



## PUBLIC HEARING AGENDA ITEM

<b>DATE OF PUBLIC HEARING:</b> February 26, 2019
<b>SUBJECT:</b> Purchasing Policies and Procedures Manual Amendments
<b>FROM:</b> Raymond H. Gonzales, County Manager Alisha Reis, Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
<b>HEARD AT STUDY SESSION ON:</b> February 5, 2019
<b>AUTHORIZATION TO MOVE FORWARD:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>RECOMMENDED ACTION:</b> That the Board of County Commissioners approves the amendments made to the Adams County Purchasing Policies and Procedures Manual, Approval Authorization Levels for Purchasing Transactions Policy #1010.

### **BACKGROUND:**

The Finance Department has been evaluating our purchasing policies as part of our effort to continuously improve while keeping in place internal controls to protect the integrity of the process. We listened to feedback from the internal auditors and staff and have identified several changes to clarify language and add and/or amend items as required. Our policies include a provision of their periodic review for potential changes.

Staff has prepared amendments to the Adams County Purchasing Policies and Procedures Manual, Approval Authorization Levels for Purchasing Transactions Policy #1010. The Executive Leadership Team, Finance Director, and Procurement and Contracts Manager were present when the recommended amendments were presented to the Board of County commissions in a Study Session on February 5, 2019. By policy, the amendments were also submitted to the Department Directors and Elected Officials for their review and comments.

The following summarizes the changes proposed to Policy #1010:

- increase the approval authorization levels
- increase solicitation threshold levels
- address contract amendments for terms and timelines
- add the County Attorney as an additional signing authority delegate
- add clarifying language as necessary

The Finance Department is requesting approval of the amendments proposed to the Adams County Approval Authorization Levels for Purchasing Transactions Policy #1010.

**AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

Finance Department  
County Manager's Office  
County Attorney's Office

**ATTACHED DOCUMENTS:**

Resolution  
Approval Authorization Levels for Purchasing Transactions Policy #1010

**FISCAL IMPACT:**

Please check if there is no fiscal impact ☒. If there is fiscal impact, please fully complete the section below.

<b>Fund:</b>	
<b>Cost Center:</b>	

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			<hr/>

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			<hr/>

New FTEs requested: ☐ YES ☐ NO

Future Amendment Needed: ☐ YES ☐ NO

**Additional Note:**