

Title: Administrative Policy Purchasing	Policy No. Part 4, Financial Administration Chapter 6, Procurement and Contracting Section 1
	Effective Date February 27, 2007
Policy Custodian Purchasing Division	Adoption/Revision Date February 27, 2007/July 2007

Adopting Resolution(s): CC07-106

References (Statutes/Resos/Policies): Uniform Commercial Code, Amendment 41, CC03-417

Procedure: Yes

Purpose: To establish policies governing purchasing activities.

Policy: Purchasing

A. General Responsibility

1. The Purchasing Division is the county's authorized agent for the lease, rental and purchase of products and services for all county departments, divisions and elected offices (collectively "County Entities"), in accordance with any applicable provisions of laws and regulations, and in accordance with county policies promulgated by resolutions approved by the Jefferson County Board of County Commissioners ("BCC").
2. The Purchasing Division will submit products and services to proposal or bid, issue purchase orders, and in conjunction with the County Attorney's office, negotiate and enter into contracts and Master Agreements for products and services.
3. The Purchasing Division shall not participate in the negotiation of agreements for the lease, purchase, or sale of real property.
4. It is the responsibility of the Purchasing Division to provide "best in class" procurement and contracting support services that will provide the best value to the County as set forth in Section B.6 of this policy. The division shall implement sound business practices and programs that promote fiscal responsibility, mitigate county risk, strategically position the county for future benefit, and facilitate transparency and due diligence in all county transactions.
5. The Purchasing Division is responsible for reviewing requisitions for completeness and clarity and notifying County Entities when there is a need for additional information or a recommended change in specifications. The Purchasing Division shall clarify the quality, quantity and type of items requisitioned so that the best interests of the County may be served. No changes, however, will be made to a requisition until after collaborative discussion with and subsequent notification to the affected County Entity.
6. The Purchasing Division may negotiate agreements for products and services that can be used by other local governmental entities to promote goodwill and leverage economies of scale consistent with the provisions of Colorado statute.
7. The Purchasing Division has authority, in accordance with its established Procedures, to determine the manner in which a product or service will be acquired.

8. Recommended changes to Purchasing Policy will be submitted in accordance with CC03-417.
9. The Purchasing Division may change the title of the Reviewing Authority in Section C of this policy without formal adoption by the BCC to reflect the current titles that may be utilized by the county.
10. As set forth in CC03-417, the Director of Purchasing, in conjunction with the County Administrator, is authorized to establish or revise the Procedures as necessary to effectively carry out county business in accordance with this Policy.
11. The Purchasing Division will forward notification of adopted changes in P&C policy, and substantive revisions to P&C Procedures to all County Entities through issuance of an e-mail or memo, or through the County intranet referencing the changes and where they can be located.

B. Procurement & Contracting Procedures

1. Procedures that will support these policies are set forth under separate cover ("Procedures"). These Procedures shall apply to all County Entities and will incorporate the requirements of applicable state statutes and federal laws that may govern certain county transactions.
2. Procedures will be established collaboratively with other County Entities as appropriate in an effort to ensure efficient and effective operations.
3. All Procedures shall be established in accordance with sound business practices, principles, and any applicable provisions of laws and regulations. The County Attorney's office shall review procedures to ensure consistency with Policy and any applicable state statutes and federal laws that may govern certain county transactions.
4. Laws and regulations applicable to the procurement process will be referenced in the Procedures.
5. Procedures shall be located on Livelink, and on the Division's intranet page and Website, or shall be made available upon request.
6. Products and services subject to competitive procurement shall be awarded to the supplier that can provide the "Best Value" for the County. Best Value will be determined based upon clearly stated evaluation criteria set forth in the competitive document, unless otherwise required by applicable laws and regulations. For purposes of this policy, best value shall be defined as: the lowest overall cost to the county after taking into consideration actual costs, tangible and intangible benefits and or metrics, cost savings, cost avoidance, or opportunity cost. All business awarded in this manner must have detailed documentation as set forth in the Procedures supporting the best value selection.

C. Special Review and Approval Requirements

In addition to the approval requirements set forth in the Procedures for county acquisitions, the following items shall require special review and approval prior to acquisition:

Acquisition	Reviewing Authority
Certificates of Participation expenditures (fund 130)	County Administrator
All Capital Improvement Projects	Budget Director
County Vehicles, excluding Sheriff	Director of Fleet Services
Computer hardware and software products & services	Director of Information Technology Services (ITS) or Deputy Director
Telecommunications Equipment Products & services	Director of Information Technology Services or System and Network Services Manager
Microfilming and computer microfilm services	Archives and Records Management Supervisor
Radio Equipment	Radio Maintenance Supervisor
Surplus Property Disposal (other than PC equipment)	Division/Office Director and Director of Administrative Services
Surplus PC Equipment	Director of Information Technology Services or Deputy Director of Information Technology Services
Electrical Equipment (with special voltage requirements)	Director of Facilities and Construction Management
Hazardous Material Disposal	Critical Incident Response Section (Sheriff) Health Department

D. Approval Authority

Spending and competitive bid levels and the review, approval and signature authorities for procurement transactions are set forth in the Approval Authority Appendix to these policies. Any authority level changes to the Approval Authority Appendix shall require approval by the BCC.

E. Supplier Relations

1. Market Competition

The Purchasing Division shall encourage and provide equitable opportunities among qualified suppliers for fair and equal competition through the implementation of its Procedures. Such competition shall support the strategic initiatives of the county and establish mutually beneficial relationships between the county and its suppliers.

2. Strategic Supplier Relationships

a. For purposes of this policy, strategic supplier relationships are defined as long term commitments characterized by information sharing, cooperative continuous improvement efforts, and sharing of risks and rewards. Under the direction of the Purchasing Director, the selection of a strategic supplier is a collaborative effort with primary stakeholders and is based upon a critical and thorough analysis of the County's long term needs as they relate to the product and/or service, a thorough market analysis, objective evaluation of all critical requirements, and other vigorous due diligence procedures as set forth procedurally.

b. Strategic supplier relationships must provide 'Best Value' as defined in Section B.6 of this Policy.

3. Preferences

No provision is made in this policy for set-asides for minority or women owned businesses, nor for dollar percentage or other types of preferential considerations for local vendors and contractors, except as directed by federal or state laws or regulations, statute, or by the funding entity consistent with those laws.

4. Supplier Grievances

- a. The aggrieved party bears the burden of complying with all applicable Procedures, which are available upon request, when filing a protest.
- b. All protests must be sent to the Director of Administrative Services and will be addressed in accordance with the Procedures. The determination and resolution of the protest, as set forth in the Procedures, shall be considered final.

F. Negotiations and Good Faith Requirement

1. All parties involved in the negotiation, performance or administration of county procurement actions shall perform these activities in good faith. New or additional information, that in the opinion of the Purchasing Director might affect the award, may be considered as part of the negotiations with the selected supplier.
2. The Purchasing division and/or the County Attorney's office in conjunction with the County Entity are authorized to facilitate negotiations concerning general business and legal terms and conditions of the transaction.

G. Use of County-Wide Programs

1. The Purchasing Division, for the benefit of the County, may establish programs and agreements for similar products and services that are utilized by multiple County Entities. Entities under the direction of the County Administrator shall participate in these programs and agreements for their similar needs to ensure the best use of the taxpayers' money subject to G.2.below. Elected Officials' offices are strongly encouraged to participate in these programs and agreements.
2. Acquisitions for similar products and services outside of county programs and agreements must have appropriate justification and documentation as set forth in the Procedures and must be approved by the Director of the Purchasing Division.
3. Procurement Card ("P Card" or "Pro Card")
The Purchasing Division shall administer and manage the program as set forth in Procurement Card Policies and Procedures.

H. Code of Ethics

Any person employed by Jefferson County who engages in purchasing activities for the county will abide by this code and will:

1. Avoid engaging in acts or actions that could be perceived as immoral, illegal or unethical behavior in relationships, actions, and communications.
2. Conduct all purchasing activities in accordance with governing laws and regulations and in keeping with sound business ethics, professional courtesy, and competence.
3. Demonstrate loyalty to the county by diligently adhering to county policies and procedures.

4. Adhere to the authority granted them by the County.
5. Avoid any private or professional activity that would create a conflict between personal interests and the interests of the county.
6. Disclose, in writing to their division/department director/elected official, any potential conflict of interest.
7. Refuse, directly or indirectly, gifts, gratuities or any other thing of value from present or potential suppliers that might influence or appear to influence procurement decisions.
8. Afford suppliers equal opportunity to compete for county business when competition is warranted and purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
9. Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets and other proprietary information subject to public records requirements.
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.