CONTRA COSTA COUNTY  
Office of the County Administrator  
ADMINISTRATIVE BULLETIN

Number: 611.0  
Date:   August 1, 2007  
Section:  Purchasing

SUBJECT:  Authorization of Single Item Purchase Over $25,000

This bulletin sets forth County policy and procedures for departments to obtain prior approval from the County Administrator of Purchase Order (PO) Requisitions for procurement of a single (individual) piece of equipment, a single product, or any integrated system priced over $25,000 and Board of Supervisor’s approval for those over $100,000. This procedure gives the County Administrator and the Board of Supervisors a mechanism for enhanced oversight and review of purchases over $25,000, consistent with existing review and approval requirements for contracts.

I. APPLICABILITY. This bulletin is applicable to all County departments and all Purchase Order (PO) requisitions resulting in a Standard or Blanket PO for a single (individual) piece of equipment, a single product, or any integrated system priced over $25,000. This Administrative Bulletin does not apply to vehicle purchases (see Administrative Bulletin Number 508.2, County Vehicle and Equipment Acquisition and Replacement.)

II. AUTHORITY. In accordance with County Ordinance Code Section 24-4.008, the County Administrator is responsible for overseeing the operations of County Departments and scrutinizing their adopted budgets, to ensure fiscal integrity of the County. By Board Order, Item C.80, October 10, 2006, Purchase Order Practices and Procedures, the Board has reserved the right to review and approve single item purchases over $100,000.

III. POLICY REQUIREMENTS

A. Items over $25,000. All PO Requisitions (REQ 1/98 Form) subject to this bulletin over $25,000 require County Administrator’s Office (CAO) review and approval.

B. Items over $100,000. All PO Requisitions subject to this bulletin over $100,000 require Board of Supervisors approval in addition to the CAO review and approval.

IV. DEFINITIONS

A. PO REQUISITION – A request made by County department staff to the County Purchasing Agent to order equipment, supplies, and certain routine services.
B. STANDARD (ONE TIME) PURCHASE ORDER - The document issued by the County Purchasing Agent, which uses information from the PO Requisition to procure equipment, supplies, and certain routine services at terms and conditions most advantageous to the County.

C. BLANKET PURCHASE ORDER – An agreement developed by the County Purchasing Agent and issued on an annual or multi-year basis, which provides for procurement of goods, services, maintenance services, and/or rentals on an as-needed basis with a stipulated maximum amount for a fixed period of time and is used when there will be on-going activity with a vendor. A blanket purchase order allows departments to order a variety of goods and services from a single source as needed.

D. INTEGRATED SYSTEM – A single system, consisting of multiple components that are unable to function independent of one another (such as fire engines/boats and related safety, communications, or computer equipment).

Questions regarding these definitions will be addressed by the General Services Department, in consultation with the County Administrator’s Office.

V. AUTHORIZATION PROCESS

A. Department Head or Designee

1. For all PO Requisitions over $25,000 subject to this Bulletin, completes SUPPLEMENTAL APPROVAL FOR ITEMS OVER $25,000 FORM and submits to CAO Management Analyst liaison for review and approval.

2. For PO Requisitions over $100,000 subject to this bulletin, following County Administrator’s approval of SUPPLEMENTAL APPROVAL FOR ITEMS OVER $25,000 FORM, prepares and submits Board Order and Agenda Item Request (AIR) Form to CAO Management Analyst liaison for review and placement on the Board’s Agenda.

3. Departments are responsible for providing Purchasing with a copy of the Board Order submitted to the CAO for the Board’s Agenda.

B. County Administrator’s Office

1. Reviews PO Requisition and SUPPLEMENTAL APPROVAL FOR ITEMS OVER $25,000 FORM submitted by department. Upon approval or denial, transmits to Purchasing Agent with a copy to the department. For approved
items over $100,000, CAO will agendize department Board Order for Board consideration.

2. Approval criteria includes how the purchase will meet the Department’s operational needs, whether or not funds exist in the budget specifically for the purchase, and the estimated cost of the equipment relative to the type and availability of funding.

C. County Purchasing Agent

1. Receives and processes PO Requisitions and approval forms from County Administrator. Processes purchases over $25,000 and under $100,000 upon receipt of approval form from County Administrator. Processes purchases over $100,000 upon receipt of certified Board Order.

2. Retains a copy of the supplemental approval form and, for purchases over $100,000, also retains the certified Board Order with the electronic purchase order file.

D. Clerk of the Board

1. Transmits copy of certified Board Order to Purchasing and the County Administrator Management Analyst via email.

**Originating Department(s):**
County Administrator’s Office
General Services Department

**Information Contacts:**
County Administrator’s Office –Management Analyst Liaison
County Purchasing Agent at 925.313.7300

**Update Contact:**
County Administrator Senior Deputy, Municipal Services

____________________________
John Cullen
County Administrator