

First 5 Plumas County Procurement Policy

Adopted: April 12, 2006

Section 1: PURPOSE

The purpose of this procurement policy is to provide a framework for the procurement of goods and services in situations where the First Commission has not selected a vendor/grantee through a public decision-making process. The methodologies described below ensure fairness and accountability in the selection process while affording the flexibility necessary to efficiently conduct the business affairs of First 5 Plumas County.

Section 2: AUTHORITY

The First 5 Plumas County Commission has the power to employ personnel, contract for personnel, and enter into contracts necessary or appropriate to carry out the provisions of the California Children and Families Act. No individual may contract on behalf of First 5 unless he or she has been specifically delegated authority by this policy, state law, or other act of the Commission. Any individual who makes an unauthorized purchase shall be, at the discretion of the Commission, held personally responsible for the costs of that purchase.

The Executive Director or his or her designee has the authority to purchase supplies, materials, equipment or other personal property ("Goods") or "Services" required by the Commission, in accordance with the procedures delineated herein.

Section 3: HIRING

The First 5 Commission is responsible for the hiring and supervision of the Executive Director. The Executive Director is responsible for the hiring and supervision of any additional Commission staff.

Each staff person shall occupy a position authorized by the Commission, except that the Executive Director may hire temporary, hourly workers retained to pursue authorized activities within budgeted allocations.

Section 4: CONFLICT OF INTEREST

No staff person or Commissioner may engage in or influence a business decision on behalf of the Commission if a conflict of interest exists as defined by state law or the First 5 Plumas Conflict of Interest Policy.

Section 5: CONSTRUCTION CONTRACTS

Construction contracts are unlikely under current First 5 practices, but in the event of such an undertaking, the California Public Contract Code shall be followed.

Section 6: PURCHASE OF GOODS OR SERVICES – REQUIRED APPROVALS

The Commission hereby adopts the Plumas County purchasing policy, with the following exceptions:

- a) The Commission is substituted for the Board of Supervisors;
- b) The Executive Director is hereby designated the Purchasing Agent for the First 5 Commission, and shall have all the responsibilities as provided to the Purchasing Agent/CAO in the Plumas County purchasing policy.
- c) The Executive Director or his or her designee has the authority to purchase goods or services required by the Commission, without approval, in an amount not to exceed \$5,000.
- d) Commission approval must be obtained for purchases over \$5,000. Commission approval for selection of vendor/grantee is required for purchases that exceed \$10,000 unless the Commission specifically delegates such authority.

All purchases of goods or services covered by this policy shall be within funding allocations voted by the Commission.

Section 7: LOCAL PREFERENCE

A local preference as set forth in the Purchasing Policy is hereby adopted the policy of the First 5 Commission.

Section 8: PURCHASE OF GOODS OR SERVICES – SPECIAL SITUATIONS

When the Executive Director determines that it is impracticable to secure competition when otherwise required by the Purchasing Policy, and this decision is joined by the Chair, a “Waiver of Competition Determination” must be made in writing with a specific justification for the determination, prior to the purchase. No Waiver of Competition may be approved for purchases of goods or services that exceed \$25,000.