



Procurements

Overview

Purpose To establish uniform procedures for the selection and purchasing of goods and services to achieve cost savings and efficiency through establishing and streamlining Preschool Serviced Department (PSD) standards.

Reference The policies and regulations referenced are:
• County of San Bernardino Policy Manual No. 11-01

Policy Overview This policy aims to ensure a consistent and efficient process for all procurements which are to be solicited on a competitive basis.

Contents

Topic	See Page
Documentation Requirements	2
Procurement Types	3
Competitive and Non-Competitive	7
Responsibilities	8
Procurement Timelines	10
Glossary	11

Documentation Requirements

Overview

This section contains information needed to begin the procurement process including what information and documentation is required by the department.

Documentation The table below provides a list of the necessary documentation required for most procurements.

Item	Description
1	Email to the Preschool Services Department (PSD) Contracts team from Program Manager, and/or Executive Team member.
2	Service and/or product requiring procurement: <ul style="list-style-type: none">• Including the reasoning for the procurement request.
3	Complete scope of work which includes the following: <ul style="list-style-type: none">• Definitions,• Minimum requirements, and• Proposal conditions.
4	Cost and/or budget for requested service: <ul style="list-style-type: none">• Including funding source.
5	Date service and/or product is needed: <ul style="list-style-type: none">• Contract start date.
6	Clear evaluation criteria including: <ul style="list-style-type: none">• Weight and importance of each criterion in points or percentages equaling 100.
7	Monitoring requirements: <ul style="list-style-type: none">• Administrative,• Fiscal,• Program.

Procurement Types

Overview

This section provides information on the different types of procurements requested by departments.

Informal quote

An informal quote is for the purchase of low value goods, services, supplies, and equipment up to \$4,999.

Informal quotes may be solicited by less formal means such as email, fax, informal correspondence, or internet, as well as the electronic procurement system (ePro).

Example Scenario: Level I Management requests new assets be purchased for upcoming recruitment efforts and marketing of the new school year.

The table below provides the steps to take for an informal purchase of recruitment assets.

Step	Action
1	Shop – Identify what types of assets you are looking to procure (i.e., pens, fidget toys, highlighters, etc.) County approved vendors include: <ul style="list-style-type: none"> • https://sgbyfontis.com/, and • https://www.4imprint.com.
2	Select asset item and quantity.
3	Request price quotes from at least three vendors for selected items.
4	Complete a Services & Supplies Requisition Form (003) based on the most cost-effective vendor price quote. Note: If only one vendor offers the specific assets required for recruitment, and/or is considered the Sole Source, then a justification is needed as to why three quotes were not provided (i.e., Amazon is the only vendor who carries this item).
5	Provide vendor with PO number and County approved logo.
6	Request asset mockup/proof to verify logo meets County Branding regulations.
7	Obtain Level I approval on asset mockup/proof.
8	Confirm with vendor for final production of asset.

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Procurement Types, Continued

Invitation to Bid (ITB)

An Invitation to Bid (ITB) can be formal or informal.

A formal ITB is for procurements of value goods, supplies, and equipment which is known to exceed \$100,000. Formal ITBs are most often awarded based on low cost, but best value evaluation may be appropriate for certain equipment and vehicles.

An informal ITB is for the procurement of goods, supplies, and equipment where the exact requirements are known. Informal ITBs are used for procurements under \$100,000 and are most often awarded based on lowest cost. However, a best value evaluation methodology may be applied, if needed.

Request for Proposal (RFP)

Request for Proposals (RFPs) are formal solicitations for the purchase of services, complex systems, and high value equipment.

RFPs must be used for procurements over \$100,000 and may also be used for purchases under this threshold. A best value evaluation is used, whereby evaluation criteria may include qualifications and experience, technical and functional specifications, cost, financial stability, and references. The adopted practice is to notify all registered vendors for the opportunity to submit a proposal and to award to the vendor(s) whose proposal(s) is the most advantageous to the department.

Request for Information (RFI)

A Request for Information (RFI) is used to survey the marketplace to determine the availability, prevalence, or range of available services. The RFI is an invaluable step preceding the formal RFP process when the scope of work is unknown or if a service has not been previously procured. RFIs are nonbinding and are issued with the intend to collect information to establish project requirements and to develop the scope of work for future solicitations.

Request for Qualifications (RFQ)

A Request for Qualifications (RFQ) is a formal solicitation that is used to establish a list of qualified vendors to provide a specific product or service. They are not used to award a single contract, in lieu of a formal bidding process. Once the list is established through the RFQ, departments obtain quotes from the established vendors.

Request for Application (RFA)

A Request for Application (RFA) is used to announce that grant funding is available and to invite vendors to present proposals as to how the funding can be used.

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Procurement Types, Continued

What to use Use the table below to determine which type of procurement is best for the service the department is requesting.

Cost	Criteria	Formal vs. Informal	Type	Purpose/Use
\$1,000 - \$4,999	Cost	Informal	Informal Quote (Quote)	To obtain price quotes from suppliers for products or services. Requirements are known.
\$5,000 - \$100,000	Cost	Informal	Invitation to Bid (ITB)	To obtain price quotes from suppliers for products. Requirements are known.
\$50,000 - \$100,000	Cost or Best Value	Informal	Written Solicitation (Informal RFP)	To obtain best value for services or products with a service component in a single purchase or term contract. Requirements may be known.
N/A	N/A	N/A	Request for Information (RFI)	To gather information about services or suppliers in preparation for an RFP process.
\$100,001+ (>\$100,000)	Best Value	Formal	Request for Proposal (RFP)	To obtain offers for products and services, including professional services/consulting; there are varying evaluation criteria, more than one potential solution, purchaser may be uncertain of specific methodology. For professional services, qualifications are evaluated, then cost is negotiated (cost proposals are sealed).

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Procurement Types, Continued

What to use,
continued

Cost	Criteria	Formal vs. Informal	Type	Purpose/Use
<i>Used in conjunction with RFP</i>	Best Value	Formal	Invitation to Negotiate (ITN)	To negotiate with a short list of proposers to obtain best value during an RFP process.
<i>Used in conjunctions with RFP/ITN</i>	Best Value	Formal	Best and Final Offer (BAFO)	To complete a negotiation by obtaining a final proposal during an RFP process.
\$100,001+ (>\$100,000)	Cost	Formal	Invitation to Bid (ITB)	To obtain price quotes from suppliers for high value products. Requirements are known or products with a service component of 10% or more (service component ≥10%).
\$100,001+ (>\$100,000) per year	Written Qualifications	Formal	Statement of Qualifications (SOQ)	To obtain qualifications to gauge potential competition or to establish a list of qualified vendors prior to an RFP process.
\$100,001+ (>\$100,000) per year	Written Applications	Formal	Request for Applications (RFA)	To announce availability of funding and invite vendors to present bids (applications) on how the funding could be used.

Competitive and Non-Competitive

Overview This section provides information on the difference between a competitive and non-competitive procurement.

Competitive A competitive procurement seeks price quotes from a minimum of three vendors of products or services when specific requirements are known, and when the objective is to obtain the best price or overall value.

Non-competitive Non-competitive procurements must be explained and documented as to why three price quotes were not obtained.

Example: Lamar Advertising is the sole source for electronic billboard advertisements in the West End, or vendor has exclusive rights to sell product (i.e. school health hearing machines, spot vision screeners).

Non-competitive purchases of goods and services in excess of the amount specified in County Code section 14.01019 (currently set at \$200,000 annually) must have Board of Supervisors (Board) approval.

Responsibilities

Overview This section provides information about the responsibilities of each party involved in the procurement process.

Program Manager and/or Executive Team member The Program Manager and/or Executive team member is responsible for the initiation of the procurement to the Contracts team.

Procurement initiation includes providing all documentation and information as stated in Documentation Requirements section of this policy.

Preschool Services Department (PSD) Contracts team The PSD Staff/Contracts Analyst is responsible for:

- Reviewing all required procurement documentation:
 - Scope of Work (SOW),
 - Budget,
 - Contract Terms, and
- Submitting a Contract Administration Project Initiation (HS CA 007) form.

Once the HS CA 007 is completed, the Staff/Contracts Analyst sends an email to HSContractsAdmin@hss.sbcounty.gov with the following:

- SOW,
 - Budget,
 - Contract Terms, and
 - Subject line title: PSD – 007 [Project Name].
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Human Services (HS) Contracts Analyst Upon receipt of the HS CA 007 and all procurement documentation, the HS Contracts Analyst will review the procurement request and prepare documents for additional review by the following:

- Contract Compliance,
 - County Counsel,
 - Purchasing (if applicable),
 - HS Finance,
 - Deputy Executive Officer (DEO), and
 - Chief Executive Officer (CEO).
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Responsibilities, Continued

**County
Counsel**

Reviews all contract and procurement documentation to ensure precise language is used to meet all legal requirements.

Purchasing

The County Purchasing Department is responsible for the following:

- Executing purchases, and
 - Overseeing the procurement process.
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**County
Finance**

County Finance is responsible for the administration, monitoring, and oversight of County funds on goods and services.

**Risk
Management**

Risk Management is responsible for:

- Ensuring precise language is used in all indemnification and insurance clauses, and
 - Answering questions and reviewing insurance and coverage related requirements.
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**Information,
Technology &
Support
Division
(ITSD)**

ITSD and/or Innovation and Technology Division is responsible for the answering of questions and reviewing information technology and/or information security related requirements.

Procurement Timelines

Overview

The timeline to complete a procurement, from project initiation through contract award, depends on several factors including:

- Complexity of the project,
 - Type of procurement, and
 - How quickly the Program Manager provides needed information and documentation.
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Developing a timeline

The timeline for a procurement can be anywhere from six to 15 months, with most taking approximately nine months.

When developing a timeline, consider the following:

- The contract will need Board approval,
 - Working backwards from the requested contract start date,
 - Review times for all required staff and/or agencies,
 - Has a similar project been completed in the past for reference,
 - HS Agenda Review Board Agenda Item (BAI) submission deadlines, and holidays.
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Glossary

Definitions

Below is a list of definitions for the terms used in this policy:

Board Agenda Item (BAI) - All documents submitted in relation to a single subject or set of recommended Board of Supervisors actions. The BAI must include the "Minutes" document and may include "Attachments" as defined above.

Board of Supervisors (Board) - The Board is the governing body of San Bernardino County. The Board of Supervisors consist of five persons representing five districts throughout the county.

Chief Executive Officer (CEO) - The CEO works closely with the Board as well as County executive leadership and Department Heads to achieve the Countywide Vision.

County Administrative Office (CAO) Special Projects Team – The CAO staff that provides administrative, fiscal, and operational support and oversight to County departments.

County Counsel - County Counsel serves and protects the county, its treasury, and its governing body, by providing timely and accurate legal services and aggressively representing the county in litigation.

- **Delegated Authority (DA)** - Form for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments, or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

- **Procurement** – The overall process of identifying sources, competitively selecting goods and services, and negotiating, all leading to the purchasing transaction.

- **Scope of Work (SOW)** – The area in an agreement where the work to be performed is described.
