

COUNTY OF VENTURA

General Services Agency

Administrative Services

Procurement Services

Procurement Guide

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Introduction to this Guide

This Customer Procurement Guide is developed and distributed by the General Services Agency (GSA), Procurement Services Division. It is intended to serve as a training and reference tool for County agencies and departments. The guide details the policies and procedures of the County's centralized purchasing authority, which is GSA Procurement Services. It outlines all phases of the procurement process, from the preparation of requisitions to the receipt of goods and services. The guide clarifies the responsibilities of Procurement Services and of individual departments, and explains the legal requirements affecting Procurement Services.

This guide will help County personnel familiarize themselves with the County's procurement policies and procedures, to enable them to timely and efficiently obtain the goods and services they need.

Updates to this guide will be posted on the GSA Procurement Services' intranet site at <http://vcweb/gsa/procurement/index.aspx>.

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An Overview of the Procurement System

Chapter Objective: This chapter is an introduction to GSA Procurement Services – its mission, objectives, and ethical standards.

What is Procurement

Procurement is the process through which requisitions are received, solicitations issued, vendors selected, purchase orders issued, and goods or services are received.

Procurement Services procures goods and services for the County by performing the following tasks: process purchase requisitions; issue purchase orders (PCs) and PC change orders; issue and evaluate bids, proposals, and quotations; review specifications; draft contracts; manage surplus property disposition (including sales and auctions)**; provide procurement training; verify licenses and insurance coverage (as needed); maintain vendor mailing list; and resolve vendor performance complaints and contract compliance issues.

One of Procurement Services' main roles is ensuring that goods and services are of high quality, available when needed, and not overpriced.

Also, taxpayers must know that public funds are spent wisely on its behalf and not for the personal benefit of government employees, officials, or their friends.

Procurement Services also manages the Convenience Copier Program, the Procurement Credit Card Program, and provides assistance to ensure compliance with the County's Living Wage Program and Green Procurement Policies.

**** More detailed information regarding surplus property disposal can be found in the Procurement Services Surplus Property Policy and Procedures Manual.**

The County's Centralized Procurement System

The County of Ventura has adopted a centralized procurement system, which is under the authority of the County Purchasing Agent (PA). This means that the General Services Agency (GSA), Procurement Services Division, establishes leasing agreements; processes surplus sales; and most importantly, procures all commodities and services with the exception of new construction over \$175,000, certain Board-approved items, utilities, purchases under \$600, procurement card transactions, and certain small purchases under \$10,000.

This also means that the PA, or his/her designee, is the only person, outside of the Board of Supervisors, authorized to commit the County to purchases.

The County Ordinance relating to procurement states: **“Except as otherwise provided by law, the provisions of this ordinance, or the resolutions of the Board of Supervisors, no purchase of personal property by any person other than the PA shall bind the County or constitute a lawful charge against any fund of the County.”**

Except as otherwise detailed in this guide, no one outside Procurement Services can commit the County to a purchase. Employees who fail to comply with procurement regulations run the risk of becoming personally liable for their purchases.

Procurement Services is an Internal Service Fund (ISF). Departments are charged fees for the services provided. The fees for processing purchase orders, change orders, and price agreement releases are incrementally based on increasing service levels required to process higher valued items. Please refer to the current fiscal year Budget Development Manual for rates.

Procurement Authority

Procurement Services derives its authority from two sources: local and state laws. Local law encompasses Board of Supervisors’ resolutions and directives. The two main sources giving authority to Procurement Services to purchase goods and services on behalf of the County are the Purchasing Ordinance and the Public Contract Code.

Purchasing Ordinance. Board of Supervisors’ Ordinance 4084 was passed and adopted January 10, 1995, to govern the activities of the Ventura County PA. In general, it established that the PA shall have the duties and powers prescribed by the laws of the State of California relating to county Purchasing Agents, Ordinance 4084, and the Board of Supervisors. A copy of the full ordinance is available on the GSA Procurement Services’ intranet website.

State and Federal Laws. State laws that are applicable to various County procurement activities can be found in the Government Code, the Civil Code, the Business and Professions Code, and the Public Contract Code. Where pertinent, specific code sections are referenced throughout this guide. Federal law is applicable to County procurement activities any time federal funds are used for particular procurements.

GSA Procurement Services’ Mission Statement

Procurement Services’ mission is to effectively manage the costs of goods and services to best meet the needs of the customer.

Mission Statement

GSA Procurement Services will provide the County of Ventura an economic and efficient procurement function, while maintaining quality requirements and equitable competitive relations with vendors.

Procurement Objectives/Standards

Procurement Services resolves to conduct all transactions under the umbrella of the following values:

- Regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- Avoid unfair practices and give all qualified vendors an equal opportunity to do business with the County of Ventura.
- Honor Procurement's obligations and require that obligations to the public agency be honored.
- Refuse to accept any form of commercial bribery and prevent any appearance of so doing.
- Receive counsel from colleagues and cooperate with them to promote a spirit of teamwork and unity.
- Behave with fairness and dignity, and demand honesty and truth in the purchasing process.
- Strive for greater knowledge of procurement methods and the materials and services purchased.
- Purchase without prejudice, stimulate competition on all procurements, and seek to obtain the maximum value for each dollar spent.
- Maintain competitive bidding procedures as the primary, preferred, method of procurement.
- Develop materials standards that afford a wide area of competitive bidding consistent with required levels of quality.
- Maintain open, public records of firms solicited, and all prices quoted and paid for items obtained for County use.
- Furnish clear indications of quality and service required in all bid solicitations.
- Cooperate with all organizations and individuals involved in activities designed to enhance the development of the procurement profession, remembering that our actions reflect on the entire profession.

The following ethics statements are applicable to all County employees who participate in the procurement process.

- County employees shall not obligate the County of Ventura, financially or otherwise, by any means, including but not limited to purchase orders and contracts, when the employee has a personal, material, financial, or other interest in the obligation.
- Employees are prohibited from directly or indirectly soliciting or accepting any rebate, kickback, gift, gratuity, or favor for personal gain from any individual, corporation, or group.
- County employees shall not accept any form of gratuities, with the exception of non-consumable marketing or promotional mementos valued at \$25 or less which may be accepted (i.e., pens, paper clip holders, pencils, cups, etc.)
- County employees, when purchasing an item(s) for personal use, must avoid the appearance of County representation. The employee shall pay all such purchases with his or her personal funds. When personal purchases are made under these circumstances, separate invoices or sales receipts must be issued by the supplier. Such invoices must bear the employee's name, home address, and phone number and may *not* be delivered to the County. Employees may *not* solicit, or accept, discounts, reduced prices, or other benefits from suppliers because of employees' position with the County.

Procurement Organizational Structure

Procurement Services is a division of the Administrative Services Department of GSA. Our office is located at the Ventura County Government Center, Hall of Administration-Lower Plaza.

Office hours are Monday through Friday, 8 a.m. to 5 p.m.

Staffing includes: Procurement Services Manager, Assistant Purchasing Agent, Management Assistant II, 2 Principal Buyers, 3 Senior Buyers, 2 Buyers, and 3 Purchasing Technicians. An Organizational Chart is available on the intranet.

Each Buyer is assigned specific commodities. Each Technician supports specific Buyers. Current assignment information is available on the GSA Procurement Services' intranet website.

Quick Reference

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Overview of County Policies that Affect Procurement

Chapter Objective: Provide an overview of County policies affecting the procurement of goods and services and provide instructions for compliance.

Bidding Policies

It is the County's policy to develop maximum competition for all purchases and to make awards based on the lowest responsible bid received.

Commodities (Materials & Equipment)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required. At the Buyer's discretion, a purchase order will be issued to the vendor recommended by the requesting agency/department. Most orders in this range are suitable for processing by using the Rapid Acquisition Program (RAP) or the Procurement Credit Card as described in Chapter 3.

\$10,001 to \$25,000 – Written Quotes

Competitive bidding is required. Procurement Services issues a written Request for Quotation. The number of vendors contacted varies, depending on the dollar amount of the purchase and the time available. Award is made to the lowest responsive and responsible bidder.

Over \$25,000 – Formal Bids and RFPs

Competitive bidding is required. Procurement issues either a **formal** sealed Invitation for Bids (IFB) or Request for Proposals (RFP), depending on the type of procurement. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available. Award is made to the lowest responsive and responsible bidder, in the case of IFBs. In the case of RFPs, award is made in accordance with the evaluation criteria, terms, and conditions stated therein.

Typically, commodity items are procured using a bid process where an award is made to the lowest responsive and responsible bidder. However, in some instances an RFP may be used.

Services (Non-Construction)

\$1 to 25,000 – Administrative Process

Services with an aggregate total of \$25,000 or less do not require competitive bidding. At the Buyer's discretion, a purchase order will be issued to the vendor recommended by the requesting agency/department.

Over \$25,000 – Formal RFPs or Bids

Competitive bidding is required. Procurement Services issues either a **formal** sealed Invitation for Bids (IFB) or Request for Proposals (RFP), depending on the type of procurement. Typically, the RFP process is used for services. The number of vendors contacted will vary depending on the dollar amount of the purchase and the time available. Award is made to the lowest responsive and responsible bidder in the case of IFBs. In the case of RFPs, the award is made in accordance with the evaluation criteria, terms, and conditions stated therein.

Contract requirements shall not be artificially divided to avoid bidding requirements.

Services above \$100,000 require Board of Supervisors' approval

When a service contract is utilized by multiple County agencies/departments, Procurement Services will be responsible for tracking encumbrances and obtaining Board approval as needed.

Multiple agency/department contracts for services include, but are not limited to:

- Temporary help
- Building maintenance
- Paging
- Cellular telephones
- Security
- Elevator maintenance
- Landscape maintenance
- Newspaper advertising

Services (Construction)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required. Purchase will most likely be issued to the department's vendor of choice, as long as all requirements are met. Please refer to the prevailing wage and insurance requirements in this section.

\$10,001 to \$25,000 – Written Quotes

Competitive bidding is required. Procurement Services issues a written Request for Quotation. The number of vendors contacted will vary, depending on the dollar amount of the purchase and the time available. Award is made to the lowest responsive and responsible bidder.

\$25,001 to \$100,000 – Informal Bid

Informal bids will be solicited in accordance with the California Uniform Public Construction Cost Accounting Procedures (CUPCCAP) alternative bidding procedures, which the County adopted by Ordinance 4177, on November 10, 1998.

Procurement Services does not process construction projects over \$100,000.

Exceptions to Bidding

Sole Source/Brand Procurement

An exception may be granted based on two premises:

- Only a single company or organization can supply the needed product or service. As in the case of proprietary software maintenance, only the licensor of the product can provide support.
- Only a single “brand/model” will meet the department’s technical/functional requirements. For example, only the *Brand X* disinfectant meets the Green Procurement Policy requirements for non-toxicity. *Brand X* is available through several distributors. *Brand X* would be considered a “sole brand” but not a “sole source” since it is available from many sources (distributors).

Sole source requests should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the County’s requirements, and can withstand a possible audit. Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible.

If a department believes that only a specific make and model will meet its needs, it should include an objectively written explanation that details the unique features of the sole source/brand item, which states why these features are required. If other brands or models have been tested or used previously, the department should specify the brands or models tested or used, the dates they were tested or used, and why they are not acceptable.

A written justification, signed by the agency/department head must be submitted for Procurement Services’ review/approval. Department should provide the written justification on the standard “Criteria for Sole Source/Brand” form available on the GSA Procurement Services’ intranet website, or by calling Procurement Services at 654-3750.

Use of Existing Agreement

An exception may be granted if the product/service is available through the utilization of another public entity’s contract (includes city, county, state, federal, school district,

League of California Cities, California Communities Program, Federal GSA, Western States Contracting Alliance). The contract must have been competitively bid, be current, and be for the same product or service. It must also meet all County policies; i.e., Living Wage Ordinance and Green Procurement.

Standardization

When supplies, equipment, or services are uniformly adopted or otherwise standardized, or when an item is designated to match others in use by the County, the purchase may be exempt from bidding requirements or be made with limited competition to distributors of the manufacturer of the standardized item. Compatibility issues between differing technologies will also be considered for exception.

Emergencies

The item(s) purchased *are immediately necessary* for:

- The continued operation of the office or department involved; or
- Are immediately necessary for the preservation of life or property.

Technically, an emergency need is one that could not have been foreseen. Failure to submit a requisition on time does NOT constitute a valid emergency.

Miscellaneous

- Formal competition has failed
- A procurement made from another unit of government
- Procurement of used item is advantageous
- Public utilities
- Legal services
- Medical services

Confirming Orders/Unauthorized Purchases

Except for emergencies or other authorized exceptions, no purchases can be made or are authorized until funds have been encumbered by the Auditor-Controller's office on a County purchase order.

Usually, an unauthorized purchase is discovered when a department submits a requisition to cover a purchase (goods or services) that has already been delivered. Should a department make an unauthorized purchase, the department is sent a warning memorandum. The memorandum states that unauthorized purchases do not bind the County or constitute a lawful charge against the County. The memorandum outlines the exception in case of emergency, and warns that failure to comply could result in personal liability for the charges incurred. It also warns that future violations could result in rejection of the requisition.

UNAUTHORIZED PURCHASES

1st violation-a warning memorandum to department

2nd violation- a written explanation is required.

3rd violation- the requisition will not be processed & employee may be held responsible for the charges.

If a second violation occurs, a memorandum is sent stating that Procurement Services will process the requisition, after receipt of a written explanation.

If a third violation occurs, a memorandum is sent stating that Procurement Services will not process the requisition. The department is advised that the department must seek approval by the Board of Supervisors, or the employee can be personally responsible for the charges.

Written Contract

Procurement Services will typically require a written contract when the cost of the services, and in some cases goods, exceeds \$25,000.

Procurement Services uses a **Standard Services Contract** and will provide it to departments upon request. The standard contract has been approved by County Counsel. Use of any contract other than the standard contract, or making material changes to the standard contract, will require County Counsel approval.

Insurance Requirements

The County requires that contractors have, and maintain, certain types of insurance coverage when they enter County property to repair, install, construct, or otherwise perform services.

Insurance requirements vary depending on the type/scope of services provided. In certain cases, the contractor will need to provide insurance coverage, whether or not the contract requires the vendor to enter County property.

A Recommended Insurance Coverage Matrix has been developed to assist with the determination. Buyers can assist in determining the types and level of insurance required. A copy of the most current matrix is available on the GSA Procurement Services' intranet website, or by calling Procurement Services at 654-3750.

Proof of insurance must be provided prior to the start of any work. Purchase orders for services requiring insurance will not be released until insurance certificates are on file with Procurement Services. In the case of a decentralized or deputized purchasing authority, certificates will be filed with the agency contracting for services.

The following are the most commonly required types of coverage.

- **Commercial General Liability:** The County should be added, by endorsement, as an "additional insured."
- **Automobile Liability:** Is required if driving or traveling is required in providing the contracted services. If the vendor/contractor has employees but no vehicles registered to the business (non-owned and hired automobile liability coverage should be provided).
- **Workers' Compensation:** Contractors working on County property must first provide proof of Workers' Compensation for all employees working on the job site. Requirement may be waived if the vendor is a sole proprietor/partner/corporate officer with no employees.

- **Professional Liability (Errors and Omissions):** Is required for certain services – including but not limited to – appraisers, notaries, software programmers, auditors, lawyers, insurance agents, surveyors, dentists, doctors, nurses, counselors, engineers, etc.

The matrix also states the insurance coverage (dollar) limits. They are categorized as Low Risk, Standard Risk, and High Risk. Changes, or reduction, in the established thresholds should be processed as follows:

- Low Risk – Agency/department head may initiate, and authorize, changes/reduction/waiver of established requirements.
- Standard Risk – County Executive Office (CEO)/Risk Management must approve any changes/reduction/waiver of established requirements.
- High Risk – Please consult with CEO/Risk Management for assistance in determining the appropriate insurance coverage.

The “Request to Reduce Vendor Insurance Requirements” form is available on the GSA Procurement Services’ intranet website, or by calling Procurement Services at 654-3750. Once signed, by an authorized individual, the form should be forwarded to Procurement Services.

Living Wage Ordinance

On June 5, 2001, the County of Ventura Board of Supervisors passed and adopted “Living Wage Ordinance” No. 4236.

Ordinance 4236 requires that all employers (except where specifically exempted) under contract for “services” to or for the County that: (1) involve an expenditure in excess of \$25,000, within a twelve month period; and (2) have a term of at least three months, shall comply with all applicable provisions of the ordinance.

In summary, contractors are required to:

- Pay covered employees a wage no less than the minimum initial compensation of \$10,00 per hour with health benefits, or otherwise \$12.00 per hour without.
- Provide at least 12 compensated days off per year.

Such rates may be adjusted annually.

Some agencies and special districts are exempt from the Living Wage Ordinance.

Exemptions

- Small employer employing no more than five full-time persons.
- Government Entities. Including, without limitation, cities, counties, and state agencies.

- Collective Bargaining. To the extent that any collective bargaining agreement applies to an employee who would otherwise be entitled to be paid a living wage.
- In-Home Support Service Workers.
- Service contract for expenditure that is less than \$25,000 within a twelve-month period or has a term less than three months.
- A contract subject to federal or state laws or regulations that would preclude application of the living wage requirement otherwise applicable pursuant to this ordinance.
- A contract between the County and another governmental entity.
- A contract between the County and a financial or banking institution for financial or banking services.
- A contract for professional services requiring specialized skills or licensure, including but not limited to experts, consultants, auditors, engineers, attorneys, and banking representatives.
- A contract with a non-profit corporation qualifying under Internal Revenue Code section 501(c)(3).
- Printing/Copying Services.
- Construction Contracts.

Additional information regarding the Living Wage Ordinance 4236 is available at <http://portal.countyofventura.org/pls/portal/url/PAGE/CEO/DIVISIONS/ira/LWO>

Green Procurement Policy

On March 27, 2007, the Board of Supervisors reaffirmed the County's commitment to the "Green Procurement Policy" resolution (originally approved on January 15, 2002) for reusable and recycled products. The adopted policy was also integrated into the County Administrative Manual.

The policy states:

County Agencies, Boards, Commissions, Departments, and Offices shall reduce waste generated by County business and work practices by: reusing discarded materials, recycling waste products when feasible and cost-effective; and purchasing, whenever possible, feasible and cost-effective, recycled products ("recycled content" products) for use in the delivery of County services to the maximum extent practicable, consistent with existing applicable State and Federal laws and other Ventura County procurement policies.

In summary, agencies/departments are directed to, wherever feasible:

1. Purchase and use recycled products to the maximum extent possible, without negatively impacting health, safety, or operational efficiency.

2. Restructure purchasing specifications to include the use of products which contain post-consumer recycled content, are reusable, or are designed to be easily recyclable.
3. Purchase recycled paper.
4. Label recycled products to indicate their recycled content.
5. Use life cycle cost analysis to assist in selecting a product or service.
6. Purchase lubricating oil and industrial oil as directed by the California Public Contract Code 10409.
7. Favorably consider the selection of recycled-content and renewable materials, products and supplies over their non-recycled-content and non-renewable alternatives in cases where availability, fitness, health and operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better than, the non-recycled-content and/or non-renewable alternative.
8. Consider less toxic alternatives when purchasing products such as pesticides and herbicides and to purchase energy-conserving products when possible.
9. Implement a ten percent (10%) price preference for qualified recycled paper products.

The County will cooperate with neighboring city and county governments in an effort to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, and products designed to be recycled.

The Integrated Waste Management Division (Public Works Agency) (IWMD) and Procurement Services (General Services Agency) will cooperate annually in summarizing the purchase of recycled-content products by County agencies.

Selected suppliers shall be required to report the total dollar and unit volume of recycled and non-recycled products supplied to each County department during the calendar year. This report is to be submitted to IWMD.

A variety of databases exist to assist departments with locating recycled-content products. Several of these, including the California Integrated Waste Management Board's "Buy Recycled" database, are listed on the Ventura County IWMD website <http://www.wasteless.org/8Greenpurchase.html>.

For additional information and assistance with purchasing recycled-content and less-toxic products you may also call IWMD at (805) 658-4321.

Personal Services Contracts

Personal services contracts are an accepted means for providing specialized tasks, which cannot be as effectively accomplished by the regular work force.

Consultants and independent contractors hired by the County to perform work must operate as independent contractors, so the County may avoid liability for their actions, payroll taxes, and labor relations implications, etc.

Personal services contracts, particularly those for services previously performed by County employees, must be routed through the CEO/ Human Resources Division (HR) for review.

Before procuring any personal services from an individual, or a firm providing programming services, the manager requesting the personal services should review the Checklist for Determination of Worker Status form. If the manager feels that the vendor serves in an “independent contractor” capacity, the completed form should then be submitted to the HR Personnel Analyst assigned to the manager’s agency.

Once approved by HR, a copy will be provided to Procurement Services. In most cases, a requisition will not be accepted unless the approved checklist has been submitted.

The Checklist for Determination of Worker Status form is available on the GSA Procurement Services’ intranet website, or by calling 654-3750.

Information Technology Policy

In complying with the County Information Technology Services Department’s (ITS) Computing Architecture Standards dated February 19, 2014, approval for the following items is required prior to the submission of a requisition to Procurement Services:

- Non-discretionary, non-standard hardware
- Non-discretionary, non-standard software
- The purchase of servers
- Software Maintenance Agreements under \$5,000 – first year only
- Software Maintenance Agreements over \$5,000 - yearly
- Requests for programming services
- Requests for information technology consulting

Information technology projects over \$50,000 require Information Technology Committee/Business Technology Committee (ITC/BTC) approval.

A copy of the Computing Architecture Standards is available on MyVCWeb’s Forms and Policies page, or click [here](#) to view the document.

Departments should contact their ITS account manager and provide a detailed description of the request. ITS will notify Procurement Services of their approval.

Prevailing Wages

In accordance with Labor Code Sections 1770-1773, prevailing wages must be paid to all workers on a “public works” project (see Glossary for definition) when the project is over \$1,000.

When bidding on public works projects that exceed \$1,000, under the law, all bidders are expected to use the same wage rates. The California Department of Industrial Relations determines the prevailing rate of wages for specific geographic areas. Additional information is available at www.dir.ca.gov/dlsr/pwd/index.htm.

Surety and Performance Bonds

Bid Bonds

The bid bond guarantees the County that the bidder will enter into the contract if it is awarded. Bid security shall be required for all construction work bids when the cost is estimated to exceed \$25,000. Bids must be accompanied by a Bid Security in the amount of not less than 10% of the amount bid in one of the following forms:

- Cash
- A cashier's check made payable to the County of Ventura
- A certified check made payable to the County of Ventura
- A bidder's bond executed by an admitted surety insurer, made payable to the County of Ventura

Upon an award to the lowest responsive and responsible bidder, the security of an unsuccessful bidder shall be returned in a reasonable period, but in no event shall that security be held by the County beyond 60 days from the time the award is made.

A bid received and not accompanied by cash, cashier's check, certified check, or approved bond will result in return of the bid without consideration.

Bid security is optional for other bids or proposals.

Performance and Payment Bonds

The performance bond guarantees that the contractor will perform the duties assumed by entering the contract. The payment bond guarantees that the contractor will pay all suppliers and subcontractors who assist in the performance of the work.

One hundred percent (100%) performance and payment bonds are required on all public works projects awarded in excess of \$25,000.

Performance and payment bonds are optional for other bids or proposals. In most instances, bonds are not necessary if a contractor has been selected after a thorough review of references, qualifications, and financial stability.

Outside Legal Services

Per the County Administrative Manual, where it is necessary, as in the case where the County Counsel has a conflict of interest, or when it is deemed desirable because specialized legal expertise is required from the private sector, outside legal counsel may be retained by contract, subject to the following limitations:

- All contracts for outside legal services in excess of one hundred thousand dollars (\$100,000) shall be approved by the Board of Supervisors.
- Contracts for such services, which do not exceed one hundred thousand dollars (\$100,000), are within the Purchasing Agent's authority, but are subject to prior written approval of County Counsel.

Compliance is provided by way of a memo from County Counsel. In cases where legal services are on a blanket purchase order, approval documentation is required annually at blanket purchase order renewal.

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Procurement Methods

Chapter Objective: Review of methods used in the acquisition of products and services.

Central Warehousing

Business Support Services assists Procurement Services with the processing of surplus property. Before purchasing new, agencies/departments are encouraged to view surplus items via our virtual warehouse.

- 1) To browse the warehouse:

Register at <http://www.publicsurplus.com/sms/venturaco.ca/register/employee>

Use registration code AM 49 CANT 91. Registration is mandatory to access and view items.

- 2) Once registered, login to:

<http://www.publicsurplus.com/sms/venturaco.ca/list/current?orgid=50689>

All surplus items are available, at no cost, to authorized County agency/department representatives (and Ventura County Schools) for official use only. Items are not to be taken for personal use.

You may want to personally view the item(s) before final delivery arrangements are made. Should you request an item, and then refuse delivery, the cost of delivery and return will be billed to your agency.

Due to limited warehouse space, once you have selected an item it will only be held for 5 (five) calendar days. Items not viewed/approved for delivery after 5 calendar days will be made available to other agencies.

Viewing arrangements can be made by calling the Surplus Coordinator at 654-2775.

Surplus operations are located at the County Government Center, Service Building, 800 S Victoria Ave., Ventura.

In general, items will be available for transfer for 14 days, after which they will be sold by public auction, direct bid sale, or as determined by the Purchasing Agent to be in the best interest of the County.

Board Approval

As stated earlier in this guide, the Board of Supervisors, through Purchasing Ordinance #4084, delegates contracting authority to the County Purchasing Agent. That authority is limited to \$100,000 when contracting for services. Therefore, departments have the option to obtain Board of Supervisors' approval for certain large-dollar contracts. The Chair of the Board signs the contract on behalf of the County. Any required encumbrance is setup, in Ventura County Financial Management System (VCFMS), by the Auditor-Controller's office.

General Claim

Purchases under \$600 can be, in most cases, made through a general claim and are not processed through GSA Procurement Services. Should a vendor not accept a verbal order, one of the other acquisition methods discussed in this chapter may be used.

Procurement Credit Card

The Procurement Bank Card eliminates the requisition and purchase order process and facilitates one payment to the bank on a monthly basis, instead of individual payments to a large number of vendors.

This procurement method is typically to be used for low-dollar purchases (under \$1,000). Restricted items include (but are not limited to) services of any kind, computer software and hardware, training, and travel.

Procurement cards have unique controls that ensure purchases made are within program specifications for product and dollar limits. In addition, each cardholder requires certification of all purchases with verification performed by the approving official, before payment is made. Cardholders are nominated by their managing department and, after completing training on the program, must sign a participation agreement accepting the terms and conditions placed on card usage.

Procurement Services holds training once per month, or as needed. Dates and times vary from month-to-month. Cardholders are contacted approximately one week before the next available training session.

Procurement Card Request Forms, and detailed information on proper use, can be found in the "Procurement Card Procedures Manual" located on the GSA Procurement Services' intranet website.

The County of Ventura utilizes the Ventura County Financial Management System (VCFMS) which is a comprehensive, fully integrated financial management system that is specifically designed to support standard accounting functions, including purchasing documents and encumbrances. The system allows transactions to be entered directly online, controlled by a highly structured multi-level security system comprised of online electronic approvals.

The Auditor-Controller's office grants access to VCFMS.

VCFMS Manuals and other information are available on the Auditor-Controller's webpage

Deputized Purchasing Authority (requires VCFMS access)

The Purchasing Ordinance also makes provisions for the PA to appoint special deputies. Agency/department heads may be deputized to procure goods and/or services that are specific to their operations. Deputized authority is limited to a specific dollar amount.

Examples of unique, department-specific, commodities/services include: expert witnesses, fleet parts, library books, and engineering/architect services.

Agencies/departments with deputized authority are given Decentralized Purchase Order (PD) document creation rights in the Ventura County Financial Management System (VCFMS). Once the PD document is created, it must be approved online by an authorized individual from the requesting department, and the Auditor-Controller's office.

Once the PD has received all approvals, the following copies are distributed by Procurement Services.

- Vendor
- Auditor-Controller
- Department (brown mailed to accounts payable office, unless otherwise requested)

Common Acronyms

*VCFMS-Ventura
County Financial
Management System
RX-Requisition
PC-Purchase Order
PD- Decentralized
Purchase Order
PG- release from a
Price Agreement*

Individuals interested in applying for deputized authority should contact Procurement Services at 654-3750.

Rapid Acquisition Program (requires VCFMS Access)

The Rapid Acquisition Program (RAP) is for one-time purchase of commodities and services up to \$10,000. Certain restrictions apply. Participating users must be trained by Procurement Services prior to issuance of VCFMS authorization to create RAP purchase order documents.

The RAP program enables the requesting department to create purchase orders in VCFMS, bypassing the online requisition process (described later in this chapter). Use of the RAP program requires that the requesting agency/department obtain needed approvals and insurance certificates.

Detailed instructions for issuing RAP procurements can be found on the GSA Procurement Services' intranet website.

RAP purchase orders must be approved, online, by an authorized individual from the requesting department, Procurement Services, and the Auditor-Controller's office.

Once the purchase order has received all approvals, the following copies are distributed by Procurement Services.

- Vendor
- Auditor-Controller

- Procurement Services
- Department (brown mailed to accounts payable office, unless otherwise requested)

Price Agreements (requires VCFMS access)

When a vendor's products or services are used countywide, Procurement Services may establish a master contract with that vendor. This is referred to as a Price Agreement.

A release (or order) issued against a Price Agreement is referred to as a PG. PGs are used to obtain goods or services purchased from certain vendors at a fixed price, or under fixed terms and conditions. A PG transaction encumbers the funds to pay for the orders placed against a master contract or Price Agreement.

PGs also bypass the requisition process. Once Procurement Services establishes the parameters for the Price Agreement, agencies/departments create PG documents online. Depending on the specifics of the Price Agreement, PGs must be issued for each order or can be issued as a blanket order.

PG documents must be approved, online, by an authorized individual from the requesting department, Procurement Services, and the Auditor -Controller's office.

Once the PG has received all approvals, the following copies are distributed by Procurement Services.

- Vendor
- Auditor-Controller
- Department (brown mailed to accounts payable office, unless otherwise requested)

Online Requisitioning (requires VCFMS access)

Procurement Services recognizes that departments often invest a great deal of time and effort in selecting a source or brand before submitting a requisition. Even though the department's review process prior to submitting a requisition may be sound, a lack of effective communication between the Buyer and the requisitioning department can lead to lost time in completing the acquisition of a product or service.

Therefore, departments are encouraged to contact Procurement Services early in the acquisition process. Reviewing and adhering to the following checklist will help ensure that the department request is processed as efficiently and quickly as possible.



Pre-submittal Checklist

√ **Specifications**

Departments should submit specifications (for commodity purchases) or a scope of work (for services) with requisitions.

This should include such information as:

- Reuse/recycle content requirements
- Drawings
- Performance specifications
- Brand names
- Manufacturer's names and part numbers
- Catalog numbers
- Other pertinent information such as samples of forms, business cards, order and registration forms (forms must be completed by the requisitioner), invoices, copies of catalog pages, etc.

Specifications should describe the minimum performance expected.

Specifications must state ALL requirements that are to be considered in evaluating bids or quotes that may be solicited.

Buyers will edit specifications, modifying descriptive elements to elicit competition on the open market. Specifications should never be written in a manner that gives an advantage to one manufacturer over another on arbitrary or inconsequential points.

√ **Scope of Work**

When requisitioning services, include a Scope of Work. The Scope of Work document should detail the services to be provided, the tasks to be accomplished, deliverables, project timeline, and any other pertinent information.

√ **Fixed Assets**

Fixed assets are defined in the Ventura County Administrative Manual as "*All County equipment and other assets with a purchase price of \$5,000 or more, including tax and delivery, and relatively permanent...*"

Requests for fixed assets should not be submitted unless they were approved for purchase in the Final Budget or by the Board of Supervisors.

Requisitions for fixed assets must be submitted with the correct fixed asset object number.

√ **Trade-ins**

If an item is being offered as a trade-in on a purchase, the requisition should contain as much information as possible about the trade-in item. Information should include:

- A complete description of the item
- The minimum acceptable offer for the trade-in, if desired
- Serial number and/or the County ID tag number, if applicable

If a bid or quote is issued for the purchase, vendors will be asked to indicate on their responses the trade-in allowance they are willing to give

Trade-in is usually the best method of disposing of surplus property

√ **Department Solicited Quotes**

Again, departments are encouraged to contact Procurement Services early-on in the acquisition process. Department obtained quotes must meet all County policies and regulations. Quotes not meeting established requirements will not be accepted. The Buyer may have to re-quote, resulting in a delay in processing.

In most instances, informal quotes will not be accepted for purchases over \$25,000. Purchases over \$25,000 are solicited by sealed bid.

If the requisitioning department has obtained prices from vendors independently of Procurement Services, the following information must be submitted with the requisition:

Third-Party Approvals- must be documented before Procurement can approve an RX in VCFMS.

Information Technology Services and Personal Service Contracts - require Human Resources (HR) Analyst sign-off of the Checklist for Worker Status.

Outside Legal Services - per County Admin Manual, Procurement will require written approval from County Counsel.

Technology Product/Services- the Information Technology Services (ITS) department must approve all non-discretionary, non-standard software/hardware, outsourced programming/consulting services and some maintenance agreements.

- Copies of all quotes received. *Quotes should have the date that prices were quoted, the name and telephone number of the salesperson that gave the quote, the quantities quoted, and description of product or service quoted.*
- Quotes must be for like items and quantities. *For example, do not have one vendor quote on 300 sq. ft of carpeting and another vendor quote on 500 sq. ft.*
- Quotes must be recent and solicited from all vendors at similar times. *Most quotes are only valid for a certain amount of time. Once a quote has expired, a new quote will most likely be needed. Similarly, quotes should be obtained within the same timeframe. A quote from Vendor A in January, and Vendor B in March, could be unfair to Vendor A if pricing has dropped from the time quotes were submitted.*

The Requisition Process (RX)

1. The requesting agency/department enters the following information into the requisition screen. *Step-by-step diagrams for entering a requisition can be found on the GSA Procurement Services' intranet website.*
 - Department and division name
 - Name and telephone number of department contact
 - Department organization number to be charged
 - Applicable commodity code
 - Description of item(s) or service to be purchased
 - Quantity of item(s) or service to be purchased
 - Estimated cost, if known
 - Suggested bidders or vendors, if known
2. An authorized individual from the requesting department must electronically approve the RX in VCFMS. RX documents with proper approvals will display a PEND 2 or PEND 4 status.
3. All backup documents (specifications, scope of work, quotes, order forms, contracts, sole source form, insurance certificates, etc.) must be submitted to Procurement Services. Documents can be sent via email to gsa-attachments@ventura.org, by fax (654-3754), by County brown mail (#1080), or delivered in person.
4. The suspense table (SUSF) in VCFMS is scanned daily by Procurement Services' staff for RXs that are ready for Procurement Services' review and approval. Only RXs with a PEND 2 or PEND 4 status will be reviewed.
5. During the review process, Procurement Services' staff will verify that all necessary third-party approvals have been obtained. RXs that do not have complete information or lack necessary approvals will be unapproved. Procurement Services will add a comment to each document, explaining the nature of the corrections needed or missing documentation. The RX will now display a PEND 1 status in VCFMS.

Procurement Services' staff will allow 3 working days for the receipt of any backup documentation (see item #3 above). If the backup documents are not received within that time, the RX will be unapproved. Again, a notation will be made in the comment field explaining the reason for the action.
6. All "approved" RXs print the following morning. The requisition is forwarded to the appropriate Buyer.
7. The Buyer processes the requisition. Processing involves reviewing specifications; verifying compliance with Living Wage Ordinance, "Green Procurement" and ITS/HR policies; obtaining pricing (soliciting quotes or bids as needed); drafting/reviewing applicable contract documents; adding the necessary terms and conditions, and other pertinent information; and issuing a purchase order (PC).
8. If the service or product being ordered requires certification of insurance, it is checked against Procurement Services' file of insurance certificates. If the vendor's insurance is not in order, a letter is sent to the vendor requesting the necessary insurance

certificate(s). Purchase orders that require certification of insurance will not be released to the vendor until all the necessary insurance certificates are on file in Procurement Services.

9. PC documents, meeting all the established requirements, are approved by Procurement Services' staff. The PC is then ready for review, and approval, by the Auditor-Controller's office. Supporting documents, such as contracts and price lists, are forwarded to the Auditor-Controller's office on a daily basis.

10. Once approved by the Auditor-Controller's office, the PC is printed the following day.

11. Copies of the purchase orders are distributed to the following:

- Vendor
- Auditor-Controller
- Procurement Services
- Department (brown mailed to department accounts payable office, unless otherwise requested)

Quick Reference

Chapter 4 –Purchase Orders

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What is a Purchase Order?	30
One-Time Purchase Orders	30
Blanket Purchase Orders	30
Processing Change Orders	31

Purchase Orders

Chapter Objective: Review of purchase order nomenclature, and the process for requesting changes to PCs, and PGs.

What is a Purchase Order?

A purchase order authorizes the vendor to deliver materials or services in accordance with the terms and conditions specified thereon (or incorporated from a bid or other document by reference). It also acknowledges the obligation of the County to pay for the goods or services ordered, upon their receipt and proper invoice. Unless a separate contract document is executed, the purchase order (PD, PC, PG) establishes the contractual relationship between the County and the vendor. A purchase order is a legally binding contract.

The purchase order is the County's commitment for the value of the material or service ordered. It is a legal document. When a purchase order is issued as an acceptance of a bid, quotation, or offer, a contractual relationship is established.

One-Time Purchase Orders

"One-time" purchase orders are generally issued for a finite quantity of products, or services; i.e., registrations for training, annual membership dues, and one-time projects. Encumbered funds may, with certain restrictions, be carried forward into the next fiscal year.

Blanket Purchase Orders (BPOs)

In general, BPOs are used for purchases that are made on an "as-needed" basis. Only items, or services, that are described on the BPO may be purchased. Control of the use of BPOs is the responsibility of the department. BPOs will usually have a set per-order limit.

The advantages of using BPOs are:

- **Fewer Purchase Orders.** They allow departments to order as-needed throughout the fiscal year without having to request a new purchase order for each purchase.

A Blanket Purchase Order (BPO) is a contractual agreement that provides for the furnishing of goods, services and/or rentals, on an as needed basis within stipulated maximum dollar amount for a fixed period.

- **Consolidation & Cost Savings.** They often enable the County to qualify for lower prices by consolidating many small purchases into one annual supply agreement. Where conditions permit, prices or pricing formulas are firmly established.
- BPOs are generally issued annually with the term beginning July 1 and ending June 30 of the following year. However, BPOs may have later starting dates or earlier ending dates, when required by special circumstances.
- BPOs may be issued for any period within a fiscal year, but for accounting reasons may not cross-over fiscal years.
- Any authorized County employee may issue a release for specific goods described by the BPO and pursuant to its terms and conditions.

Processing Change Orders

Because the purchase order is a legal document that represents, or forms the basis of, the contractual relationship between the County and a vendor, any changes to that contract must be in writing, and approved by Procurement Services.

When changes are made without prior authorization of Procurement Services, payment to the vendor will be delayed while proper documentation is completed. Furthermore, the contractual rights of the County and the vendor are jeopardized by such unauthorized changes.

Changes to Blanket Purchase Orders

Departments are authorized to directly create a PC modification document in VCFMS, for BPOs, as long as the change involves **ONLY** an increase, or decrease, of the encumbered amount.

*Changes to other than the encumbered dollar amount (changes to pricing, change in terms/conditions, or text) on a BPO will require submission of an online change order **requisition**, as described below.*

BPO modifications (change order) must be approved, online, by an authorized individual from the requesting department, Procurement Services, and the Auditor-Controller's office.

Once the change order has received all approvals, the following copies are distributed by Procurement Services.

- Vendor
- Auditor-Controller
- Procurement Services
- Department (brown mailed to accounts payable office, unless otherwise requested)

A change order is a legally binding contractual document that makes authorized changes to a purchase order. Changes must be made in writing and authorized by Procurement Services.

Detailed instructions for creating BPO modifications are available on the GSA Procurement Services' intranet website.

Changes to Non-Blanket Purchase Orders

All changes to one-time purchase orders and RAP purchase orders require departments to submit an online change order requisition. Changes include, but are not limited to:

- Change in vendor name and/or address
- Addition, deletion, or change of items
- Change in prices

The requesting agency/department enters the following information into the requisition screen. Step-by-step diagrams for entering a change order requisition can be found on the GSA Procurement Services' intranet website.

- Department and division name
- Name and telephone number of department contact
- Department organization number to be charged
- Use commodity code - change order
- Provide the PC number being amended
- Description of required changes
- Enter 1 for the quantity
- Enter the amount of the increase, or \$0.01 for decreases or changes not involving any funds.
- Reason for the change

An authorized individual from the requesting department must electronically approve the RX in VCFMS. RX documents with proper approvals will display a PEND 2 or PEND 4 status.

All backup documents (contract amendments, revised quotes, updated pricing sheets, etc.) must be submitted to Procurement Services. Documents can be sent via email to gsa-attachments@ventura.org, by fax (654-3754), by County brown mail (#1080), or delivered in person.

The suspense table (SUSF) in VCFMS is scanned daily by Procurement Services' staff for RXs that are ready for Procurement Services' review and approval. Only RXs with a PEND 2 or PEND 4 status will be reviewed.

All "approved" RXs print the following morning. The requisition is forwarded to the appropriate Technician. The Technician will prepare the modification to the original PC. Once the modification is completed, the assigned Buyer will approve the PC modification (change order) online.

Supporting documents, such as contracts and price lists, are forwarded to the Auditor-Controller's office on a daily basis.

Once approved by the Auditor-Controller's office, the revised purchase order is printed the following day.

Copies of the purchase order are distributed to the following:

- Vendor
- Auditor-Controller
- Procurement Services
- Department (brown mailed to department accounts payable office, unless otherwise requested)

Quick Reference

Chapter 5 – Vendor Issues

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Filing Complaints about Vendors	35
Accepting Deliveries from Vendors	36
Making Payments to Vendors	37

Vendor Issues

Chapter Objective: Provide guidelines for dealing with vendors and vendor-related issues.

Making Contact with Vendors

Vendors sometimes call on County departments and divisions. Although they may offer helpful information, they may also subject County employees to high-pressure sales pitches. Please direct vendors to Procurement Services. Buyers will gather information about their products and services and give them applications for inclusion in the County's Supplier Mailing List.

Making Commitments to Purchase

Because the County, like all public agencies, buys goods on an open competitive basis, employees must *not* promise any vendor future business. Employees may, however, designate a vendor as a recommended source on their online requisition.

Division and Department employees must comply with procurement regulations.

Vendor/Supplier Mailing List

Procurement Services maintains a list of suppliers for all classes of commodities and services that are regularly purchased by the County. Departments should refer all new suppliers to the Procurement Services' Internet site (<http://gsa.countyofventura.org/vendorregistration>). Vendors can register online or contact Procurement Services for assistance.

Filing Complaints about Vendors

Departments wishing to lodge a complaint about a vendor (for poor service, failure to meet specifications, etc.) may complete a Vendor Complaint form. A sample form is available on the GSA Procurement Services' intranet website, or by calling Procurement Services at 654-3750.

Forms should be completed by the department and returned to Procurement Services as soon as possible after the occurrence of unsatisfactory vendor performance.

Procurement Services will attempt to resolve the problem with the vendor and will add the complaint to the vendor's performance history file. Repeated or unresolved complaints may result in a vendor's removal from the Supplier Mailing List. Documentation of vendor performance issues is extremely important. Without it, Procurement Services will not be able to disqualify vendors.

Accepting Deliveries from Vendors

The purchase order document should state the requested delivery date. Special delivery instructions, when applicable, are also noted on the purchase order.

Deliveries are usually made as follows:

Central Receiving: Packages delivered to Central Receiving (Warehouse) are inspected for visible external damage, such as dents or punctures in packaging, water damage, etc. If such damage is discovered, it is noted on the delivering carrier's bill of lading, and the department is notified. All other inspections are the responsibility of the ordering department.

Received at User Location: When goods are received directly by the department, the following procedures should be observed:

- Avoid accepting delivery of any merchandise until adequate identification from the packaging or delivery documents (carrier's receipt) is obtained. A purchase order number or other suitable identification indicating the merchandise should be delivered to the department must be in evidence before the shipment is accepted.
- Sign only for the number of boxes or parcels which are received from that carrier, and are listed on the delivery documents that accompany the delivery.
- The receiver is not signing as to the condition of the merchandise inside the box or parcel. However, the receiver should note any exterior damage, including unsealed packaging, on the delivery documents before signing. The receiver should not refuse a shipment because of apparent damage. This may result in storage fees being charged to the County.
- In cases of known damage (apparent at time of delivery):
 - ⇒ Note on both copies of delivery documents "case damaged in shipment" and, if the item is visible and the damage is visible, also include "item visibly damaged"
 - ⇒ Obtain signature from carrier on both copies of delivery documents before signing for receipt
 - ⇒ Return one copy of receipt to carrier
 - ⇒ Contact the vendor immediately

Inspection: Thorough inspection of goods is the responsibility of the ordering department. This includes inspection for conformance to specifications and ordered quantity, as well as inspection for damage. ***The department has the ultimate responsibility for determining whether the items have been received in good order.***

- Goods received should be checked promptly against the packing slip and the purchase order. Partial deliveries should be noted.
- If goods are damaged, the vendor should be notified immediately. Do not destroy or discard any damaged items or packing materials.
- Departments receiving incorrect shipments or damaged goods may wish to complete a Vendor Complaint form detailing the problem and return the form to Procurement Services or download the form from the GSA Procurement Services' intranet website.
- The ordering department is obligated to accept delivery of any goods that have been ordered. If there is a change regarding need for the items, the department should immediately contact Procurement Services to make other arrangements. Only Procurement Services has the authority to cancel purchase orders. It should be realized that there might be a restocking charge if items must be returned through no fault of the vendor. The County's failure to accept and pay for ordered goods is a breach of contract.

Making Payment to Vendors

Payments should be made within the terms of the purchase order. Customary payment terms for the County are Net 30 Days, from receipt of invoice, for goods/services received. Advance payments should be avoided.

Some vendors offer cash discounts if their invoices are paid promptly. To take advantage of these early-payment discounts and to maintain good vendor relations, it is important that all invoices, packing slips, and receiving reports be forwarded to the departmental accounts payable divisions.

Questions regarding payment of invoices should be addressed to the appropriate departmental accounts payable division. This information is shown in the "Submit Invoice" field on every purchase order document.

Quick Reference

Chapter 6 – Checking Requisition Status and Expedited Processing

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Checking Requisition Status and Expedited Processing

Chapter Objective: Review process for checking status of requisitions and requesting expedited processing.

Performing Online Status Checking

Using the Requisition Status Table (RQST) in VCFMS, enter the requisition number (RX). Use the BROWSE function to display requested information.

- If the number is not found:
 - The number may have been entered incorrectly. Check and retry.
 - The RX may still be in a pre-approval status. Check the SUSF Table. If the RX is at a status other than ACCPT, it is not a requisition that Procurement Services can work on.
- If the RX is at a **PEND1**:
 - The RX needs approval at the department level.
 - Procurement Services did not approve the RX due to insufficient information or lack of attachments, etc. To check, open the PC document. If “<See Co...” appears after the PC number at the top of the screen, a comment has been entered for this document.

To read the comment, select EDIT from the tool bar. Then select VIEW COMMENT from the drop down menu. This will display the date, time, user id (person that added the comment), document status, and a brief explanation of the action required.

- If status shows ACCPT:
 - Check the LAST DATE column. The date, in this field, indicates when Procurement Services accepted the RX. RXs print in the Procurement Services' office the day after the LAST DATE, with one or more, of the following codes displayed:
 - **AFZ:** The RX should have, at a minimum, an AFZ code (ACCEPTED AND FROZEN). This means that the RX is Accepted in Procurement Services and is Frozen only in the sense that changes cannot be made by anyone other than Procurement Services.
 - **ATT:** This code indicates that additional information or attachments are needed from the department. This would include a copy of a proposal, quote, contract, invoice, etc.
 - **BOS:** Requires Board of Supervisors' approval.
 - **CEO:** Requires County Executive Office approval.
 - **COM:** Comments have been entered.
 - **INS:** Insurance is required and has not been received.
 - **JUS:** Justification for awarding without competitive bidding is needed. If the request exceeds bidding thresholds and competitive bids were not attached, the department must provide a sole source document or other means of justification.
 - **MIS:** Miscellaneous.
 - **POW** (Purchase Order Written): Purchase order has been issued and accepted. The purchase order number will also be displayed.
- If your RX has only the AFZ code, check the SUSF Table. Under Document ID, enter PC in the DOC TYPE column and your 3-character agency code in the DOC AGENCY Column, and then BROWSE. The system will display all PC documents that have been issued for your agency. Check all documents that are at STATUS other than ACCPT. If a PC matching the RX document is not found, contact Procurement Services for assistance.

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Performing Telephone Status Checking

County personnel may call Procurement Services for the status of their submitted requisitions if adequate information is not available on VCFMS.

Provide the following information to Procurement Services:

- Requisition number
- Name of vendor, if one was indicated
- Brief description of goods or services requisitioned
- Estimated dollar amount of the requisition

The Procurement Services' Help Desk can be reached at 654-3764. Help Desk staff will assist with general procurement questions, VCFMS procedures, and routing calls to the appropriate Buyer or Technician.

Expedited Requisition Processing

In general, requisitions are processed on a first-come, first-served basis. Requests for expedited processing should be handled as follows:

- Indicate, in the body of the requisition, the date by which the goods or services are required.
- Indicate "RUSH" in the comment field on the requisition.
- Contact Procurement Services' personnel before submitting the requisition. This will ensure that the needs of the requisitioning department and Procurement Services will be coordinated. Procurement Services' staff can assist with expediting insurance, contracts, and approval requirements.

Expedited orders are those that the department would like Procurement Services to process outside of the normal processing time.

- Expedited/rush orders should be kept to a minimum. Requests for rush processing delay the completion of other work.
- Place orders early. Plan supply orders to avoid rush purchases. Order larger quantities, but less frequently. Order at least 60 days in advance of actual need, or even earlier for goods with long vendor lead-times, such as custom-made items, printing, or furniture.

Emergency Processing

An emergency procurement results when a situation arises in which compliance with normal procurement practice** is impracticable or contrary to the public interest. An emergency purchase order may be warranted to prevent a hazard to life, health, safety, welfare, property, or to avoid undue additional cost to the County, and/or disruption of service.

For assistance with an emergency purchase order, contact Procurement Services at 654-3750. Review of the Emergency Procurement Manual, available on the GSA Procurement Services' intranet website, is also recommended.

***Normal procurement practice includes submitting a requisition through Procurement Services and obtaining competitive bids, as needed.*

Quick Reference

Chapter 7 – Glossary

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Glossary of Procurement Terms

- ♦ **Blanket Purchase Orders.** Blanket purchase orders are open orders with specific vendors that departments may charge against throughout the fiscal year. They generally have an estimated amount encumbered, terms, and conditions for use. Most blanket purchase orders also limit the amount that may be charged per purchase. Blanket purchase orders are issued for the term of the fiscal year (July 1 through June 30).
- ♦ **Brand Name Or Equal Specifications.** A specification limited to one or more items by manufacturers' names or catalog numbers to describe the standard of quality, performance, and other salient characteristics needed to meet County requirements, and which provides for the submission of equivalent products.
- ♦ **Brand Name Specifications.** A specification limited to one or more items by manufacturers' names or catalog numbers.
- ♦ **Business.** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
- ♦ **Business, Local.** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity, which maintains a physical working office within the geographic boundaries of the County of Ventura.
- ♦ **Buyer.** A professionally trained person employed by Procurement Services to obtain materials and services for County departments, in accordance with all state and local laws and internal County policies and procedures.
- ♦ **Change Order.** A written order signed and issued by the Purchasing Agent, or his designee, directing the supplier or contractor to make changes or modifications to an order. The change order may make written alteration to the specifications, delivery point, rate of delivery, period of performance, price, quality, quantity, or other provisions of the contract.
- ♦ **Contract.** Any authorized County agreement, regardless of what it is called (purchase order, contract, etc.), for the procurement of supplies, equipment, services, or construction.

- ♦ **Contractor.** Any person having a contract with the County.
- ♦ **Construction.** The erection or assembly of large structures. The term construction is, to a significant degree, synonymous with building, but in common usage it most often is applied to such major works as buildings, ships, aircraft, and public works such as roads, dams, and bridges.
- ♦ **Cost Analysis.** The evaluation of cost data for arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
- ♦ **Cost Data.** Factual information concerning the cost of labor, material, overhead, and other cost elements that are expected to be incurred, or which have been actually incurred, by the contractor in performing the contract; or that are expected to be incurred by the County in the use of the equipment or material to be purchased.
- ♦ **Cost Reimbursement Contract.** A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions, and a fee or profit, if any.
- ♦ **Decentralized Purchase Order (PD).** A purchase order generated from a department other than the Procurement Services. These purchase orders are used for departments with employees appointed as Deputy Purchasing Agents, and for Board approved contracts.
- ♦ **Emergency Purchase Order.** An emergency purchase order results when a situation arises in which compliance with normal procurement practice is impracticable or contrary to the public interest.
- ♦ **Employee.** An individual drawing a salary or wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the County; and any non-compensated individual serving as an elected official of the County.
- ♦ **Fixed Asset.** All County equipment and other assets with a purchase price of \$5,000 or more, including tax and delivery, and relatively permanent.
- ♦ **Formal Bids.** Formal bids are those that are obtained by written solicitation. The bids are received in writing by a set date and time. The bids are publicly opened by Procurement Services. The written bids and the bid summary are maintained by Procurement Services.
- ♦ **Gratuity.** A payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received
- ♦ **Green Procurement Policy.** County agencies, boards, commissions, departments, and offices are to purchase and use recycled products whenever possible to the extent that such use does not negatively impact health, safety, or operational efficiency.
- ♦ **Immediate Family.** A spouse, children, parents, brothers, and sisters.

- ♦ **Informal Quotes.** Informal quotes are offers made by vendors. The quotes may be verbal, electronic, or written. The Buyer maintains a summary of the quotes received.
- ♦ **Invitation for Bids.** All documents, whether attached or incorporated by reference utilized for soliciting sealed bids. Invitations for Bids (IFB) are awarded to the lowest responsive and responsible bidder(s).
- ♦ **Living Wage Ordinance.** Requires that all employers (except where specifically exempted), under contracts for “services” to or for the County that: (1) involve an expenditure in excess of \$25,000, within a twelve month period; and (2) have a term of at least three months, shall comply with all applicable provisions of the Ordinance.
- ♦ **Local Business.** (See Business, Local).
- ♦ **Personal Services Contract.** An accepted means for providing specialized tasks, which cannot be as effectively accomplished by the regular work force.
- ♦ **Prevailing Wage.** In accordance with Labor Code Sections 1770-1773 prevailing wages must be paid to all workers on a “public works” project when the project is over \$1,000.
- ♦ **Price Analysis.** The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.
- ♦ **Pricing Data.** Information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and sub-contract prices.
- ♦ **Procurement.** The buying, purchasing, renting, leasing, trading, or otherwise acquiring of any supplies, equipment, services, or construction. It also includes all functions that pertain to the obtaining of any supplies, equipment, services, or construction, including descriptions of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.
- ♦ **Procurement Services.** Procurement Services is a division of the General Services Agency.
- ♦ **Public Works Project.** As defined in Public Contract Code § 20150.2, "public project" means: a project for the erection, improvement, and repair of public buildings and works.
- ♦ **Purchase Order (PC).** County’s commitment for the value of the material or service ordered. It is a legal document.
- ♦ **Rapid Acquisition Program.** One-time purchase of commodities and services up to \$10,000.
- ♦ **Release (order) from Price Agreement (PG).** Used to obtain goods or services purchased from certain vendors at a fixed price, or under fixed terms and conditions.

A PG transaction encumbers the funds to pay for the orders placed against a master contract or Price Agreement.

- ♦ **Request for Proposals.** All documents, whether attached or incorporated by reference, utilized for soliciting proposals. Requests for Proposals (RFP) are generally awarded based on several evaluation factors, including price.
- ♦ **Requesting Department.** Any department, commission, board, or agency requiring supplies, equipment, services, or construction.
- ♦ **Requisition.** A formal request for a product or service.
- ♦ **Responsible Bidder or Offeror.** A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance, and who has submitted a bid that conforms in all material respects to the requirements set forth in the solicitation.
- ♦ **Services.** The furnishing of labor, time, or effort by a contractor, not involving delivery of a specific product other than reports which are merely incidental to the required performance.
- ♦ **Specification** Any description or scope of work of the physical or functional characteristics or of the nature of supplies, equipment, service, or construction. It may include a description of any requirement for inspection, testing or delivery of supplies, equipment, services, or construction.
- ♦ **Supplier List.** A list of potential bidders, listed by commodity codes for materials and services furnished.
- **VCFMS.** Ventura County Financial Management System.

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