



AGENDA ITEM: 25-05
DATE OF MEETING: January 22, 2025
ACTION:
INFORMATION:

APPROVE THE REVISED CONTRACT AND PROCUREMENT POLICY

SUMMARY OF REQUEST

Approve the revised Contract and Procurement Policy (Version 4) to address operational necessity for specific purchases of goods which identifies additional exemption categories. It also adds a category within the special situational section for countywide departmental services and fees, effective January 22, 2025.

BACKGROUND

Riverside County Children & Families Commission has independent authority over its trust fund as designated in the Children and Families Act. The Commission policy for Contract and Procurement (Version 4) has been revised to identify operational expenses that support department operations and strategic goals of the Commission.

Historically, County departmental costs associated with routine operational and administrative services have been approved by the Commission in the annual budget adoption and are now outlined in this policy to increase transparency. These County departmental expenditures include internal service fees (ISF rates), Countywide Cost Allocation Plan (COWCAP), interdepartmental space allocation and shared staffing, IT supports and licenses, as well as facilities maintenance/management and custodial services. These types of expenditures do not require an agreement or MOU and are routinely journaled monthly against the Commission fund.

The Commission policy also authorizes purchasing categories exempt from competition. Version 4 includes quality goods and materials within specific prevention services and supports that address identified critical needs of the community such as providing matching funds for grant applications and contracting with drowning prevention vendors and swim instructors.

December 17, 2017 (Action Item No. 17-25) – Commission approved Version 3 increased the Executive Director’s spending authority and adopted County Ordinance No. 459, including any subsequent revisions, to guide procurement efforts. Additionally, the Commission policy retained the additional exemptions identified in Ordinance No. 459.

RECOMMENDED ACTION

That the Commission:

1. Adopt the revised Commission policy for Contract and Procurement (Version 4).
2. Authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

BUDGET IMPACT

Not applicable.

STRATEGIC PLAN RELEVANCE

None.

POTENTIAL CONFLICTS OF INTEREST

None known.

ATTACHMENT(S)

1. Contract and Procurement Policy (Version 4)