

March 25, 2013

TO: Commissioners' Court

FROM: Michalyn Rains, CPPO, CPPB
Purchasing Agent

RE: Purchasing Manual Revision

The following revisions to the Collin County Purchasing Manual are submitted to Commissioners' Court for consideration and approval.

Page 9, Section C, Guidelines for Purchases at or below \$1,000.00-policy revised as follows:
Only one quote required

Page 10, Section C-policy revised as follows:
DELETE "Guidelines for Purchases between \$20,000.01-\$25,000.00
ADD " Guidelines for Purchases between \$20,000.01-\$50,000.00

Page 10, Section C-policy revised as follows:
DELETE "Guidelines for Purchases between \$25,000.01-\$50,000.00
Duplication of previous section

Page 12, Section C, item 1-policy revision as follows:
REPLACE (LGC 271.116 with GC 2267)

Page 13, Section D-policy revision as follows:
REPLACE LGC 271.116 with GC 2267

Page 14, Section H-policy revision as follows:
ADD " This subsection does not apply to performance bond required to be furnished by Chapter 2253, Government Code.

Page 15, **ADD Section L. Excluded Parties/Federal Debarred Vendors**

No purchase utilizing Federal funds may be made from vendors that are currently included on the Federal Excluded Parties List.

The following requirement shall be included in the Invitation to Bid or Request for Proposal documents if the expected purchase with Federal funds is anticipated to exceed \$100,000.

Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grants funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating of contract for default.

Page 30, **ADD Section I. Cooperative Purchases, GC Chapter 791**

Interlocal Cooperation Act-Allows local governments to contract with and between each other, to provide governmental functions and services, and to join together in contracting with others to provide goods and services.

This chapter applies to a public work contract made by a governmental entity authorized by state law to make a public work contract.

Page 31, XI

DELETE Ethics, Acceptance of Gifts

REPLACE with VALUES AND GUIDING PRINCIPLES OF PUBLIC PROCUREMENT

Accountability

Taking ownership and being responsible to stakeholders for our actions ... essential to preserve the public trust and protect the public interest.

Principles

- Apply sound business judgment.
- Be knowledgeable of and abide by all applicable laws and regulations.
- Be responsible stewards of public funds.
- Maximize competition to the greatest extent practicable.
- Practice due diligence.
- Promote effective, economic, and efficient acquisition.
- Support economic, social, and sustainable communities.
- Use procurement strategies to optimize value to stakeholders.

Ethics

Acting in a manner true to these values ... essential to preserve the public's trust.

Principles:

- Act and conduct business with honesty and integrity. avoiding even the appearance of impropriety.
- Maintain consistency in all processes and actions.
- Meet the ethical standards of the profession.

Impartiality

Unbiased decision-making and action ... essential to ensure fairness for the public good.

Principles:

- Be open, fair, impartial, and non-discriminatory in all processes.
- Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- Use sound professional judgment within established legal frameworks to balance competing interests among stakeholders.

Professionalism

Upholding high standards of job performance and ethical behavior ... essential to balance diverse public interests.

Principles:

- Be led by those with education, experience, and professional certification in public procurement.
- Continually contribute value to the organization.
- Continually develop as a profession through education, mentorship, innovation, and partnerships.
- Develop, support, and promote the highest professional standards in order to serve the public good.
- Seek continuous improvement through on-going training, education, and skill enhancement.

Service

Obligation to assist stakeholders ... essential to support the public good.

Principles:

- Be a crucial resource and strategic partner within the organization and community.
- Develop and maintain relationships with stakeholders.
- Develop collaborative partnerships to meet public needs.
- Maintain a customer service focus while meeting the needs, and protecting the interests, of the organization and the public,

Transparency

Easily accessible and understandable policies and processes ... essential to demonstrate responsible use of public funds.

Principles:

- Exercise discretion in the release of confidential information.
- Maintain current and complete policies, procedures, and records.
- Provide open access to competitive opportunities.
- Provide timely access to procurement policies, procedures, and records.