed requirements and pricing, with standard regulatory and governance terms and conditions. It thus overlaps in concept with a contract, and indeed SOWs are often legally equivalent to contracts.

User: PeopleSoft term for the person doing the data entry (requisition creation) for the requested goods or services.

<10K- GENERAL CONTRACTING PROCESS FOR NON PUBLIC WORK OR A/E SERVICES (NO BID REQUIRED)

1. SCOPE OF SERVICE DEFINED
2. RISK REVIEWS SCOPE AND APPLYS INSURANCE REQUIREMENTS
3. QUOTE SOLICITED FOR SCOPE OF SERVICE
4. DEPARTMENT REVIEWS RESPONSIVE QUOTES AND SELECTS VENDOR
5. DEPARTMENT SETS UP CONTRACT ON COUNTY TEMPLATE- UPDATES WITH SCOPE AND INSURANCE REQUIREMENTS
 - a. VENDOR SIGNS FIRST
 - b. VENDOR PROVIDES INSURANCE
 - c. VENDOR RETURNS FILLED OUT SUPPLIER FORM
 - d. SUPPLIER FORM SENT TO PURCHASING
6. CONTRACT APPROVAL BASED ON COST
 - a. <10k MANAGER APPROVES, SIGNS AND PLACES ON AGENDA QUICK WITHIN 10 DAYS
7. RETURN SIGNED CONTRACT COPY TO VENDOR
8. REQUISITION IS CREATED BY REQUESTING DEPARTMENT, CONTRACT AND INSURANCE SHOULD BE ATTACHED UNDER HEADER COMMENT ON REQUISITION
9. PURCHASING REVIEWS REQUISITION AND CREATES A PO
10. PURCHASING UPLOADS CONTRACT INTO LASERFICHE CONTRACT MODULE
11. PO IS SENT TO REQUESTING DEPARTMENT AND VENDOR
12. BEGIN SERVICE

>10K TO <40K GENERAL CONTRACTING PROCESS FOR NON PUBLIC WORK OR A/E SERVICES (NO FORMAL BID REQUIRED)

1. SCOPE OF SERVICE DEFINED
2. RISK REVIEWS SCOPE AND APPLYS INSURANCE REQUIREMENTS
3. INFORMAL RFP PROCESS INITIATED
 - a. REQUESTING DEPARTMENT PROVIDES VENDOR LIST FROM MARKET RESEARCH
 - b. INFORMAL RFP ASSEMBLED BY PURCHASING
 - c. INFORMAL RFP SOLICITED FROM VENDOR LIST
 - d. RESPONSES SENT BACK TO REQUESTING DEPARTMENT
 - e. DEPARTMENT REVIEWS RESPONSES AND RECOMMENDS VENDOR MOST ADVENTAGEOUS TO COUNTY
4. SET UP CONTRACT ON COUNTY TEMPLATE- REQUESTOR UPDATES WITH SCOPE AND INSURANCE
 - a. VENDOR SIGNS FIRST
 - b. VENDOR PROVIDES INSURANCE
 - c. VENDOR RETURNS FILLED OUT SUPPLIER FORM
 - d. SUPPLIER FORM SENT TO PURCHASING
5. BOCC CONTRACT APPROVAL
 - a. CONTRACT WORKSHOPPED WITH COS
 - b. PLACED ON AGENDA QUICK AND ROUTED TO LEGAL, PURCHASING, DEPARTMENT HEAD
 - c. APPROVED CONTRACT IS SENT BACK TO REQUESTING DEPARTMENT
6. REQUESTING DEPARTMENT RETURNS SIGNED CONTRACT COPY TO VENDOR
7. REQUISITION IS CREATED BY REQUESTING DEPARTMENT, CONTRACT IS ATTACHED
8. PURCHASING REVIEWS REQUISITION AND CREATES A PO
9. PURCHASING UPLOADS CONTRACT INTO LASERFICHE CONTRACT MODULE
10. PO IS SENT TO REQUESTING DEPARTMENT AND VENDOR
11. BEGIN SERVICE

>40K GENERAL CONTRACTING PROCESS FOR NON PUBLIC WORK OR A/E SERVICES (FORMAL BID REQUIRED)

1. SCOPE OF SERVICE DEFINED
2. RISK REVIEWS SCOPE AND APPLYS INSURANCE REQUIREMENTS
3. SCOPE IS INSERTED INTO COUNTY RFP/ITB TEMPLATE
4. FORMAL RFP/ITB PROCESS INITIATED- BID IS SOLICITED BASED ON TYPE OF BID (RFP/ITB)
 - a. FORMAL RFP ASSEMBLED BY PURCHASING
 - b. FORMAL RFP, ITB- BOCC MUST APPROVE THE PUBLIC SOLICITATION VIA AGENDA QUICK
 - c. RFP, ITB IS PLACED ON COUNTY WEBSITE AND IN LOCAL PAPER (DONE BY CLERK OF BOCC)
 - d. MINIMUM RESPONSE TIME IS 13 DAYS- PROPOSALS/BIDS ALWAYS OPENED ON A TUESDAY AT 11AM BY CLERK OF BOCC
 - e. PROPOSALS/BIDS ARE ACCEPTED, RECORDED
 - f. RESPONSES SENT BACK TO REQUESTING DEPARTMENT
 - g. DEPARTMENT REVIEWS RESPONSES AND RECOMMENDS VENDOR MOST ADVENTAGEOUS TO COUNTY IF RFP, IF ITB DEPARTMENT MUST ACCEPT LOWEST RESPONSIBLE BID
 - i. PROPOSAL IS WORKSHOPPED WITH COS
5. SET UP CONTRACT ON COUNTY TEMPLATE- REQUESTOR UPDATES WITH SCOPE AND INSURANCE
 - a. VENDOR SIGNS FIRST
 - b. VENDOR PROVIDES INSURANCE
 - c. VENDOR RETURNS FILLED OUT SUPPLIER FORM
 - d. SUPPLIER FORM SENT TO PURCHASING
6. BOCC CONTRACT APPROVAL
 - a. CONTRACT WORKSHOPPED WITH COS
 - b. PLACED ON AGENDA QUICK AND ROUTED TO LEGAL, PURCHASING, DEPARTMENT HEAD
 - c. APPROVED CONTRACT IS SENT BACK TO REQUESTING DEPARTMENT
7. REQUESTING DEPARTMENT RETURNS SIGNED CONTRACT COPY TO VENDOR
8. REQUISITION IS CREATED BY REQUESTING DEPARTMENT
9. PURCHASING REVIEWS REQUISITON AND CREATES A PO
10. PURCHASING UPLOADS CONTRACT INTO LASERFICHE CONTRACT MODULE
11. PO IS SENT TO REQUESTING DEPARTMENT AND VENDOR
12. BEGIN SERVICE

FORMAL BID AND SMALL WORKS ROUTING PROCESS

1. Scope is drafted by Project Coordinators (PC)
2. Scope is inserted into the correct template located here:
(<\\CENTRAL-SERVER\Forms and Templates\Purchasing Forms and Templates\Bid documents>)
 - A. Public Work under \$300,000 use Small Works Roster (SWR) Template
 - B. Public Work over \$300,000 use Construction Formal Bid (FB) Template
3. For all formal bid projects PC will also fill out a General Conditions Template
4. All documents will be sent by PC to Facilities Manager (FM) for review
5. After review FM will forward all reviewed documents to both Purchasing (P) and Risk (R)
 - A. Risk will assign insurance
 - B. Purchasing will assign bid number, create bid schedule, generate roster if SWR or public solicitation if formal bid, create project folder in CIP folder on Shared Drive
6. After review by P and R, documents are returned to FM
7. FM will have final approval of their department documents
8. FM will send final approved documents to P for solicitation phase of bid cycle
9. P will submit to Agenda Quick if formal bid or generate solicitation emails to SWR roster
10. P will monitor the bid cycle and inform FM once the cycle is complete
11. P will place bid award on Agenda Quick
 - A. BOCC approves at Public Meeting
 - B. Clerk sends Award document to P
12. P will provide award document to FM
 - A. FM will provide award to PC
 - B. P will provide award to low bidder
13. P will send unsigned contract to successful low bidder
14. P will enter contract signed by low bidder into Agenda Quick
 - A. BOCC approves at Public Meeting
 - B. Clerk sends executed contract document to P
15. P will provide executed contract to low bidder and FM
16. FM will work with PC on project schedule
 - A. PC will send Notice to Proceed (NTP) to low bidder
 - B. PC will place copies of NTP letter in CIP folder on Shared Drive

AGENDA QUICK

What goes on Agenda Quick (AQ) and why

- All contracts and or leases of any dollar value must be placed on AQ to create a public record
- All formal bid solicitations
- All RFP/ITB/RFQ/SWR awards, whether the solicitation was informal or formal
- All documents that require Board of County Commissioner (BOCC) approval per County policy or RCW

AGENDA QUICK SUBMITTAL PROCESS

1. Any item that is placed on AQ must be work shopped with either the BOCC or the Chief of Staff (COS) prior to being submitted to AQ
2. Any item placed on AQ has address the following requirements
 - a. Meeting Dates- where you select with BOCC meeting agenda the item will appear on
 - b. Template- choose from drop down, always select “agenda summary” unless you are with HHS or Public Works
 - c. Submitted For- for whom the item is being submitted, choose name off drop down list
 - d. Department- choose department off drop down list
 - e. Title- Tells BOCC and public what the item is, e.g. RFP 01-2019 Janitorial Services
 - f. Agenda Category- ask BOCC or COS which category when work shopping the topic
 - g. Sub-Category- choose from drop down list
 - h. Subject and Summary Statement- brief description of agenda topic
 - i. Will Staff Attend- depends on Agenda Category, if selecting Consent you do not need to be present. If selecting Motion you must be at the meeting to address questions from the BOCC, COS or members of the public
 - j. Department Recommendation- brief statement on why you recommend approval
 - k. Attachments- all pertinent documents related to the AQ submission
 - l. Fiscal Impact- all costs and the department paying for the cost related to the AQ submission must be stated here
 - m. Routing- this depends on the item. Most submissions require the following approvals, legal, purchasing, department head and COS
 - n. Once AQ submission has been saved and put into routing the following needs to occur
 - I. Print two copies of the AQ submission, print button is at the top left of the AQ submission screen.
 - II. Print two copies of all attachments
 - III. Deliver to the Clerk of the Board