

## Amendment to Polk County Purchasing Procedures Manual

**WHEREAS**, Polk County Ordinance No. 06-24, as amended, provides in Section 3.C. that the County Manager shall prepare and promulgate procedures for purchasing, procurement and the sale and conveyance of real or personal property as necessary for the implementation of said ordinance; and

**WHEREAS**, in accordance with the above-referenced authority, the County Manager approved and adopted a revised Purchasing Procedures Manual on August 6, 2010 (the "Manual"), which serves as the basis for purchasing procedures for the County; and

**WHEREAS**, Section 3.C. of Ordinance No. 06-24, as amended, further provides that the County Manager may authorize changes to the Manual upon recommendation by the Procurement Director; and

**WHEREAS**, the Federal Transit Administration ("FTA") has requested that the County submit to the FTA regional office updated County written procurement policies and procedures that address the inclusion of documentation of responsibility determination and conducting a cost or price analysis for every procurement action; and

**WHEREAS**, the Procurement Director has recommended, and the County Manager has approved, certain revisions to the Manual, as set forth below, in order to comply with such request.

**NOW, THEREFORE**, the Manual is hereby amended as follows:

**Section 1:** Paragraph 2 of the "Procurement Division Responsibilities and Functions" section of the Manual is hereby amended to add the following subparagraph (j):

- (j) Review all competitive solicitation submittals as well as Sole Source purchases, AVS purchases and Emergency Purchases, to ensure that correct procurement procedures were followed to obtain the good or service; conduct a review of the cost or price analysis either prepared in connection with a competitive solicitation or, in the case of selection via an alternative method specified above, prepared and submitted by the Division; and confirm that all W/MBE Program policies, as set forth herein, were followed.

**Section 2:** Paragraph 2 of the "Purchase Orders" section of the Manual is hereby amended and restated in its entirety as follows:

### **WHEN ISSUED**

A computer generated Purchase Order will be issued upon receipt of a properly authorized requisition following: (1) selection of a vendor by either a competitive solicitation process (e.g., bid, quote, RFP or Best Value Procurement), or by an alternative selection process authorized herein (e.g., Sole Source purchase, AVS purchase or Emergency Purchase); (2) confirmation that sufficient funds are available; and (3) Board approval, if required, and in the case of selection by an

RFP, the Board's execution of a contract between the Vendor and the County. All Purchase Orders will be reviewed by the assigned Procurement Specialist. Such review will include, but is not limited to: (1) confirmation that correct procurement procedures were followed to obtain the good or service; (2) a review of the cost or price analysis prepared in connection with the competitive solicitation, or in the case of selection via one of the alternative methods specified above, as prepared and submitted by the Division; and (3) confirmation that all W/MBE Program policies, as set forth herein, were followed in the selection process.

**Section 3:** The Purchasing Procedures Manual, as amended by this Amendment, remains in full force and effect.

Authorized by:   
Jim Freeman,  
County Manager  
Date: 2-12-14

  
Fran McAskill,  
Procurement Director  
Date: 2-12-14