ADAMS COUNTY PURCHASING POLICIES & PROCEDURES

Adams County, Colorado
100 Years in the Service Business

Approved by the

BOARD OF COUNTY COMMISSIONERS

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ADAMS COUNTY COLORADO	**MANUAL INTRODUCTION**	**Approval Date** 11/05/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1000**	**Revision Date**

MISSION:

As a Team, our mission is to provide the highest quality Customer Service, to meet and exceed their expectations by using the most efficient and effective methods.

We strive to continuously improve ourselves, our practices and procedures.

We will positively contribute, influence and represent Adams County Government.

PURPOSE:

This Purchasing Manual is intended to provide policies, procedures and guidelines necessary to direct the total purchasing activities of Adams County Government. This manual is also designed to provide a user friendly reference to help each Elected Official/Department Director in this area. One document was developed to provide a source for definitions of common purchasing terms, see Appendix H. These Policies and Procedures are an extension of the Adams County Budget process.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

These policies are to:

1. Comply with the State of Colorado, Colorado Revised Statute sections 30-11-103 and 109. Statutes are available from the Adams County Attorney.
2. Provide the environment for full competition in the purchasing program for Adams County and, at the same time, assure all departments of quality products, reasonably prompt delivery at the best possible prices.
3. Provide a modern comprehensive, decentralized purchasing program up to a defined economic limit and a centralized program above that limit encompassing accepted principles and best practices, see Policy #1010.
4. Provide uniform procedures for the procurement of material, equipment, supplies and services.
5. Assure transparency and all documents are subject to the Colorado Open Records Act (CORA).

Federally Funded Projects

Federally funded projects shall be handled within the laws, rules and regulations as promulgated by the United States Government.

Sherman Anti-Trust Act

Adams County Government and its elected Board of County Commissioners shall be governed by the Sherman Anti-Trust Act in its purchasing practices, except in that the Sherman Anti-Trust Act shall not be applicable wherein and whereas the project is under the direction of the State of Colorado.

AMENDMENTS:

These Policies shall be in effect until amended, as needed, by the Board of County Commissioners see Policy # 1006. The Purchasing Division will circulate proposed amendments to all Elected Officials and Department Directors for review and comments. All such comments must be submitted in writing to the Purchasing Division within ten calendar days of the date of circulation. If written comments are not received within this time period, concurrence with the amendment is assumed.

PROCEDURE:

There are no specific procedures related to this Policy.

EXCEPTIONS:

There are no defined exceptions to this Policy.

ADAMS COUNTY COLORADO	**CHANGES TO THIS MANUAL**	**Approval Date** 10/22/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1006**	**Revision Date** N/A

PURPOSE:

This Policy is to describe the process to amend a specific Policy and to establish a periodic review process for all purchasing policies.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

All Policies in this manual shall be reviewed every three (3) years to ensure that the Policy is still relevant and that the process described is accurate.

Users of this manual are encouraged to recommend improvements and/or revisions.

PROCEDURE:

The Purchasing Division will review all policies on or before the third year anniversary from initial approval. Proposed changes will be forwarded to all Elected Officials and appropriate Department Directors for comment prior to obtaining the BOCC approval.

1. The Purchasing Division will be responsible for making all changes to the manual.
2. All proposed changes to a Policy must be submitted to the Purchasing Division in writing.
3. Proposed changes will be circulated to the Elected Officials and Department Directors for a period of ten days for comment prior to being presented to the BOCC for final approval.
   3.1. If written comments are not received within stated time period, concurrence with the amendment is assumed.
4. Simple changes like grammar and/or punctuation changes made for clarification or easier interpretation may be made by the Purchasing Manager, as required, without BOCC approval.
5. Any change to a Policy that affects the scope, intent, content or approval authority must be approved by the Board of County Commissioners (BOCC) by resolution before it can be affected.
6. All questions regarding the change process for policies should be directed to the Purchasing Manager.

EXCEPTIONS:

There are no defined exceptions to this Policy.

ADAMS COUNTY COLORADO	**ANNUAL (RENEWABLE) SERVICE AGREEMENTS**	**Approval Date** 10/31/12
	DIVISION AND POLICY NUMBER **PURCHASING – 1008**	**Revision Date** N/A

PURPOSE:

To establish policies and procedures for the use of Annual Service Agreements (ASA) for all service arrangements with outside vendors within the approval limits established in Policy #1010 for Elected Officials and Department Directors in order to protect Adams County with insurance, indemnities.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

An Adams County ASA must be in place prior to using any supplier for on-site services for Adams County, except those which are covered by other specific contract forms like Professional Service Agreements.

The ASA provides a means for contracting services and providing liability insurance, indemnities, audit rights (if needed), record maintenance, work performance, defaults and other contractor responsibilities. It is to be included in all bid requests for services at the time they are solicited, see Policy #1050 for the informal bid process. For purchases less than $2,500 where bids are not normally solicited; end users shall be required to use one of the pre-approved vendors that already have an ASA in place.

As per above, once the general contract provisions are in effect through the ASA, individual requisitions and purchase orders for specific projects can be issued to the contractor to authorize the performance of the work. See JDE Requisition process.

A Purchase Order will be issued for time and materials in accordance with the ASA for each project see Policy #1025.

All ASAs must be approved by the Adams County Attorney before any work can start.

PROCEDURE:

Initiation:

1. Elected Officials and Department Directors are responsible to ensure that all services performed within their areas of responsibility are covered by a valid ASA.
2. All ASAs must be generated by or reviewed by the Purchasing Division staff.

3. The Purchasing Division staff verifies that each contractor has provided proof of adequate insurance for each contracted service.
4. The Purchasing Manager can execute an Annual Service Agreement (ASA) for Adams County in accordance with Policy #1010.
5. The Purchasing Division will maintain the central file and record of all valid ASAs.
6. There will be no alterations, amendments or modifications to the printed Terms and Conditions of an ASA or to an existing valid ASA without approval of the Adams County Attorney.

Preparation and Distribution:

1. The original ASA will be prepared by the Purchasing Division staff. Once the ASA is approved by the Adams County Attorney and signed by the appropriate authorized individual, Purchasing Division will return one original to the contractor. The remaining original will be retained by the Purchasing Division for their permanent file and a copy will be sent to the End user.
2. Once an executed ASA is in effect an estimate must be obtained from the Contractor for each project or scope of work prior to commencing work. The estimate should define the nature and location of work, equipment and personnel required, time required to complete the work and price and terms of payment. The estimate shall be attached to any Requisition when obtaining a Purchase Order.
3. Current insurance certificates must be on file prior to a contractor commencing work. This is especially important in the second and subsequent years of the ASA as the insurance certificate expires.
4. Requisitions are to be approved in accordance with Policy #1010. They will cover specific work assignments under the ASA. The purchase order number shall be indicated on the contractor's invoices and mailed to the appropriate Adams County end user for approval.

EXCEPTIONS:

The Purchasing Manager will be responsible for approving any exceptions to this Policy.

ADAMS COUNTY COLORADO	**APPROVAL AUTHORIZATION LEVELS FOR PURCHASING TRANSACTIONS**	**Approval Date** 10/31/12
	DIVISION AND POLICY NUMBER **PURCHASING – 1010**	**Revision Date** 8/26/14

PURPOSE:

To define the purchasing approval authority for all employees and Elected Officials of Adams County Government.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of Commissioners (BOCC) has established the maximum approval levels defined below for the procurement of commodities and services by all Elected Officials and Department Directors of Adams County. These approval levels are based on the total value of the contract. Elected Officials, Department Directors and County Managers may conduct purchasing transactions in accordance with Adams County's various purchasing policies and procedures and within these approval limits. However, BOCC approval is required on all purchases in excess of $100,000. The County Manager may temporarily delegate his or her signing authority to one or both Deputy County Managers in his or her absence. The County Manager may also allow, in writing, department heads to assign up to $10,000 of approval authorization to their division managers.

POSITION	PURCHASE ORDERS and CONTRACTS [1,2,3]
Board of County Commissioners	NO LIMIT
County Manager	$ 100,000
Deputy County Managers	$ 50,000
County Attorney	$ 25,000
Department, County & Division Directors	$ 25,000
Elected Officials	$ 25,000
Purchasing Manager	$ 25,000
Risk Manager	$ 25,000

[1] All Purchase Orders will be issued by the Central Purchasing Division and/or the Sheriff's Office; all contracts are to be routed through the Purchasing Division and reviewed by the Adams County Attorney as to form.
[2] The Purchasing Division will maintain the database of executed contracts.
[3] The Risk Manager's authority covers claims, insurance premiums, and other divisional invoices.

EXCEPTIONS:

The County Manager and Deputy County Managers may approve up to $100,000 for Public Works and Facilities Operations projects that involve companies which have been pre-approved through the Request for Qualifications process.

With the exception of the District Attorney's Office for prosecutorial related cases, only the County Attorney may contract for legal services. The County Attorney is authorized to contract for legal services up to $25,000 without approval from the BOCC. The County Manager may approve such contracts between $25,001 and $100,000 for the County Attorney's Office without approval from the BOCC. The County Attorney must consult with the BOCC prior to contracting for legal services that are anticipated to rise above $100,000. The County Attorney is also authorized to sign contracts for legal services on behalf of the BOCC after consultation with the BOCC. These purchasing polices shall apply to the procurement of legal services unless the County Attorney, after consultation with the BOCC, determines that these exceptions should not be applied to the retention of services for a particular matter. Examples of exceptions may include: legal services of a particular complicated or sensitive nature requiring certain expertise, legal matters that have not been made public and matters requiring immediate retention of services.

Bidding/Proposal Thresholds:

- Bids are not required for projects under $5,000.
- Informal Bids (see Policy #1050) are required for projects between $5,000 and $25,000.
- Formal Bids/Proposals are required for all projects $25,000 and up.

PROCEDURE:

There are no specific procedures related to this Policy.

ADAMS COUNTY COLORADO	**DISASTER AND/OR EMERGENCY PURCHASING**	**Approval Date** 09/17/12
	DIVISION AND POLICY NUMBER **PURCHASING – 1015**	**Revision Date**

PURPOSE:

This Policy is intended to define the purchasing process as it relates to a disaster or an emergency and the accepted deviations from the normal process. During a disaster it is Adams County's responsibility to meet the immediate and urgent needs of the public in the shortest possible period of time; therefore delivery time may override cost as the determining factor in selection of a contractor.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

1. In the event a disaster is declared by the Board of County Commissioners (BOCC), or their designee, Elected Officials and Department Directors are authorized to single source the purchase of goods and services where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.
2. In the preparation of Bids and Requests for Proposals (RFP) during the normal course of business the Purchasing Division of the Finance Department shall consult with Elected Officials and Department Directors to determine if the awarded contractor might be called upon in the case of a disaster. If the awarded Contactor might be called upon in the event of a disaster, language shall be added to the Bid/RFP and the final Agreement indicating that Adams County may expand the Contractor's scope of work to include supplies and services required in the event of a disaster.
3. If the Contractor cannot accommodate Adams County, the Purchasing Division is authorized to negotiate with other Contractors and award work as necessary.
   3.1. Once a disaster or emergency has been declared if a contractor cannot accommodate Adams County, Elected Official(s), Department Directors and/or their authorized Designees are authorized to negotiate with other Contractors and award work, as necessary.
   3.2. The Elected Officials, Department Directors and/or their authorized designee(s) shall be responsible for maintaining detailed records of all items/services procured during the emergency and must present these records, invoices, and any other information related to these procurements to the Finance Department and the Office of Emergency Management no later than thirty (30) days after the disaster is declared over. The BOCC may extend this reporting period as needed.

4. The Procurement Card Administrator shall contact Adams County's Procurement Card provider to increase the purchasing limits of Elected Officials, Department Directors, Managers, and Employees, as per Appendix A to this manual. It is the responsibility of the Elected Officials and Directors to inform the Purchasing Division of any changes to these limits.
5. A Finance Representative shall go to the site of the disaster to fill out the appropriate forms to document any cost that are incurred during the disaster. Forms consistent with this Policy and Adams County Emergency Operations Plan will be developed and distributed as a packet during disasters.

EXCEPTIONS:

There are no defined exceptions to this Policy.

PROCEDURE:

There are no detailed procedures related to this Policy.

ADAMS COUNTY COLORADO	**PURCHASE REQUISITION AND PURCHASE ORDER**	**Approval Date** 01/16/13
	DIVISION AND POLICY NUMBER **PURCHASING - 1025**	**Revision Date**

PURPOSE:

To define the buying situations that will require a Purchase Requisition and Purchase Order and the process for each.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a Purchase Requisition and Purchase Order for the purchase of all goods and services that cannot or should not be purchased with the use a Procurement Card. See Policy #1045. The Purchase Order is a legal and binding contract between the vendor and Adams County for the purchase and prompt payment for goods or services.

EXCEPTIONS:

Purchasing Division approval is required on any use of voucher payments. Please contact the Purchasing Division with any questions regarding exceptions to this Policy.

PROCEDURE:

For those buying situations less than $2,500 where a Procurement Card (P-Card) is not accepted and for all purchases greater than $2,500 not covered by an approved exception; a Purchase Order must be issued. To obtain a Purchase Order, the Elected Official or Department Director must first prepare a Purchase Requisition to describe and authorize the purchase of items and/or services requiring the use of a Purchase Order. The Purchase Requisition also certifies to the Purchasing Division and/or the Sheriff's Office that the requested funds are available. The following steps are typical in the Purchase Order request process:

1. The End user must complete the Purchase Requisition in JDEdwards:
   ..\JDE Rollout\SSReq_Requestor User Manual.doc.
2. Purchasing or the Sheriff's Office will convert the Purchase Requisition to a Purchase Order through JDEdwards, see ..\JDE Rollout\SSReq_Buyer Manual.doc. Standard purchasing steps to be taken by the Elected Official or Department Director and/or Purchasing Division for purchases within their approval level, see Policy #1010 include, but may not be limited to:

2.1. Purchasing Division, when requested or when required, will review the request to determine if there are any existing Federal, State, and/or Cooperative Agreements in place regarding the item or service that could be used. If such Agreements are in place the Elected Official or Department Director shall be contacted to discuss the use of the Agreement.
2.2. Purchasing Division will contact the Elected Official or Department Director to clarify any missing information, when necessary.
2.3. The Elected Official or Department Director will obtain competitive bids or request Purchasing Division to do so for purchases within their approval level. Purchasing Division will initiate the Formal RFP/IFB process for purchases in excess of their approval level, see Policy #1010 of the Elected Official or Department Director (see Policy #1060 and #1070.
2.4. The Elected Official or Department Director and/or Purchasing Division will contact the vendor for additional information, when necessary.
2.5. Purchasing Division or the Sheriff's Office will issue a Purchase Order and place the order with the vendor.
2.6. The Purchasing Division staff will forward a copy of the Purchase Order to the end user.
2.7. In all cases, incoming shipments shall be F.O.B destination. The acceptance of vendor terms other than F.O.B. destination requires the prior approval of the Purchasing Division.

ADAMS COUNTY COLORADO	**STANDING/BLANKET PURCHASE ORDERS**	**Approval Date** 01/16/13
	DIVISION AND POLICY NUMBER **PURCHASING - 1030**	**Revision Date**

PURPOSE:

To define the situations where a Standing/Blanket Purchase Order is placed with one vendor for the delivery of:

1. Goods.
2. Services covering a specified time.
3. Dollar limit.
4. A specified number of units to be delivered over time.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Board of County Commissioners (BOCC) has approved the use of Standing Purchase Orders on an as needed basis; the Purchasing Division or the Sheriff's Office will issue Standing Purchase Orders.

1 Standing/Blanket Purchase Orders can be used to:
- 1.1 Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of no more than one year, or on a monthly basis.
- 1.2 Order standard materials or maintenance supplies, which require numerous shipments and may enable Adams County to obtain more favorable pricing through volume commitments.

2 Standing/Blanket Purchase Orders should not be used when no benefit will be derived over and above the use of a regular purchase order.
- 2.1 A Standing/Blanket Purchase Order is prepared using Purchase Requisition (see Policy #1025) and shall include the following additional information:
  - 2.1.1 The time period to be covered (not to exceed one year).
  - 2.1.2 A cancellation clause as stated in Purchase Order Terms and Conditions.
  - 2.1.3 Items and/or categories of the items included.
  - 2.1.4 A statement that all incoming shipments shall be F.O.B destination. The acceptance of vendor terms other than F.O.B. destination requires the prior approval of the Purchasing Division.
- 2.2 Personnel authorized to issue order releases.

Annually, all Standing/Blanket Purchase Orders are reviewed by the Purchasing Division or the Sheriff's Office depending on who issued it and potentially reissued for another defined time period. All Standing/Blanket Purchase Orders shall have an annual review on or prior to their anniversary date.

EXCEPTIONS:

There are no defined exceptions to this Policy.

PROCEDURE:

There are no specific procedures related to this Policy.

ADAMS COUNTY COLORADO	**PROCUREMENT CARD**	**Approval Date** 10/22/2012
	DIVISION AND POLICY NUMBER **PURCHASING - 1045**	**Revision Date** 08/08/2017

PURPOSE:

The Procurement Card (P-Card) Program is designed to streamline the purchasing and payment process for small dollar transactions (less than $5,000), subject to exceptions as noted at the end of the policy, including spending federal funds which is less than $5,000.

The goal of the program is to:

1. Meet fiduciary responsibility of spending public funds.
2. Assure appropriate internal controls designed to lower the risk of fraud, waste and abuse.
3. Reduce the cost of processing small dollar purchases.
4. Receive faster delivery of required merchandise.
5. Simplify the payment process.

This Policy and Procedure includes:

1. Procedure for record keeping.
2. Reconciling of monthly statements.
3. Customer service information.
4. Limitations and restrictions on card usage.

It is the responsibility of all P-Card Holders and all Approvers of P-Card transactions to familiarize themselves with and follow this Policy. Any questions regarding this Policy, should be directed to the P-Card Administrator in the Finance Department at 720-523-6292.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

It is Adams County Government Policy to provide P-Cards to employees who regularly purchase small dollar items (less than $5,000) as required during the course and scope of their work. These cards are to be used for Adams County business purposes only. Any P-Card Holder found to be using the P-Card for personal use is subject to revocation of P-Card privileges, and disciplinary action which, depending on the severity of the offense, may include the termination of employment.

Failure to comply with the procedures outlined in this document may result in the revocation of P-Card privileges, even on a first offense.

PROCEDURE:

1. The following personnel classifications are qualified to request a P-Card:
- 1.1. Full-Time
- 1.2. Permanent Part-Time
- 1.3. Project/Contract Designated
- 1.4. Elected Officials
- 1.5. Other approved individuals acting on behalf of the County (must be approved by the Finance Director and Department Director/Elected Official).

2. The following personnel classifications are **not** qualified to request a P-Card:
- 2.1. Seasonal Employees (except Seasonal Fair Assistants, must be approved per 1.5)
- 2.2. Temporary Employees.

3. **<u>The Elected Official, Department Director, Manager or Supervisor is responsible for:</u>**
- 3.1. Attending mandatory Supervisory P-Card training with management responsibilities.
- 3.2. Requesting a Procurement Card for an employee by completing a Procurement Card Application Form (Appendix B).
- 3.3. Approving the monthly P-Card Expense Report of each P-Card Holder's account. The Elected Official, Department Director, Manager or Supervisor should approve transactions in the P-Card System and review purchases and account coding online. The coding needs to be completed by the due date.
- 3.4. Having an authorized signature to approve Expense Reports. When the Elected Official, Department Director, Manager or Supervisor cannot approve a purchase due to the result of a prohibited transaction, the Approver must note such on the report and notify the P-Card Administrator immediately. The County Manager's P-Card Expense Report will be reviewed and approved by the County Attorney, and the County Attorney's P-Card Expense Report will be reviewed and approved by the County Manager. Elected Officials may approve their own Expense Reports.
- 3.5. The Finance Director will provide a primary review and submit a monthly exceptions report for all P-Card Holders, which includes Elected Officials, to the County Manager.
- 3.6. Transactions are subject to Colorado Open Records Act (CORA) and may be forwarded to the Ethics Officer.
- 3.7. Making sure the monthly P-Card Expense Report and all the receipts, with proper documentation, are sent to the P-Card Administrator within six (6) business days after the email from the Finance Department stating when P-Card Reports are due.
- 3.8. Securing an employee's P-Card upon notification of resignation along with any receipts and having the P-Card Holder code any transactions in P-Card System before leaving employment.
- 3.9. Setting up a Delegate during their absence. The approving delegate cannot approve their own expense report.

4. <u>P-Card Holder is responsible for:</u>

4.1. Attending mandatory P-Card training before receiving P-Card. Training for Elected Officials while not mandated is highly recommended. Annual review of this Policy is recommended for all P-Card Holders.

4.2. Making authorized appropriate purchases only. When a prohibited purchase is made, the employee's P-Card privileges may be revoked and the P-Card Holder's Supervisor will be notified, if applicable. The employee may also face disciplinary action up to and including termination.

4.3. Making purchases using the County preferred vendors. Contact the Purchasing Division of the Finance Department for information.

4.4. Providing the Colorado Sales Tax-exempt number to all vendors prior to purchase to avoid paying state and local taxes, where possible. Adams County is tax exempt from Colorado State or local sales taxes. The tax-exempt number is printed on all Procurement Cards.

4.5. Making sure no double payment occurs.

4.6. Submitting all receipts and other necessary documentation of their purchases such as class registration form, conference agenda, meeting agenda, etc., along with their monthly P-Card Expense Report, with proper account coding, to the Elected Official, Department Director, Manager or Supervisor for approval and signature.

4.7. Notify Supervisor to approve P-Card expenses online.

4.8. When it is necessary to return an item to a vendor the P-Card Holder is to request that a Credit Receipt be obtained and credit issued to the Procurement Card account. The P-Card Holder shall not accept cash or store credit when returning an item.

4.9. In response to IRS guidelines, the following information is required when business meals are purchased:

- 4.9.1. The name(s) of the person(s) participating in the business meal
- 4.9.2. The nature of the business meeting
- 4.9.3. The date of the meeting
- 4.9.4. The location of the meeting
- 4.9.5. The itemized receipt
- 4.9.6.

4.10. Not having the transaction split by the vendor when the transaction exceeds the P-Card Holders $5,000.00 spending limit, or the amount determined by Federal Regulations (Uniform Grant Guidance 2 CFR 200) when using federal grant funds.

4.11. Turning in the P-Card and receipts to Supervisor upon P-Card Holder resignation.

4.12. Disputing any charges needs to be done directly with the vendor first. If unsuccessful in negotiating the dispute, contact P-Card Administrator. Attach documentation from JPMorgan Chase to the monthly P-Card Expense Report.

4.13. Contacting JPMorgan Chase as soon as possible at 1-800-316-6056 should the P-Card be lost, stolen or if unauthorized charges appear on the monthly statement. Notify P-Card Holder's Supervisor and the Procurement Card Administrator immediately.

4.14. Taking personal responsibility for any transaction that is not documented by a receipt or any transaction not made in the interest of Adams County. If no receipt is available, P-Card Holder must fill out the Unavailable/Lost Receipt Documentation Form

(Appendix D) for each missing receipt. Warning: Repeated use of this form may result in revocation of P-Card.

4.15. Safeguarding account number, security code or card verification value (CVV), and expiration date to help prevent fraud.

4.16. Ensuring that credit card numbers are not stored on file with Merchants where P-Card Holder may also have a personal account.

5. <u>The P-Card Administrator is responsible for:</u>

5.1. Issuing new and de-activating P-Cards.

5.2. Training P-Card Requesters prior to issuing the P-Card.

5.3. Training Supervisors on their responsibilities.

5.4. Notifying the Treasurer's Office for monthly payment to P-Card System.

5.5. Regularly synchronizing County's chart of accounts and cost centers to the bank's website.

5.6. Processing any approved changes on the P-Card Account Maintenance form.

5.7. Resolving any issues between the bank and the P-Card Holder regarding declined purchases, limit changes, disputes or changes to the merchant category groups.

5.8. Reconciling, researching, and auditing P-Card Holder transactions to receipts and documentation to ensure Adams County Policies and Procedures are followed. Auditing of all Department's/Office's P-Card Holder accounts will occur throughout the year, at which time all current P-Card Holder's accounts will be audited.

5.9. Uploading all transactions to the correct General Ledger accounts in JD Edwards. No changes can be made after the upload except on a case-by-case basis as approved by Finance.

5.10. When discovered, P-Card transactions that do not adequately state a business purpose, a request to provide such documentation will be made of the P-Card Holder. If the proper documentation is not provided when requested, a request for reimbursement will be made. If a reimbursement is not received by the County, the Finance Department will follow IRS guidelines requiring the transaction to become taxable compensation to the P-Card Holder's wages on their W-2.

5.11. Organizing reports that can be used to verify spending above Purchasing limits by transaction and merchant code for review by the Procurement and Contracts Manager.

5.12. Periodically reviewing, recommending and shutting off unauthorized Merchant Category Codes and specific items, such as (any exceptions require the approval of the Finance Director):

- 5.12.1. Liquor
- 5.12.2. Jewelry
- 5.12.3. International Purchases
- 5.12.4. Cash Advances, Travelers Checks, Money Orders
- 5.12.5. Gambling (including lottery and casinos)
- 5.12.6. Adult Entertainment

5.13. Keeping records, including P-Card Applications, Maintenance forms, and P-card Violation forms, in accordance to County Records Retention Policy.

6. Additional P-Card Information:

6.1 The Travel and Business Expense Policy (Policy 1120) must be followed for travel, meal and entertainment expenses for County P-Card Holders.

6.2. Purchases where the use of the P-Card is discouraged:

6.2.1 Computer equipment and software shall be purchased through the Information Technology Innovation (ITI) Department.

6.2.2 Suppliers not currently contracted by Purchasing. When in doubt, call Adams County Purchasing Division at 720-523-6050.

7. Prohibited purchases using the P-Card include:

7.1 Any purchase of goods or services where there is a contractual obligation or potential liability to Adams County, unless pre-approved by the Purchasing Division. All purchases with terms and conditions must be reviewed and approved by Purchasing prior to completing transaction.

7.2 Capital Equipment

7.3 Gasoline for County Vehicles: Fuel should be purchased using the current contracted fuel provider Sam Hill/SHOCO, Wright Express and Shell Oil (contact Purchasing Division or Fleet Management for additional information on this program). The P-Card may be used to purchase gasoline or other fuels in a case of emergency or if P-Card Holder cannot reasonably get to a fueling station with the current contracted fuel supplier.

7.4 Gift card and/or gift purchases for employees, except for employee recognition programs or reasonable retirement acknowledgments. However, gift cards may be purchased for external clients as a provision of an established assistance program.

7.5 All local tolls, express lanes, non-airport parking, etc., mileage reimbursements will not be made to those employees receiving a vehicle stipend.

7.6 International purchases, unless prior approval is obtained by Finance.

7.7 Alcohol, except when necessary for certain County operations where alcohol is made available for sale to customers at County events.

8. Procurement Card Limits:

8.1 Standard single P-Card limit is less than $5,000.00 per item. Monthly limit is up to $10,000.

8.2 Any request to raise limits above the standard P-Card limits, needs to be approved by an Elected Official or Department Director and the Finance Director using the P-Card Account Maintenance Form (Appendix C).

8.3 The limit for spending federal funds, which is less than $5,000.00, is determined by Federal Regulations (Uniform Grant Guidance 2 CFR 200).

9. Consequences for Violating the P-Card Policy:

9.1 P-Card privileges may be revoked and the employee may be subject to disciplinary action up to and including termination.

9.1.1 The following items represent violations of P-Card policy, including but not limited to:

- Not providing proper receipts (example: itemized purchase receipts and business purpose).
- Lack of proper documentation (example: conference agenda, class itinerary and business purpose).
- P-Card Expense Report not turned in to Finance when due.
- Personal use (including inadvertent).
- Not account coding transactions in the P-Card System when due.

9.2 If privileges have been revoked, the reinstatement will not occur for at least 3 months. To reinstate P-Card privileges, at the discretion of the Finance Director, the employee must obtain their Supervisor's approval and attend a mandatory P-Card training session. P-Card privileges may also be permanently revoked.

10. <u>EXCEPTIONS:</u>

10.1 Federal Regulations that require a lower authorization amount.

10.2 Items that have been formalized through the Purchasing process (as approved by the Finance Director), where the P-Card or a single use account is to be used as a method of payment.

10.2.1 Examples of authorizations at or above $5,000 include:

- EON Office
- Toshiba Copiers/Printers
- Medical Supplies
- Tuition Programs
- Emergency procurements as approved in Appendix A

10.2.2 The following items are not subject to terms and conditions of contractual obligations pre-approvals:

- Airline Tickets (including bus, train, etc.)
- Vehicle Rentals
- Lodging
- Catering (less than $5,000)

8. Returning Purchased Items
    8.1. When it is necessary to return an item to a vendor the employee is to request that a credit be issued to the Procurement Card account. The employee is never to accept cash or a store credit when returning an item.

ADAMS COUNTY COLORADO	**INFORMAL BID POLICY AND PROCEDURE**	**Approval Date** 01/16/13
	DIVISION AND POLICY NUMBER **PURCHASING - 1050**	**Revision Date**

PURPOSE:

To establish the Board of County Commissioners (BOCC requirement to obtain three (3) Informal Bids, when possible, for all commodities and services purchased at the approval level of Elected Officials or Department Directors see Policy #1010, to ensure that Adams County receives fair and equitable pricing. It is the responsibility of the Elected Official or Department Director to obtain these bids, unless they wish to delegate the process to the Purchasing Division. The documentation for the bid process on each purchase is to be forwarded to the Purchasing Division for review and recordkeeping. Purchasing Division or the Sheriff's Office will issue a Purchase Order.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The BOCC has given the Elected Officials and Department Directors the authority to solicit bids and select vendors on their own and without Purchasing Division's assistance within the approval guidelines of Policy #1010. When a Purchase Order is required only the Purchasing Division or the Sheriff's Office can issue a Purchase Order. When an Agreement is required, the Purchasing Division will determine if a Service Agreement Purchase Order can be used or whether an Adams County Agreement needs to be created. All Agreements must be reviewed by the County Attorney.

EXCEPTIONS:

Unless otherwise required by law or these Policies and Procedures, the BOCC does not require formal or informal proposals under any one of the following circumstances:

1. When the item(s) or service has been formally awarded to a vendor by the State of Colorado, Multiple Assembly of Procurement Officials (MAPO), or other cooperative purchasing groups recognized by the Purchasing Division and the product meets the needs of Adams County.
2. The item or service should be single sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to Adams County (see Policy #1080).
3. Emergency purchases where the health, safety and well-being of the citizens, employees or county property may be endangered if the purchase is delayed (see Policy #1015).

PROCEDURE:

1. The end user will perform the tasks below under normal circumstances. If they require or request the Purchasing Division's assistance then they are to complete a Purchase Requisition in the JDE system, see ..\JDE Rollout\SSReq_Requestor User Manual.doc
2. The Purchasing Manager will assign one of the Purchasing Division staff to assist the requesting end user to:
   - 2.1. Review the request and determine if there is any state or local contracts for the commodity or service requested.
   - 2.2. Obtain three competitive bids, when possible, from different vendors by
     - 2.2.1. Fax quotation, or,
     - 2.2.2. Phone quotation, or,
     - 2.2.3. E-mail quotation, or,
     - 2.2.4. Mail quotation.
   - 2.3. Review the quotation results with the end user.
   - 2.4. Determine which vendor shall be awarded the bid in conjunction with the End user.
3. Purchasing Division staff shall obtain and/or verify pricing, shipping terms, expected delivery date(s), and payment terms and conditions.
   - 3.1. In all cases, incoming shipments shall be Freight on Board (FOB) destination. The acceptance of vendor terms other than F.O.B. destination requires the prior approval of the Purchasing Division.
   - 3.2. Should there be any abnormalities in the information obtained above Purchasing shall contact the requesting End user before placing the order to discuss the issues and possible alternatives.
   - 3.3. The Purchasing Division staff or the Sheriff's Office shall place the order using the P-Card, see Policy #1045, or a Purchase Order whichever is more appropriate. Purchasing Division will issue a Service Agreement Purchase Order between the vendor and Adams County when a contract is necessary.
   - 3.4. Place the order with the vendor. Forward hard copy of the order document to the vendor and the requesting End user.
   - 3.5. The Purchasing Division shall help to expedite any order that is not delivered on time.

ADAMS COUNTY COLORADO	**FORMAL INVITATION FOR BID (IFB)**	**Approval Date** 11/01/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1060**	**Revision Date** N/A

PURPOSE:

The purpose of this Policy is to maximize open and fair competition between vendors while assuring the best possible product or service at the best price for those products and services purchased by Adams County. This Policy is established to define the conditions where a formal Invitation for Bid (IFB) is required.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a formal IFB for all goods and/or annual services to be purchased by Adams County in excess of the individual approval limits of Elected Officials and Department Directors as established in Policy #1010 or as otherwise provided in this Policy and/or state or federal law.

An IFB is used when the specifications of the item can be well defined as to specific performance and/or design. Examples of items where an IFB would be used include vehicles, copiers, fuel, concrete, sand, herbicides, etc.

The BOCC shall not be bound to select the supplier submitting the lowest bid, should it be determined that bid or supplier be considered non responsive and/or non responsible ; then the BOCC may also reject all bids should it be determined to be in the best interest of Adams County.

If prices are equal and if the quality and service of the bidders are deemed to be equal, the condition is referred to as a tie bid. In this situation the BOCC may choose to award the bid according to but not limited to the following criteria: business location within the boundaries of Adams County, past business history with Adams County Government, and businesses located within Colorado. Each of the aforementioned criteria can stand alone or be considered collectively.

EXCEPTIONS:

Unless otherwise prohibited by State or Federal law or these Policies and Procedures the BOCC does not require a formal bid under any one of the following circumstances:

1. When the item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of Adams County.
2. The item(s) or service may be single sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and shall provide exceptional value to Adams County. (see Policy #1080).
3. Emergency purchases where the health, safety, or well being of the citizens, employees or county property may be endangered if the purchase is delayed, see Policy #1015.

Adams County Manager or the BOCC must approve any exception not previously mentioned within the approval authority guidelines outlined in Policy #1010.

PROCEDURE:

1. The requesting Department is to submit a requisition in the JDE system in accordance with established procedures ..\JDE Rollout\SSReq_Requestor User Manual.doc. The Purchasing Division or the Sheriff's Office has the authorization to Award to the winner a Purchase Order. Purchasing Division will issue an Agreement when necessary.
2. The Purchasing Manager shall assign one of the Purchasing Division staff to assist the requesting Elected Official/Department to:
   2.1. Aid in the development and review of the specifications for the IFB
   2.2. Develop the advertisement for the newspaper or publication
   2.3. Determine if a Bid Bond is required.
   2.4. Determine if a Performance and Material Payment Bond is required.
   2.5. Determine what insurance; general liability, workers compensation, professional liability, etc. and what level of insurance coverage is desired in conjunction with Risk Management and the Adams County Attorney.
   2.6. Develop the bidders list.
   2.7. Distribute the IFB.
   2.8. Evaluate the responses.
   2.9. Award a Purchase Order, a Contract or an Agreement, as required.
3. Once the IFB document is completed, the requesting Elected Official or Department Director or their designee must sign off on the completed document before it can be sent out to the vendors. The Purchasing Division staff shall then:
   3.1. Prepare the bid packets including:
      3.1.1. The IFB.
      3.1.2. The Scope of Work or Specifications and Plans that details Adams County's situation and the desired final outcome.
      3.1.3. Special provisions.
      3.1.4. Insurance requirement attachment.
      3.1.5. Time, Date and Location of Pre-bid conference meeting(s), if required.
      3.1.6. Time and Date when questions must be submitted in writing to be included in any addendum.
   3.2. Posts the package to the Rocky Mountain E-Purchasing System and newspapers where applicable.

4. Pre-bid conference meeting – the Purchasing Division staff shall:
   4.1. Attend all pre-bid meetings to record the attendees,
   4.2. Note any issues which require explanation,
   4.3. Develop and distribute to all vendors any addendum/addenda to the bid document.
5. IFB opening: The Purchasing Division staff shall assure:
   5.1. Acceptance of all sealed bids up to the time of bid opening noting the time and date the bid was delivered on the outside of the sealed package. No bids shall be opened prior to the time and date specified in the IFB.
   5.2. All bids submitted after the time stipulated in the IFB shall not be opened and shall be returned to the sender with a letter stating that the bid was submitted late and shall not be considered.
   5.3. All bids shall be opened in a public setting with the Purchasing Division staff member stating the vendor's name and pricing. A second Purchasing Division staff member shall be present to record and witness the opening of all the bids on a bid tally sheet.
   5.4. The bid tally sheets shall be made available to attendees upon request.
   5.5. The bid tally sheet and copies of all the bids including all appropriate attachments related to bonds and insurance shall be forwarded to the requesting Department for their review and written recommendation. The recommendation is to be sent to Purchasing Division for processing through Adams County Manager or the BOCC depending on the approval required per Policy #1010.
   5.6. The Purchasing Division shall review the recommendation to assure the award is given to the lowest responsive and responsible bidder.
6. When processing the recommendation – The Purchasing Division staff shall:
   6.1. Prepare the package to be presented to Adams County Manager or the BOCC including:
      6.1.1. The resolution, where required,
      6.1.2. The bid tally sheet,
      6.1.3. Supportive documentation, when needed,
   6.2. When BOCC approval is required, arrange for the package to be placed on the BOCC agenda for public hearing as soon as possible,
   6.3. Send an electronic copy of the bid packet and Board resolution to the BOCC's special email address for agenda items. Inform the requesting Department of the time and date when the BOCC shall review the recommendation in public hearing.
7. Contract Administration if needed – The Purchasing Division staff shall:
   7.1. Prepare the contract and forward it to the Adams County Attorney for preliminary review and sign as approved to form.
   7.2. After editing the document, per the Adams County Attorney, two (2) originals are sent to the vendor for signature. Both originals are returned with any bonds and insurance certificates that are required.
   7.3. When required by Policy #1010 forward two originals to the BOCC for final signature by the Chair of the BOCC. Two originals are returned to Purchasing Division.
   7.4. Purchasing Division sends one fully executed Agreement to the vendor along with a Purchase Order and retains one original of the contract for Finance's files and will then forward a copy to the end user.

7.5. The Purchasing Division shall maintain a database of contract information that will include a copy of the Agreement and including, but not limited to: supplier, sign date, renewal date if applicable, insurance certificate and bonding information.

7.6. Follow-up with the requesting Department:

7.6.1. Within six months Purchasing Division shall follow up with the requesting Department to find out if the vendor is complying with the terms of the Agreement in a satisfactory manner.

7.6.2. If there are problems with the vendor's performance Purchasing Division shall seek corrective action from the vendor including documenting all problems in a letter to be sent to the vendor copying the Adams County Attorney.

7.6.3. If there is no resolution to the problem the issue shall be referred to the Adams County Attorney for legal action.

8. Bid Close – The Purchasing Division staff shall:

8.1. Notify all the vendors that were not selected.

8.2. Enter the Agreement into the Purchasing Division database.

ADAMS COUNTY COLORADO	**FORMAL REQUEST FOR PROPOSAL (RFP)**	**Approval Date** 11/01/12
	DIVISION AND POLICY NUMBER **PURCHASING – 1070**	**Revision Date** N/A

PURPOSE:

The purpose of this policy is to establish and define the conditions where a formal Request For Proposal (RFP) is required to maximize open and fair competition between vendors while assuring the best possible product or service at the best price.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a formal RFP for all goods and/or annual services to be purchased by Adams County in excess of the individual approval limits of Elected Officials and Department Directors as established in Policy #1010.

A formal RFP is used when the desired outcome is well defined and Adams County is asking for the vendor to develop a solution to a specific project, or provide a final product that will meet the needs of Adams County. It is also used when Adams County is considering other factors in addition to cost for the service or product.

The BOCC shall take into consideration the recommendation of the evaluation committee and shall not be bound to select the supplier submitting the lowest dollar proposal. The BOCC retains the right to make its selection after consideration of any and all other factors it deems appropriate to the proposed purchase; the BOCC may also reject all proposals should it be determined to be in the best interested of Adams County.

If proposals are deemed equal, the condition is referred to as a tie proposal. In this situation the BOCC may choose to award the proposal according to but not limited to the following criteria: business location within the boundaries of Adams County, past business history with Adams County Government, and businesses located within Colorado. Each of the aforementioned criteria can stand alone or be considered collectively.

EXCEPTIONS:

Unless otherwise prohibited by State or Federal law or these Policies and Procedures the BOCC does not require a formal proposal under any one of the following circumstances:

1. When the item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing groups and the product meets the needs of Adams County.
2. The item or service may be single sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and shall provide exceptional value to Adams County, see Policy #1080.
3. Emergency purchases where the health, safety, or well being of the citizens, employees or county property may be endangered if the purchase is delayed, see Policy #1015.
4. Where Adams County currently has a contract in place with a vendor for like products or services. Use of this exception requires the approval of the appropriate Elected Official or Department Director and the Purchasing Manager as well as Adams County Manager or BOCC when required by dollar limits in Policy #1010.

PROCEDURE:

1. The requesting Department is to submit a requisition in the JDE system in accordance with established procedures ..\JDE Rollout\SSReq_Requestor User Manual.doc. The Purchasing Division has the sole authorization to Award to the winner a Purchase Order or Contract as required.
2. The Purchasing Manager shall assign one of the Purchasing Division staff to assist the requesting Elected Official / Department to:
   2.1. Aid in the development and review of the specifications or scope of work for the RFP
   2.2. Develop the advertisement for the newspaper or publication
   2.3. Determine if a Bid Bond is required.
   2.4. Determine if a Performance and Material Payment Bond is Required
   2.5. Determine what insurances: general liability, workers compensation, professional liability, etc. and what level of insurance coverage is desired in conjunction with Risk Management and the Adams County Attorney,
   2.6. Develop the proposal vendors List
   2.7. Distribute the RFP
   2.8. Aid in the evaluation of the responses
   2.9. Award a Purchase Order and/or a Contract or an Agreement, as required.
3. Once the RFP document is completed the requesting Elected Official or Department Director or their designee must sign off on the completed document before it can be sent out to the vendors. The Purchasing Division staff shall then:
   3.1. Posts the package to the Rocky Mountain E-Purchasing System and newspapers where applicable; obtain as many proposals as possible.
   3.2. Prepare the proposal packets including:
      3.2.1. The RFP
      3.2.2. The Scope of Work or specifications and plans that details Adams County's situation and the desired final outcome.
      3.2.3. Special provisions
      3.2.4. Insurance requirements
      3.2.5. Date, time, and Location of pre-proposal conference, if required

3.2.6. Date and time when questions must be submitted in writing to be included in any addendum.
3.2.7. Opening date and time when responses must be delivered to Adams County.

4. Pre-proposal conference – the Purchasing Division staff shall:
   4.1. Coordinate all pre-proposal conferences to record the attendees
   4.2. Note any issues which require explanation
   4.3. Develop and distribute to all vendors any addenda to the proposal document
5. RFP opening – the Purchasing Division staff shall assure:
   5.1. Acceptance of all sealed proposals up to the time of proposal opening; noting the time and date the proposal was delivered on the outside of the sealed package. No proposals shall be opened prior to the time and date specified in the RFP.
   5.2. All proposals submitted after the time stipulated in the RFP shall not be opened and shall be returned to the sender with a letter stating that the proposal was submitted late and shall not be considered.
   5.3. All proposals shall be opened in a public setting with the Purchasing Division staff stating the vendor's name only. A second Purchasing Division staff member shall be present to record and witness the opening of all the proposals.
   5.4. The names of submitting vendors shall be made available to all the parties attending the opening upon request.
   5.5. Copies of all the proposals including all appropriate attachments shall be forwarded to the requesting Elected Official/Department for their review and evaluation. The recommendation is to be sent to the Purchasing Division for processing through Adams County Manager or the BOCC depending on the approval required per Policy #1010.
   5.6. The Purchasing Division shall be involved in the review process and shall review the recommendation to assure the award is given to the vendor providing the best solution at the best price.
6. When processing the recommendation – The Purchasing Division staff shall:
   6.1. Prepare the package to be presented to Adams County Manager or the BOCC including:
      6.1.1. The resolution, where required
      6.1.2. Summation of the evaluation
      6.1.3. Supportive documentation when needed
   6.2. When BOCC approval is required arrange for the package to be placed on the BOCC agenda for public hearing as soon as possible
   6.3. Send an electronic copy of the proposal packet and Board resolution to the BOCC for agenda items. Inform the requesting Department of the date and time when the BOCC shall review the recommendation in public hearing.
   6.4. E-mail a copy of the Resolution with all supporting documents to all submitting companies informing them as to the Date and Time when the Resolution will be presented in public hearing. This gives any vendor the opportunity to file a protest (see Policy #1075)
7. Contract/Agreement Administration if needed – The Purchasing Division staff shall:
   7.1. Prepare the contract and forward it to the Adams County Attorney for preliminary review and sign as approved to form.

7.2. When required by Policy #1010 forward two originals to the BOCC for final signature by the Chair of the BOCC. Two originals are returned to Purchasing Division.
7.3. Purchasing Division sends one fully executed Agreement to the awarded vendor along with a Purchase Order and retains one original of the Contract for Finance's files and will then forward a copy to the end user.
7.4. The Purchasing Division shall maintain a database of contract information that will include a copy of the Agreement and including, but not limited to: supplier, sign date, renewal date if applicable, insurance certificate received date, and bond information.
7.5. After editing the document, per the Adams County Attorney, two (2) originals are sent to the vendor for signature. Both originals are returned with any bonds and insurance certificates that are required.
7.6. Follow-up with the requesting Department:
7.6.1. Within six months Purchasing Division shall follow up with the requesting Department to find out if the vendor is complying with the terms of the Agreement in a satisfactory manner.
7.6.2. If there are problems with the vendor's performance Purchasing Division shall seek corrective action from the vendor including documenting all problems in a letter to be sent to the vendor copying the Adams County Attorney.
7.6.3. If there is no resolution to the problem the issue shall be referred to the Adams County Attorney for legal action.

8. Bid Close – The Purchasing Division staff shall:
8.1. Notify all the vendors that were not selected.
8.2. Enter the Agreement into the Purchasing Division database.

ADAMS COUNTY COLORADO	**PROCUREMENT OF NEW BUILDING CONSTRUCTION AND MAJOR IMPROVEMENT/REMODELING**	**Approval Date** 8/26/14
	DIVISION AND POLICY NUMBER **PURCHASING – 1071**	**Revision Date** N/A

PURPOSE:

The purpose of this policy is to establish and define the process for procuring construction services for new building construction and major improvement or remodeling of existing or planned County buildings. The policy is intended to assure quality in construction, transparency in the purchasing process, and fair competition between vendors.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a formal pre-qualification process for the construction of all new county buildings and all major improvements or remodeling of existing or planned County buildings. Major, for the purpose of this policy, shall be defined as improvements or remodeling projects estimated to require $1,000,000 or more of construction costs.

The BOCC recognizes that these projects are significant to the community and to the County organization. The substantial investment of public monies, the long lives of these assets, and the impact to our citizens and employees drives the need for quality in construction. The policy recognizes that improved quality in construction may have lower total lifetime project costs than projects awarded using only lowest cost procurement. This policy also recognizes that quality of construction can be enhanced through the use of highly qualified contractors who employee personnel that are well trained and have the developed skills required to perform the required work.

The pre-qualification process will utilize the following general evaluation criteria for each submitting vendor:

1. Past performance and experience in successfully completing similar projects, including timeliness, budgetary performance, and quality of final building projects;
2. Project management capabilities and experience;
3. Contractor responsibility, including safety history and safety programs; financial, bonding and insurance capacity; and past claims, litigation, convictions, and history of business practices;
4. Personnel available for the project, including the utilization of local labor, personnel recruitment, and workforce training and development;
5. Employee total compensation packages, including retirement and benefit programs; and
6. Other project-specific criteria that may be relevant.

The Purchasing Division, in cooperation with the Facilities Planning and Operations Department, will develop a draft pre-qualification solicitation for planned qualifying projects, including specific evaluation criteria. This draft pre-qualification solicitation, including evaluation criteria, will be presented to the BOCC for approval at Study Session prior to posting by the Purchasing Division.

A pre-qualification review team will be selected, including representatives from the County Manager's Office, the Facilities Planning and Operations Department, the Human Resources Department, the Finance Department, and the department(s) who will be the primary users of the building, to evaluate responses. Vendors may be asked to provide oral presentations on their submissions.

The Purchasing Division will present a list of recommended vendors to the BOCC at Public Hearing for consideration, along with evaluation results. No vendor may be recommended to the BOCC unless the majority of the pre-qualification review team deems them to be within a normal and acceptable range within the industry and the local community in each of the evaluation areas. For the purpose of employee total compensation, this means that employees receive fair and proper benefits commensurate with similar employees in the area. The BOCC may approve or deny any responding vendors, at the BOCC's discretion, for inclusion on the list of pre-qualified vendors.

The Purchasing Division will utilize the list of pre-qualified vendors to solicit either a formal Request for Proposal (RFP) or Formal Invitation for Bid (IFB) for the actual construction award. A bid will follow the process prescribed in Policy 1060 – Formal Invitation for Bid (IFB). An RFP will follow the process prescribed in Policy 1070 – Formal Request for Proposal (RFP). Evaluation criteria for the RFP will include price, specific project plan, and any other criteria unique to the project. Neither the bid nor the RFP will request or reevaluate the criteria contained in the pre-qualification process, but will require reaffirmation from the vendor that the same conditions exist as presented in the pre-qualification response, or alternatively, that any changed conditions be updated and explained.

EXCEPTIONS:

Unless otherwise prohibited by State or Federal law, or these Policies and Procedures, the BOCC does not require a formal pre-qualification under any one of the following circumstances:

1. The County may participate in joint use facilities with other local governments utilizing alternative procurement procedures of the other participating entity, with the pre-approval of the BOCC.
2. The BOCC, at their discretion, may use the existing pre-qualified vendor list if the scope of work and evaluation criteria is deemed consistent with the new project.
3. This process may be waived by the BOCC for federally funded projects if this process is in conflict any grant funding requirements.
4. This process may be waived by the BOCC for emergency improvements or repairs.

PROCEDURE:

1. The Purchasing Manager shall assign Purchasing Division staff to assist the Facilities Planning and Operations Department to:
   1.1. Aid in the development and review of the specifications or scope of work for the pre-qualification solicitation;
   1.2. Develop the advertisement for the newspaper or publication;
   1.3. Develop the vendor solicitation list;
   1.4. Distribute the pre-qualification solicitation;
   1.5. Aid in the evaluation of the pre-qualification responses; and
   1.6. Place vendors on the pre-qualified vendor list for the subsequent bid or RFP.
2. The Purchasing Division will present to the BOCC at Study Session the recommended pre-qualification solicitation and evaluation criteria and make any amendments directed by the BOCC prior to solicitation.
3. Once the pre-qualification solicitation document is completed, the Facilities Planning and Operations Director must sign off on the completed document before it can be sent out to vendors. The Purchasing Division staff shall then:
   3.1. Post the package to the Rocky Mountain E-Purchasing System and newspapers where applicable; obtain as many proposals as possible.
   3.2. Prepare the pre-qualification solicitation packets which include:
      3.2.1. The Scope of Work or specifications and plans that details Adams County's situation and the desired final outcome;
      3.2.2. Special provisions;
      3.2.3. Date, time, and location of the pre-qualification conference, if required;
      3.2.4. Date and time when questions must be submitted in writing to be included in any addendum; and
      3.2.5. Date and time when the pre-qualification solicitation must be delivered to Adams County.
4. Pre-qualification conference – the Purchasing Division staff shall:
   4.1. Coordinate all pre-qualification conferences to record the attendees;
   4.2. Note any issues which require explanation; and
   4.3. Develop and distribute to all vendors any addenda to the pre-qualification solicitation document.
5. Pre-qualification response opening – the Purchasing Division staff shall assure:
   5.1. Acceptance of all sealed responses up to the time of response opening; noting the time and date the response was delivered on the outside of the sealed package. No responses shall be opened prior to the time and date specified in the pre-qualification solicitation;
   5.2. All responses submitted after the time stipulated in the pre-qualification solicitation shall not be opened and shall be returned to the sender with a letter stating that the response was submitted late and shall not be considered;
   5.3. Copies of all responses, including all appropriate attachments, shall be forwarded to the pre-qualification review team for their review and evaluation. The recommendation of the pre-qualification review team is to be sent to the Purchasing Division for processing through the BOCC; and

5.4. The Purchasing Division shall be involved in the review process and shall review the recommendation to assure this policy was properly followed.

6. When processing the recommendation – The Purchasing Division staff shall:
   6.1. Prepare the package to be presented to the BOCC including:
      6.1.1. The agenda item and resolution; and
      6.1.2. A summation of the evaluation; and
   6.2. E-mail a copy of the agenda item and resolution with all supporting documents to all submitting companies informing them as to the date and time when the resolution will be presented in public hearing. This gives any vendor the opportunity to file a protest (see Policy 1075 – Vendor Protests).
7. Pre-qualification close – The Purchasing Division staff shall:
   7.1. Notify all vendors that were not selected for inclusion on the list of pre-qualified vendors; and
   7.2. Prepare a list of pre-qualified vendors for the project.
8. RFP or bid – the County shall follow either the process outlined in Policy 1070 – Formal Request for Proposal (RFP) or the process outlined in Policy 1060 – Formal Invitation for Bid (IFB) for the actual construction award, depending on the procurement method chosen.

ADAMS COUNTY COLORADO	**VENDOR PROTESTS**	**Approval Date** 10/22/12
	DIVISION AND POLICY NUMBER **PURCHASING – 1075**	**Revision Date** N/A

PURPOSE:

To assure all submitting vendors have the right and ability to protest an award of a solicitation based on the protesting vendor's view that the award was not fair or restrained open competition.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

This Policy and procedure applies to all Invitation for Bids and Request for Proposals.

EXCEPTIONS:

A vendor may not protest when Adams County has exercised its right to single source a product or service as stated in Policy #1080.

PROCEDURE:

1. Vendor protest submittal:
   1.1. The vendor must submit their protest in writing to the Adams County Manager or his designee within two (2) working days of the award by the BOCC
   1.2. The protest must include an explanation of how the award was unfair or restrained competition.
2. Adams County Manager, upon receipt of the protest, shall suspend any further action related to the bid or Request for Proposal (RFP).
3. Adams County Manager and/or his/her authorized designee shall form a committee to evaluate the protest to include but not be limited to:
   3.1. The Director of Finance or their authorized designee
   3.2. The Purchasing Manager or their authorized designee
   3.3. The Elected Official or Department Director and/or their designees related to the bid/RFP.
   3.4. The Adams County Attorney and/or their authorized designee
   3.5. The Internal Audit and/or their authorized designee
4. The committee shall meet within three (3) working days to evaluate:
   4.1. The nature of the protest
   4.2. The RFP or IFB documents and all addenda related to the Bid or RFP

4.3. The responses to the Bid or RFP
4.4. The criteria of the evaluation committee
4.5. The evaluations prepared by each member of the evaluation committee
4.6. The recommendation of the evaluation committee.

5. The Protest Committee shall make a recommendation to the BOCC only after a full and complete evaluation of the items. The Board may then:
   5.1. Reject the protest and proceed with the original awarded vendor,
   5.2. Accept the protest and cancel the RFP or IFB and require Purchasing Division to reissue the solicitation; or,
6. The decision of the BOCC shall be final and no further protest shall be considered.

ADAMS COUNTY COLORADO	**REQUEST FOR PROPOSAL EVALUATION AND BEST AND FINAL OFFERS**	**Approval Date** 11/14/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1078**	**Revision Date** N/A

PURPOSE:

To establish the requirement and the process for evaluation of responses to formal Request for Proposals (RFP) that are greater than the approval authority of Elected Officials and Department Directors, see Policy #1010.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The RFP evaluation process for all proposals as defined above shall be conducted as an objective process that requires a committee to evaluate all proposals on the specific criteria in the RFP. Complete confidentiality is an ethical and legal requirement, and is vital to fair and equitable evaluation. During the entire RFP process, the Purchasing Division staff serves as the sole contact for vendors and provides all RFP procedures and communication. Technical issues will be addressed by the appropriate Purchasing Division staff and relayed to vendors by the Purchasing Division staff. After proposals are submitted, all vendor contact shall be made through the Purchasing Division staff. Vendor proposal details, results and other evaluation proceedings shall be kept confidential at all times during the RFP and evaluation process. After a contract has been executed with the selected vendor, all information pertaining to the selection process (with the exception of confidential and proprietary information contained within a vendor's proposal, labeled as such by the vendor, and deemed confidential and proprietary by the Adams County Attorney's Office) shall be made available to the public for inspection in accordance with the Colorado Open Records Act (C.R.S. 24-72-203 and 24-72-204). Such information shall be provided to the requesting party upon receipt of a proper written inquiry under the act. Any inquiries under this act should be filed with the evaluation documentation for the proposal in question.

PROCEDURE:

Evaluation committee members will be selected by the end user and the Purchasing Division staff. It is recommended that committees should consist of at least one (1) member that is not part of the end user's responsibilities and a Purchasing Division staff member when the process is new to the end user or when scheduling permits; beyond that it will be a joint effort to select the remaining committee members.

Committee members shall score each proposal individually and independently. However, group discussions by the Purchasing Division staff only, are encouraged to discuss technical views to arrive at a better understanding of technical proposals during the evaluation process. The results of the scoring by the Evaluation Committee shall be totaled to determine the overall highest rated proposal. Any and all proposal owners determined to be within the competitive range may be given an opportunity to interview.

Best and Final Offers may be requested at the conclusion of discussions if deemed necessary.

All Offerors, upon request, may schedule a debriefing with the Purchasing Division staff after the award.

COMPETITIVE RANGE DETERMINATION

The Evaluation Committee, through the Purchasing Division staff, shall determine which proposals' scores are in the competitive range for the purpose of conducting written or oral discussions/interviews. The competitive range shall be determined on the basis of criteria stated in the RFP which may include, but is not limited to, the following:

1. The ability of the offeror to provide the services within the time specified.
2. The reputation, experience and efficiency of the offerors.
3. The comparative quality of the services bid.
4. The offeror's past performance in compliance with laws and ordinances.
5. The sufficiency of the financial resources of the offeror to perform the contract or provide the services.
6. The quality, availability and adaptability of the services to the particular use required.
7. The ability of the proposal owner to provide future maintenance and service.
8. The number and scope of conditions attached to the bid.
9. The quality of proposal owners' performance on previous contracts.
10. The total cost of the proposal
11. To assure transparency in the evaluation process all evaluators shall complete the "Conflict of Interest Form". See Appendix K

The determination shall include all proposals that have a reasonable chance of being selected for award. When there is doubt as to whether a proposal is in fact within the competitive range, the proposal shall be included.

WRITTEN CLARIFICATIONS OR INTERVIEWS

If a contract award cannot be made on initial offers as submitted, the evaluation committee, through the Purchasing Division staff, may request written clarifications or interviews with all responsible proposal owners within the competitive range. The following guidelines may be used:

1. Attempt to resolve or clarify any uncertainties concerning their proposal.
2. Resolve any suspected mistakes.

3. Provide the offeror a reasonable opportunity to discuss past performance information obtained from references. Names of individuals providing references shall not be disclosed.
4. The purpose of discussions is not to help an offeror owner to bring a proposal up to the level of others.

Auction techniques shall not be used. It is permissible to inform an offeror that the proposed prices exceed the budget for the project.

BEST AND FINAL OFFERS

Upon completion of discussions, the Evaluation Committee may issue to all offerors still within the competitive range a request for Best and Final Offers. Best and Final offers shall be requested in writing. The request shall include:

1. Notice that discussions are concluded.
2. Notice that this is an opportunity to submit a best and final offer.
3. A due date for submission of the Best and Final Offer.

After receipt and analysis of Best and Final Offers, the Evaluation Committee shall recommend to the end user which offeror is most advantageous to Adams County, considering price and the other factors included in the RFP.

Note: Proposal owners should be reminded that Best and Final Offers are not mandatory. They are only an opportunity to clarify, if necessary. If they choose not to submit a Best and Final Offer then their original proposal as submitted will be considered.

If the decision by the End user is in agreement with the Evaluation Committee then the Purchasing Division staff shall proceed with the placement with the proposal owner in accordance with Policy #1070 and Policy #1010.

When the decision of the End user deviates from that of the evaluation committee's recommendation the reasoning for such deviation shall be formally documented by the End user and included in the official Purchasing Division file. In cases where the deviation involves contracts greater than $250,000 the documentation shall be forwarded to Adams County's Independent Ethics Officer for review prior to proceeding with the purchasing process.

CONFLICT OF INTEREST:

All members of evaluation committees must complete and submit a Conflict of Interest Form. See Appendix K.

EXCEPTIONS:

There are no defined exceptions to this Policy.

ADAMS COUNTY COLORADO	**INSURANCE AND BOND REQUIREMENTS**	**Approval Date** 10/31/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1079**	**Revision Date**

PURPOSE:

To outline the general insurance and bonding requirements of Adams County related to contractor's, including Joint Ventures.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

1. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:
   - 1.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
     - 1.1.1. Each Occurrence $1,000,000
     - 1.1.2. General Aggregate $2,000,000
   - 1.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
     - 1.2.1. Bodily Injury/Property Damage $1,000,000 (each accident)
     - 1.2.2. Personal Injury Protection Per Colorado Statutes
   - 1.3. Workers' Compensation Insurance: Per Colorado Statutes
   - 1.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
     - 1.4.1. Each Occurrence $1,000,000
     - 1.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
   - 1.5. The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
     - 1.5.1. Underwriters shall have no right of recovery or subrogation against Adams County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

1.5.2. The insurance companies issuing the Policy or Policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy.

1.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

1.6. All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of Adams County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

1.7. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to Adams County.

1.8. At any time during the term of this Agreement, Adams County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

1.9. The Contractor shall not commence work under this contract until they have submitted to Adams County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

1.10. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.

1.11. Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.

1.12. The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.

1.13. The insurance companies issuing the Policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy.

1.14. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

1.15. If any of the said policies shall be or at any time become unsatisfactory to Adams County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to Adams County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of Adams County, may be immediately declared suspended, discontinued or terminated. Failure of the

Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

2. **JOINT VENTURE (JV):** If the Contractor is a JV, then the respective parties thereto are each individually held fully responsible for completion of the project according to the terms of the Agreement. The parties thereto also have joint and several liabilities to Adams County for any liquidated damages assessed or for performance bond claims against the JV. The performance bond and all insurance required by the Agreement shall set forth the identity of each party to the JV.
3. **BONDING:** For Construction Contracts the Contractor shall secure a Bid Bond for all projects in excess of $50,000 and a Performance Bond and a Payment Bond each in the amount of one hundred percent (100%) of the Agreement price with a corporate surety approved by Adams County and licensed to do business in the State of Colorado, said bonds to be released at the sole direction of Adams County.

PROCEDURE:

There are no specific procedures related to this Policy.

EXCEPTIONS:

All deviations must be approved by Adams County Risk Manager.

ADAMS COUNTY COLORADO	**SINGLE SOURCING POLICY**	**Approval Date** 10/22/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1080**	**Revision Date** 8/26/14

PURPOSE:

To define the single source process identifies one vendor or manufacturer as the only viable entity from which to purchase the commodity or service. This process supersedes all bidding requirements.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Board of County Commissioners (BOCC) may authorize a Single Source purchase under the following circumstances:

1. When the product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to Adams County.
2. Emergency purchases where the well-being of the citizens, employees or Adams County property may be endangered if the purchase is delayed.
3. Where Adams County currently has a contract in place with a vendor for like products or services.
4. Use of this exception requires the recommendation of one of the following: the Elected Official, Department Director, Deputy or County Manager in accordance with the value of the purchase and Adams County Approval Authority Policy #1010.

PROCEDURE:

The Department must provide written single source justification to the Purchasing Division for review, see Appendix E. Use the Alternative Source Election Form Appendix F to determine a single source not found in Appendix E.

1. The Purchasing Manager or their authorized designee shall review the justification and work with the requesting Elected Official or Department to assure that a single source is in the best interest of Adams County and does not violate the policies and procedures that have been adopted by Adams County.
2. Once the single source justification has been completed the Purchasing representative shall forward the document to Adams County Manager who may choose to present the request to the BOCC for review and approval or denial.

3. Upon approval the issue may be required to appear on the agenda for Public Hearing or placed on the consent calendar.
4. Once approved Purchasing Division shall process the purchase.
   4.1. If bonding is required the Contractor shall secure a Performance Bond and a Payment Bond each in the amount of one hundred percent (100%) of the Agreement price with a corporate surety approved by Adams County and licensed to do business in the State of Colorado, said bonds to be released at the sole discretion of Adams County.
   4.2. The Contractor shall provide insurance as stated in Appendix L.
5. In the event of a declared Disaster/Emergency this Policy shall be suspended and Policy #1015 shall replace these procedures.

Single Source providers will be posted on the Adams County website for all interested parties to see. A list of current single source providers is available in Appendix J.

EXCEPTIONS:

See Policy #1010 for exceptions to this and other purchasing policies for legal services for the County Attorney's Office and legal services for prosecutorial related cases for the District Attorney's Office.

There are no other defined exceptions to this Policy other than previously stated.

ADAMS COUNTY COLORADO	**PROFESSIONAL SERVICES**	**Approval Date** 01/16/13
	DIVISION AND POLICY NUMBER **PURCHASING - 1081**	**Revision Date** 8/26/14

PURPOSE:

This Policy is to establish Adams County requirements and processes for soliciting competitive proposals for Professional Services. For purposes of this Policy, Professional Services are defined as those services which are essentially intellectual in character and which include analysis, evaluation, prediction, planning, or recommendation. A Professional Service incorporates extended analysis, the exercise of discretion and independent judgment in its performance. In addition, it requires an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Professional Services may include, but are not limited to, those specialized services performed by accountants, analysts, consultants, lawyers, medical services, physicians, and planners.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

Competitive proposals are required in most instances when procuring professional services because it allows for consideration of technical quality or other factors in addition to price. Competitive proposals are solicited, evaluated, and awards made to the offeror whose proposal is most advantageous to Adams County, with price and other factors (as specified in the solicitation) considered. Either fixed-price or cost reimbursement type Agreements may be awarded.

For the procurement of Professional Services in excess of the Elected Officials or Departments approval authority, see Policy #1010, it is necessary to follow the procedure for Requests for Proposals (RFP), see Policy #1070.

For Professional services within the approval authority of the Elected Official or Department Director it is recommended that an informal proposal process be conducted when appropriate. The Purchasing Manager, and/or their authorized designee, will make the determination as to whether or not the professional service is appropriate for a noncompetitive award. The Department Director or Elected Official shall use professional judgment to ensure that Adams County is receiving the best value.

PROCEDURE:

Professional Services Purchased In Excess of the Elected Official or Director Approval

1. A Formal Request for Proposal (RFP) is required unless, in the opinion of the Purchasing Manager, the Department Director or Elected Official requesting the service can justify the source as being special or uniquely qualified to provide the service. In these instances the Policy on Emergency and Single Sourcing must be followed, see Policy #1080.
2. A full documentation of the scope of services, qualifications and experience of key personnel, project approach, references, financial information and fee requirements must be in the file. This information is to be submitted by the contractor as a formal proposal whether as part of an RFP or a Single Source justification, see Appendix E and Appendix F.

Professional Services Purchased Within the Elected Official or Director Approval

1. The Purchasing Manager or their authorized designee will make the determination as to whether or not the professional service is appropriate for a noncompetitive award. If so designated, no formal competitive solicitation will be required. However, it is required that a documented process be conducted when appropriate. The Department Director or Elected Official requesting the service always has the option to justify Single Sourcing to Purchasing Division, see Appendix F.
2. A full documentation of the scope of services, qualifications and experience of key personnel, project approach, references, financial information and fee requirements must be in the file.

In all circumstances, regardless of dollar amount, where Professional Services are procured, a purchase order (see JDE procedure on buying) ..\JDE Rollout\SSREQ_QuickGuide_Buyer.doc and an Agreement must be awarded. All Agreements for Professional Services must be prepared by the Purchasing Division and approved as to form by the Adams County Attorney. Financial approval of the Agreement with the provider depends on the value of the Agreement and must be approved in accordance with Policy #1010.

EXCEPTIONS:

See Policy #1010 for exceptions to this and other purchasing policies for legal services for the County Attorney's Office and legal services for prosecutorial related cases for the District Attorney's Office.

Other than as described above there are no defined exceptions to this Policy.

ADAMS COUNTY COLORADO	**CHANGE ORDERS**	**Approval Date** 01/16/13
	DIVISION AND POLICY NUMBER **PURCHASING - 1085**	**Revision Date** 8/26/14

PURPOSE:

To define the process and approvals required to effect a change in an active Purchase Order or Contract.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

A Change Order is a bilateral agreement between Adams County and the contractor to modify costs, scope of work, performance period, or contract specification changes. The end result of a Change Order is to modify an existing Purchase Order or an Agreement or both.

Change Orders shall require approval using the same dollar limit approval authority outlined in Policy #1010. Construction project change orders must also be approved by the Architect, if applicable, the Project Manager representing Adams County, the Contractor and the appropriate Adams County approval authority as defined in Policy #1010 referenced above.

A Change Order can be initiated in writing from the Contractor listing in detail and specific dollar amounts, where appropriate, based on circumstances that it believes have caused a change in an existing active contract. This could also be based upon written communication from Adams County or its designated representative that the Contractor considers to be a Contract Change. A Change Order can also be initiated by Adams County by specifying a potential change in the work and/or technical specifications. For purposes of applying Policy #1010 – Approval Authorization Levels for Purchasing Transactions, the total contract value including change orders must be considered when determining authorization to approve change orders. Change orders shall not be used to circumvent the authorized approval limits. Change orders for contracts or agreements originally approved by the Board of County Commissioners or change orders which cause the total contract or agreement value to exceed the signature authority of the County Manager must go the BOCC for approval. Written documentation for the Change including the appropriate approval authorization(s) must accompany the request to the Purchasing Division.

Once a contractual change is agreed to it is executed through a Change Order, see Appendix G which effects a Contract modification. This could include price, performance time, specifications, or other mutually agreed upon changes. All Purchase Order or Contract changes shall be executed by the Purchasing Division as Adams County Representative.

Renewals and/or extensions will follow Policy #1095.

EXCEPTIONS:

There are no defined exceptions to this Policy.

PROCEDURE:

There are no specific procedures related to this Policy.

ADAMS COUNTY COLORADO	**RENEWALS AND EXTENSIONS**	**Approval Date** 8/26/14
	DIVISION AND POLICY NUMBER **PURCHASING - 1095**	**Revision Date** N/A

PURPOSE:

To define the process and approvals required to effect a renewal option of an active contract or an extension of an active purchase order.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

A renewal or extension is a bilateral document, typically an amendment, acknowledging a renewal or continuation of a current agreement between Adams County and the contractor to modify the performance period, and possibly costs. The end result of a renewal or extension is to modify an existing agreement or purchase order, or both.

Renewals or extensions shall only be available if the original agreement or contract acknowledged the possibility of such opportunities.

Renewals and extensions shall be subject to the same dollar limit approval authority outlined in Policy #1010. Construction projects must follow Change Order Policy #1085. If the original contract or agreement was approved by the BOCC, any renewal or extension must be approved by the BOCC.

A renewal or extension should be based upon written communication from Adams County or its designated representative and the contractor via a contract change. A change order or amendment will be initiated by the Adams County Purchasing Representative, specifying a potential change in time period, and/or cost of the work. Written documentation justifying the need for the renewal or extension, including the appropriate approval authorization(s), must accompany the request to the Purchasing Division.

Once a renewal or extension is agreed to it is executed through a change order or an amendment. This could include price, performance time, or other mutually agreed upon changes. All purchase order or contract changes shall be executed by the Purchasing Division as the Adams County representative.

Total change orders shall not be used to circumvent the approval dollar limits as outlined in this Policy manual.

EXCEPTIONS:

There are no defined exceptions to this Policy.

PROCEDURE:

The Purchasing Division will:

1. Run system reports to determine which contracts or agreements will expire within next 90-120 days;
2. Advise end-users of upcoming expirations and get written decisions on how to proceed;
3. Contact suppliers of decision (in writing);
4. Initiate amendments to contracts or agreements;
5. Obtain management or BOCC approval, as required; and
6. Obtain signatures and execute documents with supplier.

ADAMS COUNTY COLORADO	**ASSET DISPOSAL POLICY**	**Approval Date** 11/01/12
	DIVISION AND POLICY NUMBER **PURCHASING - 1110**	**Revision Date**

PURPOSE:

To define the Adams County process for disposing of or transferring of excess capital assets.

POLICY:

The Adams County Board of Commissioners (BOCC) has established the Policy that whenever an item or piece of equipment is no longer needed by the original End user, the Finance Department is charged with the disposition of the asset. Any funds received from the disposition of assets are to be deposited into Adams County General Fund with the exceptions as defined below.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

DEFINITIONS:

Assets are defined as any item or piece of equipment with an original purchase price of $5,000 or more, and a useful life of more than one year (asset status to be determined by the Finance Accounting division).

EXCEPTIONS:

1. Any funds obtained from the sale of automobiles sold at auction are to remain in the Fleet Department's Budget Fund 6.
2. Sale of assets purchased with grant funds shall be returned to the grant budget.
3. Sale of assets purchased for the golf course shall be returned to Fund 5.

PROCEDURE:

1. When the original End user no longer needs an asset, the Elected Official or Department Director shall contact the Purchasing Manager in writing using Appendix I the Capital Asset Transfer/Disposal Form.
2. The Purchasing Manager shall use his/her best effort to find another Office or Department who could use the asset. The Office or Department receiving the asset will arrange for the asset to be transported to the department.
   2.1. The transfer of assets between End users within Adams County requires that the involved Departments complete and return to the Purchasing Manager the Capital

Asset Transfer Form Appendix I. The Transfer Form should be signed by the responsible Elected Official or Director of each involved Department.

2.2. If the asset cannot be used by another Office or Department the Purchasing Manager may sell the asset to another non-profit entity or a third party provided the transaction meets the spirit and intent of Adams County Ethics Policy. The Purchasing Manager may also donate the asset to another non-profit entity at the direction of the BOCC.

3. In the event that no other End user can use the asset and the asset cannot be sold the Purchasing Manager with the aid of the Elected Official or Department Director shall determine and assign an estimated salvage value to the asset.

3.1. If the asset's estimated value exceeds the cost of transportation to an auction house plus the auction houses estimated commission for selling the asset, the Purchasing Manager shall arrange for the item to be transported to the auction house for public sale.

3.2. If the asset's estimated value will not cover the expense of transportation and auction house fees the Purchasing Manager and the Elected Official or Department Director may dispose of the asset in accordance with all Federal, State and Local laws. Any expense for the disposal of the asset shall be borne by the End user.

4. Loss, Theft, or Destruction: The loss, destruction, or theft of an asset requires that:

4.1. The Purchasing Manager must be notified and the following information disclosed:

4.1.1. When was the asset determined as lost, destroyed or stolen?

4.1.2. Was a police report filed? If so, a copy of the report should be forwarded to the Purchasing Manager.

4.1.3. To what Office or Department was the asset assigned?

4.1.4. The Purchasing Manager will inform General Accounting and the Director of Finance of any loss, theft, or destruction of an asset before the asset can be removed from the Adams County capital asset system.

ADAMS COUNTY COLORADO	**TRAVEL AND MEAL EXPENSE**	**Approval Date** **5/15/13**
	DIVISION AND POLICY NUMBER PURCHASING – 1120 Revised and combined with the policy	**Revision Date**

POLICY:

To establish guidelines relating to the accounting, control, reporting, and reimbursement of travel expenses incurred by Adams County employees while doing business for Adams County.

PURPOSE:

1. **DEFINITIONS:**
   - 1.1. **Reimbursable Expenses** are those expenses that are incurred by employees and Elected Officials of the Adams County while conducting necessary business on behalf of the Adams County outside of their normal work environment. These expenses must be reasonable and documented in accordance with this policy.
   - 1.2. **Local Travel Expenses** shall be those incurred while conducting the Adams County's business in Adams, Arapahoe, Boulder, Douglas, Jefferson, Broomfield, Weld, and Denver Counties.
   - 1.3. **Per Diem Expenses** include normal daily living expenses including meals, tips, non-alcoholic beverages and other incidental expenses, excluding transportation and lodging. Per Diem expenses are based on the IRS guidelines which can be accessed state by state on the Internet at: http://www.gsa.gov/portal/category/21287
   - 1.4. **Travel Advances** can be obtained for Per Diem expenses only, and only with the employee's, Elected Officials, Departmental Director's or their designee's written approval. Whenever possible, Per Diem advances should be submitted ten (10) days in advance of the travel date.
   - 1.5. **Non Reimbursable expenses** include; personal gifts; travel insurance; Non-Business entertainment; personal expenses (laundry, clothing, books, spas etc.), movie rental or theater tickets; personal long distance phone calls (one personal phone call per day is allowable and reimbursable); any unreasonable expense as defined by the employee's supervisor.
   - 1.6. **Out-of-pocket cash or incidental expenses** of $75.00 or less shall be reimbursed to the employee provided there is sufficient documentation attached to the expense

report and the expense is approved by the Elected Official or Department Director. Sufficient documentation must include:

1.6.1. The nature of the expense

1.6.2. The amount of the expense

1.6.3. The conference, training event, or other nature of the trip

1.7. **Out-of-pocket cash or incidental expenses** over $75.00 must be documented by a receipt. If a receipt cannot be provided any reimbursement by Adams County to the employee will be reported to the IRS as normal income for the employee and taxed accordingly.

1.7.1. The nature of the expense

1.7.2. The amount of the expense

1.7.3. The conference, training event, or other nature of the trip

2. **Exceptions:**

2.1. Exceptions to this policy must be approved by the Adams County Manager and the Finance Director in advance of the expenditure.

3. **Ground Transportation for Travel:**

3.1. Employees will be reimbursed for transportation to Denver International Airport or other Colorado airports in accordance with their normal mileage reimbursement method (no additional compensation will be given to those who receive a stipend).

3.2. Adams County will pay for transportation between the airport and the destination hotel in other cities.

3.3. Use of a rental car is permissible when necessary for a business purpose.

3.3.1. Rental cars should only be utilized when public transportation is not reasonable or is cost prohibitive.

3.3.2. Use of a rental car requires pre-approval of the Elected Official or Department Director.

3.3.3. Rental cars may be charged to P-Cards.

3.3.4. If the employee plans to use the vehicle for personal use (or extended days) a personal rental must be arranged.

4. **Local Mileage, Rental Cars and other Ground Transportation:**

4.1. **Reimbursement for Personal Car Mileage** is based on the standard established by the Internal Revenue Service (IRS).

4.1.1. It is the responsibility of the Elected Official or Department Director to obtain proof that any employee required to use a motor vehicle in their work, and that the employee have a valid Driver's License and proof of adequate insurance before being allowed to drive anywhere on Adams County business.

4.1.2. Employee's must fill out the Mileage Reimbursement Sheet, obtain their Elected Official or Department Director's approval signature and submit the sheet to

Accounts Payable in order to receive payment for their mileage. See attached form. An Excel Spreadsheet is available in the Microsoft Outlook Public Folder under Finance Forms, which can be downloaded to aid with the appropriate calculations.

4.1.3. Mileage Reimbursement Sheets must be submitted for payment at least quarterly or more frequently as required by the Elected Official or Department Director.

4.1.4. A portion of the automobile expense reimbursement is to cover the cost of personal automobile insurance. Reimbursement for mileage shall not be authorized by Finance without proof of adequate liability insurance. The minimum insurance required shall be based on the State of Colorado requirements and reviewed and adjusted annually by the Risk Manager.

4.1.5. Mileage from an employee's home to his/her work location in conjunction with a business trip is not reimbursable. For Example: an employee drives his personal car from home to the Adams County office, and then drives to the airport. The miles from home to the office are not reimbursable; however, the miles from the office to the airport are reimbursable. If the employee had driven directly to the airport from home the entire mileage for the trip would be reimbursable.

4.2. Automobiles supplied by the Adams County to regular employees and key employees are based on Internal Revenue Service's regulation 15B Employee Tax Guide to Fringe Benefits.

4.2.1. http://www.irs.gov/pub/irs-pdf/p15b.pdf

4.2.2. Regular employees will be governed by the Commuting Rule Mileage provision.

4.2.3. Key Employees will be governed by the Lease Value provision.

5. **MEALS**

5.1. **Travel Meals**

5.1.1. Travel involves any travel or stay outside of the Denver-metro area (Adams, Arapahoe, Boulder, Denver, Douglas, Jefferson, Broomfield, and Weld counties).

5.1.2. Employees will not be reimbursed for meals provided at the conference/event.

5.1.3. An agenda for the conference/event should be attached to any request for reimbursement.

5.1.4. Employees may be compensated for meal costs during travel through per diem reimbursement request.

5.1.5. Adams County will pay the per diem rate established by the General Services Administration for each meal as that rate is deemed substantiated by the IRS.

5.1.6. Adams County will use the Maximum Rate Per Diem Rate found on the GSA's website at http://www.gsa.gov/portal/category/21287.

5.1.7. The per diem rate also includes an amount for incidental expenses. Employees will be reimbursed for the incidental expense amount for each day of travel.

5.1.8. Employees are not required to maintain receipts or otherwise account for the way that the per diem is spent.

5.1.9. P-cards may be used to purchase travel meals by the Elected Officials and their Deputies.

5.1.10. The use of an Adams County P-card for meals is prohibited when a travel Per Diem check has been issued to any Adams County Employee or Elected Official.

5.1.11. Meals purchased on P-Cards may not exceed the per diem rate established by the General Services Administration (http://www.gsa.gov/portal/category/21287).

5.2. **Local Business Meals:**

5.2.1. Local meals include any meal purchased within the Denver-metro area for business meetings.

5.2.2. Adams County's Mission, Vision, Values & Goals should be kept in mind when choosing to pay for meals out of Adams County funds. Local meals should only be purchased when there is a legitimate business purpose.

5.2.3. P-Cards may be used for purchase of local Business meals. The P-Card is not to be used for meals while attending conferences in the Metro Denver area as defined above.

5.2.4. Adams County employees must obtain verbal approval from their Elected Official or Director prior to paying for local meals.

5.2.5. Local meals generally should not exceed $25.00 per person, including tip.

5.2.6. Tips should not exceed 20%

5.2.7. No alcohol may be purchased.

5.2.8. Employees purchasing local meals must provide a copy of the itemized receipt (listing specific items purchased).

5.2.9. The receipt (or accompanying documentation) should also include the following information:

5.2.10. The nature of the business meeting.

5.2.11. The names of the person(s) whose meal(s) was/were purchased.

5.2.11.1. The date of the meeting.

5.2.11.2. The location of the meeting.

5.2.12. Purchase of meals for Department/Office holiday parties must be in accordance with budget and finance approvals for that budget year.

5.3. **Approval**

5.3.1. Adams County employees must obtain verbal approval from their Elected Official or Department Director prior to any meal expense incurred within

Adams, Arapahoe, Boulder, Douglas, Jefferson, Broomfield, Weld, and Denver Counties.

6. **TRAVEL ADVANCES**
   6.1. The only allowable travel advance shall be the per diem rate for meals and incidentals related to, travel out of the local area.
7. **HOTEL ACCOMMODATIONS**
   7.1. Adams County will pay for a single room for each employee who is traveling.
   7.2. Adams County will pay the rate arranged for the conference hotel or equivalent.
   7.3. Hotel accommodations should be charged to the employee's P-Card.
   7.4. Receipts will be required for the P-Card statement (see Policy #1045).
   7.5. Employee should also attach a copy of the agenda for the conference/event.
   7.6. Employees must provide a personal credit card or otherwise pay for any incidental charges incurred at the hotel that are not specifically authorized in this policy.
   7.7. If conference/event starts in the morning, it is permissible to fly the day before and stay at a hotel that evening.
   7.8. If conference/event ends after 1:00 p.m., it is permissible to stay that evening and fly home the next day.
   7.9. Adams County will pay for hotel/conference fees associated with internet use if necessary for the employee to conduct Adams County business.
   7.10. The employees may travel with a companion as long as it does not result in any additional expense to the Adams County.
8. **AIR TRANSPORTATION**
   8.1. Airfare shall be reimbursed at actual rates. Receipts for airfare must be attached to the expense report. It is preferred that the employee utilize his Procurement Card (P-Card) (see Policy #1045) for these expenses.
   8.2. Adams County will pay for the least expensive direct flight that can be scheduled during reasonable times.
   8.3. Employees are not expected to travel overnight or arrive unreasonably early or late.
   8.4. Airfare should be charged to the employee's P-Card.
   8.5. Adams County will pay for economy travel only. No business or first class travel.
   8.6. Adams County will pay for fees associated with one piece of luggage (unless trip exceeds one week).
   8.7. Adams County will pay for parking at the airport in an economy lot.
   8.8. Receipts for parking should be submitted with the P-Card statement.
   8.9. If an Elected Official or Adams County employee elects to travel by automobile rather than by air, reimbursement shall be limited to that mode of transportation, which incurs the lowest cost to the Adams County.

8.9.1. Any Elected Official or Adams County employee electing to utilize the more expensive mode of travel shall be responsible for payment of the excess amount.

8.9.2. Except for Elected Officials, employees electing to travel by automobile during the regular work week shall be charged with accrued vacation, accrued sick leave, or leave without pay for that time spent enroute in excess of one travel day each way.

8.9.3. Elected Officials and Department Directors can use their discretion in applying the rules in 8.9.

9. **EXPENSE REPORTS**

9.1. Expense Reports provide an accounting of reimbursable expenses including travel, conference/meeting meals, and incidental expenses.

9.1.1. If all expenses are placed on an Adams County P-Card (see Policy #1045) there is no need to fill out an expense report.

9.2. Personal expenses co-mingled with business expenses on vendor invoices or credit card receipts must be included on the expense report and then deducted from any reimbursement.

9.2.1. When this occurs, the calculation to differentiate between business and personal expense must be reasonable and clearly documented on the expense report.

9.3. Expense reports shall be submitted to the Finance Department for payment at least quarterly or more frequently as required by the Elected Official or Department Director.

9.4. The Department Director or Elected Official must review expense reports for accuracy, thoroughness, and reasonableness, prior to submittal for payment.

9.4.1. When necessary, the determination of the reasonableness of a submitted expense shall be made by the Adams County Manager, Adams County Attorney, or the appropriate Elected Official.

10. **REIMBURSABLE EXPENSES**

10.1. Finance shall issue a check for reimbursable expenses to the employee or Elected Official upon receiving the approved expense report/mileage sheet during the next regularly scheduled check run. Manual checks shall not be issued for these expenses.

11. **FORMS**

11.1. Expense and Mileage forms in an Excel format can be found at the My Adams Intranet Web Site under Forms and Publication.

ADAMS COUNTY COLORADO	***APPENDIX A – EMERGENCY PROCUREMENT CARD LEVELS***	**Approval Date** **11/01/12**
	DIVISION AND POLICY NUMBER **PURCHASING**	**Revision Date** **N/A**

In the event of a disaster the following Procurement Card Temporary Spending Limits are in effect:

Facilities Operations

Director	$150,000
Supervisors	$100,000
Administrative Assistant	$100,000

Office of Emergency Management

Director	$100,000

Public Works

Director	$150,000

Finance/Purchasing

Director	$150,000
Manager	$150,000
Contract Managers	$150,000
Purchasing Agents	$150,000

Information Technology and Telecom

Director	$250,000
Supervisors	$250,000

Health and Human Services

Director	$150,000

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE 720.523.6055

PURCHASING POLICIES AND PROCEDURES – APPENDIX B
P-CARD APPLICATION

Cardholder Information - Please Type or Print Legibly:

Cardholder Legal Name: _____
First MI Last

Social Security Number: _____ **Birth Date:** _____
(Full SSN is required.) MM/DD/YY

Primary Home Address

Address 1: _____ **Address 2:** _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Country of Citizenship:** _____

Cardholder E-mail Address: _____ **Cardholder Work Phone:** _____

Cardholder Job Title: _____

Department: _____ **Courier Code:** _____ **Fund – Cost Center** _____

Approving Elected Official / Director / Manager / Supervisor: _____

STANDARD TRANSACTION LIMITS

Single Transaction Limit (May not exceed $2,500)
☐ **$2,500**

Monthly Dollar Limit
☐ **$10,000**

OPTIONAL TRANSACTION LIMITS
(See Program Administrator)

X _____ _____
Cardholder Signature **Date**

X _____ _____
Elected Official / Director / Manager / Supervisor Signature **Date**

X _____ _____
Procurement Card Administrator **Date**

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE 720.523.6055

PURCHASING POLICIES AND PROCEDURES - APPENDIX C
P-CARD ACCOUNT MAINTENANCE FORM

Cardholder Information:

Cardholder Name: _____

Cardholder Account Number: 5405 - __ __ __ __ - __ __ __ __ - __ __ __ __

Please Indicate Requested Change(s)

☐ Account Closure/Cancellation (effective immediately)

☐ Change Control Restriction as Follows:

- ☐ Increase/Decrease Monthly Limit from $_____ to $_____
- ☐ Increase/Decrease Monthly Limit from _____ to _____
  (Temporary Start Date) *(Temporary End Date)*
- ☐ Increase/Decrease Single Transaction Limit from $_____ to $_____
- ☐ Increase/Decrease Single Transaction Limit from _____ to _____
  (Temporary Start Date) *(Temporary End Date)*

☐ Add control restriction options:

- ☐ Daily Dollar Limit $_____
- ☐ Daily Number of Transactions Allowed _____
- ☐ Monthly Number of Transactions Allowed _____

☐ Change Cardholder name to: _____
Maximum 20 characters Embossed on Card
(Only Cardholder Signature Required for this Change)

☐ Other_____

Cardholder Signature	Date
Department Director Signature	Date
Procurement Card Administrator	Date
Director of Finance or Purchasing Card Manager	Date

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE 720.523.6055

PURCHASING POLICIES AND PROCEDURES - APPENDIX D
UNAVAILABLE/LOST DOCUMENTATION FORM

Warning: Repeated use of this form as substitute documentation could result in revocation of your P-Card.

This form is required for any P-Card transaction that does **NOT** have a receipt/invoice from the merchant. Documentation from the merchant is required for **EVERY** P-Card transaction, except for parking fees and car washes under $15 where no receipt was provided. Transaction documentation may be:

- Receipt and card transaction slip from the merchant
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions or similar items

INFORMATION

Cardholder Name: _____ **Date of Purchase:** _____

Merchant Name: _____ **Department Name:** _____

Approving Official Name: _____

DESCRIPTION, QUANTITY, COST OF EACH ITEM PURCHASED

Description	Quantity	Cost per Item	Total Cost

(Add additional sheet if necessary)

Total Cost _____

REASON ORIGINAL DOCUMENTATION IS NOT AVAILABLE

_____

_____

Attach any additional information, correspondence or justification about this transaction. **This form must be attached to Statement of Account prior to Approving Official signing the Statement.**

CARDHOLDER CERTIFICATION SIGNATURE

I hereby certify the following:

- All items purchased on this P-Card transaction were for County use and no personal purchases were made.
- I will not seek reimbursement in any other manner for this transaction.
- Original documentation is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of my P-Card.

Cardholder Name: _____ Date: _____

Signature: _____

Approving Official Signature _____

ADAMS COUNTY COLORADO	***APPENDIX E – COOPERATIVE, SINGLE AND SOLE PURCHASES***	**Approval Date** 10/31/12
	DIVISION AND POLICY NUMBER **PURCHASING**	**Revision Date** N/A

A key responsibility of the Purchasing Division is to develop and manage programs, services and resources as efficiently and effectively as possible and to communicate the results of these efforts to the taxpaying public. There are many goods and services that Adams County has consolidated or standardized to maximize value. These may be either Adams County negotiated Agreements, State of Colorado Agreements, Multiple Assembly of Procurement Officials (MAPO) and/or any other cooperative Agreements made available to Adams County. We encourage our employees to purchase through these Agreements whenever possible. Listed below is an overview of the contracts that are most used throughout Adams County. For additional information on how to purchase these products or services, contact the Purchasing Division staff. Information on the extended list of Agreements and commodities is available on the state web site:
http://www.gssa.state.co.us/PriceAwd.nsf/Published+Agreements+by+Category+for+Web?OpenView&Start=1

SINGLE SOURCE PURCHASES:

COMPUTERS: Requires IT approval

1. Hardware - Cooperative State Agreement
2. Service - Cooperative State Agreement
3. Training - Adams County Agreement
4. Software - Cooperative State Agreement

5. Single Source Software are as follows:

AS/400

Performance Navigator

Go Anywhere - replaced Transfer Anywhere

JDEtips

Crypto Complete (B/U encryption)

SAP/Crystal Enterprise/Business Objects

GIS

ArcInfo Primary
ArcInfo Secondary
ArcInfo COGO
ArcInfo ARCSCAN
ArcInfo ARCPRESS
ArcView Upgrade
ARCVIEW
ARCVIEW Network analyst
ARCVIEW Extension Mapbook Generator
In Plane view (Planning)
Geocortex
Granicus

Infrastructure

ACS, Access Control Software, purchased in 2007
Blackberry Enterprise Server
Check Point Subscription Renewal (Nov 1)
Cisco SmartNet Co-termed Support Renewal
Cisco SmartNet NAC
Citrix Winframe Support (Dial-in Access)
Compellent
CommVault
CommVault Server Agents
Imperva (Application Firewall, Exchange)
Indicative (Nimsoft)
LANDesk
Milestone Xprotect IP Camera Software Animal Shelter (Jan)
Milestone Xproect IP Camera Software WSC
Milestone Xprotect IP Camera Software DEV & Honnen
MS Office Support
MXLogic
Packeteer/SouthSeas
PGP
TrackIt Helpdesk Software (April)
TrendMicro OfficeScan (Anti-virus/anti-spyware)
UPS replacement of batteries in various smaller UPS throughout
WebSense

VeriSign SSL certs
VMware NEW FOR 2011(Two-year renewal for co-term in 2013)
Wireless bridges for WAN
Domain name renewals
IVR
VoicePermits
Elections
ASR/TRS
Oracle
Oracle Enterprise One
Permitting
Accela Maintenance
Selectron IVR
Records Management
Scanners 8 of
Hummingbird (usually Feb)
Kofax, 5280 Products, Silanis, pd 7/2008
Trast Kofax Ascent capture release script (1-24-06)
Sue's scanner
Ultimus
Servers
Survey Monkey

COOPERATIVE PURCHASES
COMPUTERS OTHER: Printer paper, toner and ribbons - Cooperative State Agreements or Adams County Agreements

CUSTODIAL SUPPLIES - Cooperative State Agreement

DUMPSTER SERVICE/LANDFILL - Adams County Contract

FERTILIZER AND HERBICIDES - Cooperative MAPO Agreement

FURNITURE - State Agreement

OFFICE EQUIPMENT
Fax Machines (including tone) - State Agreement

OFFICE SUPPLIES - State Agreement (other than emergency or incidental requirements)

PAPER - State Agreements

SHIRTS AND UNIFORM GARMENTS - State and County Agreements

SPRINKLER PARTS - Cooperative MAPO contract

TEMPORARY EMPLOYEE SERVICES - State and County Agreement

TOOLS, HAND/POWER - Cooperative State/MAPO Agreement (excludes low dollar or very low volume)

VEHICLES
Cars and trucks - State and County Agreements
Heavy equipment - State and County Agreements
Heavy mowing equipment - State and Cooperative MAPO Agreements
Heavy Equipment – Colorado Department of Transportation (CDOT)

W. W. GRAINGER - Cooperative MAPO Agreement

WATER TREATMENT CHEMICALS - Cooperative MAPO Agreement

FACILITIES OPERATIONS STANDARDIZED SYSTEMS

Trane HVAC Units – Standardized at all buildings. Many vendors can supply New Trane HVAC units.

SHERRIF'S OFFICE STANDARDIZED SYSTEMS

Sierra Detention Systems for security related to the inmate cell system at the Detention Center**.**

State Agreements maybe reviewed by accessing the following web site:

http://www.gssa.state.co.us/PriceAwd.nsf/Published+Agreements+by+Category+for+Web?OpenView&Start=1

Products and services related to special projects, construction, professional services or any other large acquisitions will continue to be organized and processed through the Purchasing Division. If you have any questions regarding this list or the use of your Procurement Card, please call the Purchasing Division at 720-523-6050.

ADAMS COUNTY COLORADO	***APPENDIX F – SINGLE, EMERGENCY, OR COOPERATIVE SOURCE FORM***	**Approval Date** 10/31/12
	DIVISION AND POLICY NUMBER **PURCHASING**	**Revision Date** N/A

ELECTED OFFICIAL/DEPT. _____

COMMODITY OR SERVICE _____

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of Adams County.	☐
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to Adams County.	☐
3. Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.	☐
4. Adams County currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or elected officials function Use of this exception requires the approval of the Elected Official, Department Director, the Finance Director, Adams County Manager, or the BOCC in accordance with the value of the purchase and Adams County (see Policy #1010)	☐

The Department/Elected Official must provide written justification to the Purchasing Division for review and preparation of the Single Source and forwarding to Adams County Manager. **Attach additional sheets as necessary.**

_____

_____

_____

_____

ADAMS COUNTY COLORADO	***APPENDIX G – CHANGE ORDER REQUEST***	**Approval Date** 7/25/13
	DIVISION AND POLICY NUMBER **N/A**	**Revision Date** N/A

1. RFP/IFB No. _____ **and/or** 2. Purchase Order No. _____

3. Contract Description: _____

4. Consultant or Contractor: _____

5. Change Description: _____

   _____

6. Attachments to Change Orders, typically: a. Scope of Work b. Cost Information, and c. for construction projects Schedule of Values Adjustments

7. Effect on Contract Price of this Change Order is $_____
8. Schedule effects of this Change Order are: _____

Except as provided herein all terms and conditions of the Contract are unchanged and remain in full force and effect

****

9. Consultant or Contractor Certification. Consultant or Contractor certifies to the best of his/her knowledge that the amount of time and/or compensation requested includes all anticipated impacts or amounts, giving rise to the change. The foregoing does not constitute a waiver of Contractor's rights to submit a change request with regard to unknown or unexpected impacts subject to Adams County agreement. However, nothing herein shall affect Consultant or Contractor's right to initiate any legal remedies provisions of the contract.

10. Adams County guarantees funds available prior to Change Order Execution.

11. To confirm agreement to this Change Order, the Consultant or Contractor is required to sign and return two (2) originals of this signature page to Adams County Purchasing offices. One (l) signed original will then be signed by the Adams County Representative and returned to the Consultant or Contractor Project Manager.

EXECUTED on the date set forth below by the Adams County Representative

_____	_____
CONSULTANT OR CONTRACTOR	**ADAMS COUNTY REPRESENTATIVE**
_____	_____
Date	**Date**

ADAMS COUNTY COLORADO	***APPENDIX H – GLOSSARY OF TERMS***	**Approval Date** 7/25/13
	DIVISION AND POLICY NUMBER **N/A**	**Revision Date** N/A

The following terms are used routinely in the purchasing process and are defined here for the convenience of the users of this manual.

ADDENDUM: A written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.

AMENDMENT: An agreed addition to, deletion from, correction or modification of a document or contract. Also, an Amendment revises or changes an existing document; as a formal revision, improvement or correction.

ANNUAL SERVICE AGREEMENT (ASA): A document issued to a vendor to establish a service provider arrangement. These contracts are issued primarily to afford Adams County protections against insurance claims and indemnity as well as other items. This document must be in place prior to using any supplier of services to Adams County except those which are covered by other specific contract forms (i.e., Consultant Agreements). Policy #1008

APPROVAL AUTHORITY: Each Department Director and/or Elected Official shall designate individuals in their department and in accordance with Policy #1010 that are authorized to sign transaction documents. The Finance Department maintains a listing of authorized signatures that it uses to validate approval.

AWARD: The acceptance of a bid or proposal with the issuance of a purchase order or a contract.

BEST VALUE AWARD: Purchase based on service and technical elements of a bid or proposal along with the cost/price element.

BID EVALUATION: A summary comparison of information obtained from the potential suppliers of goods or services responding to a bid request. This process objectively evaluates all the information supplied so as to clearly define the Lowest Price supplier as well as the selected supplier, if different. Where the selected supplier is not the Lowest Price supplier a narrative is to be included in the bid evaluation as to the criteria used to select the Lowest Cost vendor. This narrative is to be approved in accordance with the dollar approval limits established in Policy #1010.

BIDDING REQUIREMENTS: Generally, all purchases of goods and/or services greater than $2,500 require written competitive bids. Purchases within the Elected Officials or Department Directors approval authority, see Policy #1010 require at least three informal bids. Purchases above those limits require a minimum of three formal sealed bids in accordance with the Policy #1060 or Policy #1070. There are exceptions to this Policy for emergency, rush order and, single source, see Policy #1080.

BLANKET ORDER/STANDING PURCHASE ORDER:

1. An Agreement to purchase a given quantity of specific goods over a specified period of time, usually one year.
2. The contract/Agreement generally establishes prices, terms, conditions, and the period covered, although no quantities are specified; shipments are to be made when and as required by the purchaser which in certain cases may be the end user. Policy #1030

BOARD OF COUNTY COMMISSIONERS (BOCC): The governing body of Adams County is comprised of elected commissioners.

BUSINESS: Any corporation, limited liability company, partnership, individual, sole proprietorship, joint-stock company, joint venture, or other private legal entity.

BUYER: An authorized Adams County employee or elected official who performs purchasing duties on behalf of that function in accordance with Policy #1010 approval authority.

CASH DISCOUNTS: A cash discount is a special reduction from invoice price offered or negotiated with a vendor for paying an invoice within a specified time frame from the date of the invoice.

CHANGE ORDER: A written order, signed by a Purchasing Division representative, authorizing changes to the original purchase order and/or contract (see Appendix G). Typically, a change order shall be prepared to effect an alteration of specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provision of a contract accomplished by mutual action of the parties of the contract. The change is not to be performed by the vendor until the change order is properly approved. .

CONSTRUCTION: The process of building, altering, repairing, improving, or demolishing any County structure, or building, or any other structural improvements of any kind to any County real property. .

CONTRACT: Any type of Agreement, regardless of what it may be called, for the procurement or disposal of supplies, services or construction.

CONTRACT ADMINISTRATION: Following the award of a contract, the management actions that must be taken to assure full compliance with all of the terms and conditions contained within the contract document, including price. Contract administration activities include payment, monitoring of progress, inspection and acceptance, quality assurance, monitoring and surveillance, modifications, negotiations, contract closeout, and other activities.

CONTRACTOR: Any person having a contract for goods, services or construction with Adams County.

EMERGENCY: A situation where the health, safety, or well being of the citizens, employees or Adams County property may be endangered if the purchase is delayed.

INFORMAL REQUEST FOR SOLICITATION: All documents, whether attached or incorporated by reference, used to solicit price quotes for a product/service requirement in a less formal procedure than the Request For Proposals. This process is to be used for purchases Elected Officials or Department Directors can affect within their approval authority, see Policy #1050.

INVITATION FOR BIDS (IFB): The bid process used when the exact specifications of the goods/services are known and the purchase decision will be based almost exclusively on price, see Policy #1060.

LOWEST PRICE: The lowest price when all suppliers' bids are put on a comparable basis. When the selection of a supplier is not for the lowest price, a written explanation must be contained in the bid evaluation as to the basis used in determining the Lowest Cost alternative.

PROCUREMENT REPRESENTATIVE: An employee of the Purchasing Division of Adams County who is duly authorized to enter into and administer contracts and make written determinations with respect thereto.

PROCUREMENT: Buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services or construction.

PROFESSIONAL SERVICES: Professional services involve extended analysis, the exercise of discretion and independent judgment in their performance; an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Professional services include, but are not limited to, services performed by accountants, auditors, analysts, consultants, lawyers, physicians, planners, artists, engineers, and architects. The preferred method of procurement of Professional Services is using a Request for Proposals (RFP), see Policy #1060.

PROPRIETARY INFORMATION: Subject to the Colorado Revised Statutes Open Records Act, information or data describing technical processes, mechanisms, or operational factors that a business wishes to keep confidential and restricted from public access.

PUBLIC EMPLOYEE: An individual drawing a salary from a governmental body.

PURCHASE ORDER: A **l**egal authorized document issued by the Purchasing Division to obtain goods/services from a vendor by Adams County. Acceptance of a purchase order by the vendor constitutes a contract. (see JDE Policy on Buyer) ..\JDE Rollout\SSREQ_QuickGuide_Buyer.doc

PURCHASE REQUISITION: A document used to request and describe the purchase of items and/or services by a department requiring the issuance of a Purchase Order. The Purchase Requisition certifies to Finance that the requested funds are available. (see JDE Policy Requestor) ..\JDE Rollout\SSReq_Requestor User Manual.doc

REQUEST FOR PROPOSALS (RFP): An RFP is a formal solicitation for products or services that are required by Adams County where the final result is well-defined and Adams County is seeking a solution from the Contractor/Vendor. See Policy #1050 and Policy #1070.

SCOPE OF WORK: A detailed, written description of the conceptual requirements for the project contained within a Request for Proposal. The scope of work should establish a clear understanding of what is required by the entity.

SEALED BIDS: A mandatory requirement for all requests for RFP's and IFB's exceeding the approval authority of Elected Officials and Department Directors. All supplier responses must be sealed in order to be considered. See Policy #1060 and Policy #1070.

SERVICES: The furnishing of labor, time or effort by a contractor not involving the delivery of a specific end product other than reports that are merely incidental to the required performance.

SINGLE SOURCE: One vendor or manufacturer who has been identified as the only viable entity from which to purchase a specific commodity or service. Typically, these products and/or services are integrated into larger systems that are interlinked; which would require substantial and cost prohibitive changes to Adams County's operations if a different product was purchased for use.

SOLE SOURCE: One vendor or manufacturer who is defined as the only viable entity from which to purchase the commodity. Typically, the product or service is of a unique nature, or allows for

standardization with existing equipment and will provide exceptional value to Adams County. This process supersedes all bidding requirements, see Policy #1080.

SOLICITATION FILE: The file where all solicitation documentation is kept, including a copy of; the request for bids, the actual vendor bids and the bid evaluation document. The department or elected official responsible for soliciting the bids will maintain the bid file until the purchase is complete. The file will then be forwarded to the Purchasing Division for review and filing. See Policy #1050.

SPECIFICATIONS: A description of the physical characteristics, functional characteristics or the nature of supplies or services to be purchased. Specifications are created to fulfill the requirements of an elected official or department.

STANDING PURCHASE ORDER: Similar to a Blanket Purchase Order except it has specified quantities and specified delivery dates. See Policy #1030.

SUPPLIES: All non-capital property including, but not limited to, equipment and materials.

VOLUME DISCOUNT: A reduction in price offered or negotiated with a supplier that is based on the volume purchased.

ADAMS COUNTY COLORADO	***APPENDIX I – ASSET/EQUIPMENT DISPOSAL***	**Approval Date** 11/02/12
	DEPARTMENT AND POLICY NUMBER **N/A**	**Revision Date** N/A

Date _____ (circle one) 1st 2nd 3rd request

Location/Building Address_____

_____

Contact_____ Phone#_____

ASSET TAG # IF ANY	ASSET DESCRIPTION	REASON FOR DISPOSAL (SEE KEY)	DISPOSAL METHOD (SEE KEY)	ESTIMATED VALUE - TIME OF DISPOSAL	DATE OF DISPOSAL

KEY FOR DISPOSAL:

Reason: **RT**-Retired Obsolete, **1D**-Damaged/Destroyed, **PO**-Parted out/Dismantled, **1X**-Stolen, **UL**- Un-located

Methods: **OS**-Outright Sale, **AU**-Auction, **TI**-Trade-In, **SP**-Scrap/Destroy, **CC**-Contribution, **1X**-Theft, **UL**: Un-located

Signature of Director or Elected Official_____

Purchasing Manager Approval _____

ADAMS COUNTY COLORADO	***APPENDIX J – SINGLE SOURCE AGREEMENTS FOR 2011 AND 2012***	**Approval Date** 7/25/13
	DIVISION **PURCHASING**	**Revision Date** N/A

END USER	PROJECT OR ITEM	AMOUNT	VENDOR
Facilities	Veterinarian for Animal Shelter	$55,000.00	Dr. Nicole Vlassis
Information Technology	Grant Software Development	$28,500.00	KPN Consulting
Communication Development	ROMA Training	$7,500.00	Center for Applied Management Practices Inc
Finance	Boyers Coffee Agreement		Boyers
Sheriff's Office	Service Agreement weight equipment	$800.00	Fitness Gallery
Golf Course	Rough Mower & Greens Groomers	$59,797.00	L.L. Johnson
Facilities	Hotsy Hot Water Pressure Washer	$7,262.56	Royce Industries
Various	Canon Copiers	$68,784.00	Canon
Parks	Truck Pull/Fair	$14,000.00	Natl. Sled Pullers Assoc.
Parks	Conservation Easement/Riverdale Bluffs property	$25,000.00	Colo Open Lands
Information Technology	Fiber installation Public Works to Sheriff Sub Station	$54,721.92	Communication Construction and Engineering
Board of County Commissioners	Photography Exhibition	$40,999.13	Jon Youngblut & Wilson Johnson Creative

END USER	PROJECT OR ITEM	AMOUNT	VENDOR
Finance	Spreadsheet Server 36 users	$44,666.67	Global Software
Finance	Energy efficiency upgrade project	$2,369,498.00	McKinstry
Finance	10 County budget convention Agreement with Breckenridge resort	$0.00	Breckenridge Resort
Treasurer	Check Scanning Equipment	$37,753.00	
County Manager	Photography Exhibition	$46,999.38	Youngblut Photography
Sheriff's Office	Shooting Range Civil Engineering	$149,750.00	Martin Martin
Board of County Commissioners	Social Media	$9,750.00	Rebecca Kessler Blue Canoe Creative
Board of County Commissioners	Consultant Criminal Justice Coordinating Committee	$21,962.00	Institute for Justice Planning
Information Technology	Rooftop lease 3 yrs.-antennas	$32,187.96	Metro North
Sheriff's Office	Detention Center Security 4 year Agreement	$786,744.00	Sierra Detention
Public Works	MS4 Storm Water Management Services	$16,700.00	Urban Watersheds, LLC
Finance	Contract for Services for persons with Developmental Disabilities	$1,070,096.00	North Metro Community Services
Parks	Truck Pull for Fair	$14,000.00	NSPA
Parks/Fair	Radio Advertising	$10,500.00	Lincoln Financial Media-KYGO
Information Technology/Finance	Rooftop Antenna License Agreement	$10,107.62	Metro North LTD
Board of County Commissioners	Lobbyist Services	$45,000.00	Marshall A. Brachman

END USER	PROJECT OR ITEM	AMOUNT	VENDOR
Sheriff's Office	Maintenance Services/Electronic Law Library	$22,950.00	Touch Legal
Treasurer	Real Auction Tax Lean Services	$0.00	Real Auction
Human Services	Children Out Reach Program	$74,250.00	Children's Out Reach Project
Clerk and Recorder	Ballot on Demand Printers (4) Lease Purchase Agreement	$17,678.00	Runbeck
Board of County Commissioners	Media Training & Consulting	$7,000.00	Gerard Braud Communications
Board of County Commissioners	Rebecca Kessler/Media Relations	$9,700.00	Rebecca Kessler
Sheriff's Office	X-ray maintenance contract	$26,187.00	L3 Communications
Board of County Commissioners	Criminal Justice Consulting/IJP addendum	$6,056.00	Institute for Justice Planning
Board of County Commissioners	Lobbyist Services	$35,000.00	Johnson Consulting Companies Inc.
Facilities	Flatrock United Power	$90,078.00	United Power
Facilities Operations	Xcel Energy Gas Flatrock	$13,018.00	Xcel Energy
Human Services/CFC	Family Team Meeting Services / 6 month Agreement	$10,000.00	Susan Ludwig

Core IT systems used within Adams County

Countywide

ERP, Oracle EnterpriseOne 8.10 (formerly JD Edwards OneWorld XE), Finance, HR/Payroll, Budget, A/P, A/R, Fixed Assets, Purchasing, Cash Recpt, FMLA
Create! Form for JD Edwards OneWorld
IBM Websphere Application Server
Easy Reporting
OpenText/A39:C42Hummingbird Document Management system
Uconnect, Screen scrape, 5280

	Kofax, scanning
	SAP/Business Objects (formerly Crystal Enterprise), centralized reporting
Countywide (continued)	Crystal Report writing tool
	ESRI/GIS, SDE
	Pictometry
	iSeries tools, C10Performance Navigator, Go Anywhere, Crysto, JDEtips, Surveryor/400
	BES (Blackberry Enterprise Server)
	Citrix
	CommVault
	Microsoft, operating systems, Office suite, SQL, WSUS
	Oracle, misc databases and eLearning
	FourWinds kiosks
Animal Shelter	Chameleon
Assessor	CCI (Colo Customware Inc)/RealWare, FieldWare, Apex
BoCC	Granicus
Building & Elections	Telepath
Clerk	OnCore/Aptitude
CCOD, Offender database	
Coroner	VertiQ/CME
Elections	ES&S, tabulation server
Facilities	MaintStar
Fleet	SignTrack, SignCAD & SignCAM, all by SignCAD Systems (MN)
Fleet	Faster
HR	PC Compliance (training & licenses), NeoGov, Moodle
OEM	WebEOC, COOP, Blackboard
Parks	EventPro
Accela (Automation, Aceela Wireless, Citizen Access, Accela GIS)	
Public Trustee	GTS
Public Works	InspecTrack
Public Works	Cartegraph
Retirement	Pension Gold, Peachtree
Telecom	VeraSMART
Treasurer	Tyler/TIMS
WBC	5280 case mgmt, w/ Ultimas & Hummingbird
IT systems	Bosch security

	Cisco Smartnet
	Compellent
	Dell Servers
	HP SAN and Servers
	KNS wireless WAN
	LANDesk
	LogMeIn (HSB/CFC remote access
	CCE, fiber locates
	TrackIt
	VMware
IVR (Voice)	
Building	Selectron Community Select
Elections	Selectron Community Select
Assessor	Frank Solutions
Treasurer	Frank Solutions
Internet Systems	Civic Plus, hosted website
Security	Geocortex Web Map, Property Report with Java Script
	Checkpoint Firewall
	Critical Watch-vulnerability monitoring
	IDS-Sourcefire-Snort (ACS/Xerox) (Intrusion Detection System)
	Imperva (Application firewall, Exchange)
	Indicative/Nimsoft, threshold monitoring
	Mail Filtering-MXLogic/McAfee
	Packeteer, web packet prioritizing
	PGP encryption
	Solarwinds, router configs
	Splunk-Network gear log gathering
	Trend Micro, anti-spyware/virus
	VeriSign SSL certs

ADAMS COUNTY COLORADO	***APPENDIX K – CONFLICT OF INTEREST***	**Approval Date**
	DIVISION AND POLICY NUMBER **PURCHASING**	**Revision Date** **N/A**

PROCUREMENT INTEGRITY CERTIFICATION

1. As a potential evaluator for a selection committee for solicited Requests for Proposals (RFP) by Adams County, I understand that all information submitted as part of a proposal, including any and all discussions with other members of the selection committee, are confidential, until an actual contract award is made. I shall not reveal information to anyone who is not also participating in the evaluation proceedings and then only to the extent that such information is required in connection with such proceedings.
2. I will not divulge to other personnel that are not members of the evaluation committee, any information concerning either the contents of the proposals or the evaluation of the proposals, which may come to my attention.
3. I further understand my responsibility not to disclose any specific evaluation related information, to which I have access, to personnel outside the evaluation process except as specifically approved by the Purchasing Manager.
4. I will not identify the names of any person on the evaluation committee to persons not directly engaged in the evaluation, except where necessary in official Adams County communications. I will not contact any persons, firms, or clients in reference to the above Request for Proposal unless authorized by the assigned Purchasing Division Agent.
5. If contacted by a contractor/consultant who is requesting information about the status of the evaluation, number of offerors, names of offerors, or any other related questions, I am to refer them to the assigned Purchasing Division Agent.
6. I further understand that once the evaluation is completed and a Contractor/Consultant is selected, that the Purchasing Division will issue a Notice of Award and the unsuccessful offerors will be notified and may request a debriefing to discuss their proposals. I may be asked to participate in the debriefing.
7. Upon receipt of the propels, I will advise the assigned Purchasing Division Agent that I may have a conflict of interest because I or immediate family member(s) has worked for or had a financial interest in any firm(s) that has submitted a proposal for that RFP within the last five(5) calendar years. The assigned Purchasing Division Agent will make a determination on whether or not the specific situation is considered a conflict of interest.
8. The above certifications do not include professional associations.

EVALUATOR

NAME: _____ DEPARTMENT/DIVISION: _____

Signature:_____ DATE: _____

ADAMS COUNTY COLORADO	***APPENDIX L – INSURANCE REQUIREMENTS***	**Approval Date**
	DIVISION AND POLICY NUMBER **PURCHASING**	**Revision Date** **N/A**

1. **INSURANCE**: The Contractor agrees to maintain insurance of the following types and amounts:
   - 1.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
     - 1.1.1. Each Occurrence $1,000,000
     - 1.1.2. General Aggregate $2,000,000
   - 1.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
     - 1.2.1. Bodily Injury/Property Damage $1,000,000 (each accident)
     - 1.2.2. Personal Injury Protection Per Colorado Statutes
   - 1.3. Workers' Compensation Insurance: Per Colorado Statutes
   - 1.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
     - 1.4.1. Each Occurrence $1,000,000
   - 1.5. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
   - 1.6. The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
   - 1.7. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
   - 1.8. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
   - 1.9. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor. All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this

Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

1.10. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

1.11. At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

1.12. The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

1.13. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.

1.14. Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.

1.15. The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.

1.16. The insurance companies issuing the policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy.

1.17. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

1.18. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

1.5: Code of Ethics

This policy applies to all employees.

POLICIES AND PROCEDURES

I. Mission, Governing Principles & Values.

The citizens of Adams County, Colorado, are entitled to have a fair, ethical, and accountable local government that has earned the public's full confidence for integrity. We adopt this Code of Ethics to assure public confidence in local government and its effective and fair operation and to ensure that we comply with all applicable State and local laws relating to conflicts of interest and ethics.

Integrity in government requires that decision-makers be independent, impartial, and accountable to those they serve, to that end, all officials and employees of Adams County, Colorado, must carry out their job responsibilities in accordance with the following principles:

A. As public servants, Adams County officials and employees are stewards of the public trust, entrusted with and responsible for the property and resources of Adams County, and shall carry out their duties for the benefit of the people of Adams County.

B. The citizens of Adams County expect and deserve their public servants to act with courtesy, impartiality, honesty, and openness in the performance of their duties.

C. Officials and employees must always perform their duties with the best interests of Adams County in mind, and not for any personal interest or for the interest of family, friends, or business and political associates.

D. Governmental decisions and policies are made utilizing the proper channels of the government structure, free of coercive or other improper influence.

E. To gain and retain public confidence in government operations, County officials and employees must avoid even the appearance of impropriety.

II. Intent.

The purpose of this Code of Ethics is to provide the officials and employees of Adams County the tools and resources necessary to conduct themselves in the most ethical and appropriate manner possible and to ensure that Adams County government operates in accordance with its mission, governing principles, and values.

It is the intent of Adams County that its officials and employees adhere to high levels of ethical conduct so that the public will have confidence that persons in positions of public responsibility are acting for the benefit of the public. Officials and employees should comply with both the letter and spirit of this Code of Ethics and strive to avoid situations which create impropriety or the appearance of impropriety.

Ethical issues will arise in the course of public service. It is the intent of this Code of Ethics to clarify which actions constitute a breach of the public trust.

III. Definitions.

A. **"Employee"** shall mean all members of the Adams County workforce, including but not limited to full-time and part-time employees, and appointed or elected officials and their employees.

B. **"Gift"** shall mean anything of monetary value for which consideration of equal or greater value is not made. The term includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the ordinary course of business to a member of the public without regard to that person's status as a County employee. The term "gift" shall not include tokens of award (such as a plaque, memento, or trophy), informational materials related to the recipient's performance of official duties (such as a book, pamphlet, or periodical), or unsolicited items of nominal or trivial value (such as a pen, note pad, or calendar).

C. **"Official"** shall mean a person in an elected or appointed position in Adams County, Colorado, including members of County boards appointed by the Board of County Commissioners.

D. **"Relative"** shall mean a spouse, domestic partner, fiancé/fiancée, parent(s), child(ren), brother(s), sister(s), aunt(s), uncle(s), grandparent(s), or grandchild(ren), including "in-law" and "step" relatives. The term "relative" also applies to any person who is a member of the household of an employee regardless of family relationship.

IV. Applicability.

This Code of Ethics applies to the officials and employees of Adams County, to the extent that the official has adopted the Code, and shall supersede the prior Code of Ethics adopted by the Board of County Commissioners on November 10, 2008. The provisions of this Code of Ethics shall apply in addition to all applicable federal, State and local laws relating to conflicts of interest and ethics including, but not limited to, the Colorado Constitution, Article XXIX, Colorado Revised Statutes § 24-18-101, *et seq*., and all rules, regulations, policies and procedures of Adams County, including any

ethical code or policy adopted by any elected official that is applicable to employees of that elected official.

V. Conflicts Of Interest.

No official or employee should have any direct or indirect interest, financial or otherwise, engage in any business or transaction or professional activity, or incur any obligation of any nature, which is in conflict with the proper discharge of his or her duties in the public interest.

A. Misappropriation of County Resources: No official or employee shall misappropriate to himself, herself or to others the property, services or other resources of the County for private purpose or other compensated non-governmental purposes.

B. Favoritism: An official or employee shall guard against any relationship that creates conflicts of interest or which might be reasonably construed as evidence of favoritism, coercion, unfair advantage, or collusion.

C. Improper Influence: An official or employee should not act in a manner that creates by his or her conduct a reasonable basis for the impression that any person can improperly influence him or her or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.

D. Privileges or Exemptions: No official or employee should use or attempt to use his or her official position to secure privileges or exemptions for himself, herself or others.

E. Protection of Public Trust: An official or an employee should endeavor to pursue a course of conduct which will not raise suspicion among the members of the public that he or she is likely to be engaged in acts that are in violation of the public trust.

F. Official Actions:

1. An official or employee shall not take any direct or official action on any matter in which the official, employee or a relative or business associate has any substantial employment, contractual, or financial interest.

2. An official or employee shall not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he or she has a substantial financial interest in a competing firm or undertaking.

G. Contracting & Transacting Business:

1. Sale or Purchase of Goods or Services:

a) No official or employee shall, in his or her official or private capacity, offer for sale or sell goods or services to the County. A waiver may be granted by the Independent Ethics Officer where the circumstances clearly demonstrate that there is no conflict of interest or appearance of a conflict presented by the proposed sale of goods or services to the County.

b) No official or employee shall, for his or her own private purposes, directly or indirectly obtain goods or services for anything less than fair market value from any contractor or vendor that performs work for Adams County.

2. Transactions on behalf of Adams County: No official or employee should engage in any transaction as representative or agent of Adams County with any relative, business associate, or business entity in which he or she has a direct or indirect financial interest.

H. Personal Investments & Business Ventures:

An official or employee should not acquire or hold an interest in any business or undertaking which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.

VI. Confidential Information.

A. No official or employee shall use any confidential information received by virtue of that person's office or employment for any private purpose, including but without limitation to commercial purposes, financial gain, or present or future employment.

B. An official or employee may only use confidential information in the conduct of his or her official County duties.

VII. Political Solicitations.

A. Elected officials and candidates shall not engage in political campaigning at County meetings or public hearings. No official, candidate, or employee shall use public resources for political campaigning.

B. County officials or employees may in their private capacity give financial or other support to political parties and candidates for elected office, unless otherwise restricted.

C. No official or employee shall directly or indirectly compel or induce a subordinate employee to make or promise to make any political contribution, whether by gift of money, service or other thing of value.

D. No official or employee may make any employment recommendation or decision based on political affiliation, participation or contribution.

VIII. Hiring Of Relatives.

The purpose of this section is to avoid favoritism and the appearance of favoritism by officials or employees.

A. No official or employee shall appoint, hire, or advocate for the appointment or hiring of any person who is the employee's relative.

B. No official or employee shall participate directly or indirectly in the recruitment and selection process that involves a relative.

C. No official or employee shall directly or indirectly exercise supervisory, appointment or dismissal or disciplinary authority over any relative of the employee.

D. No official or employee shall audit, verify, receive or be entrusted with monies received or handled by a relative.

E. No relative of an official or employee shall have access to that person's confidential information, including payroll processing and personnel records within his or her organization.

IX. Gift Ban Policy.

A. In accordance with the Colorado Constitution, no official or employee may directly or indirectly solicit, accept or receive any gift or other thing of greater than fifty-three dollars ($53) in any calendar year, without providing consideration of equal or greater value. Gifts include but are not limited to loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, and special discounts. Exceptions recognized by Colorado law are recognized by the County.

B. No official or employee shall directly or indirectly receive a gift regardless of the value where such gift is given with the intent or appearance of influencing the person's official actions or duties for Adams County.

C. No department, office, or agency shall accept any gift from any vendor, applicant for a license, applicant for a land use approval, or any other person having pending or regular business being handled by that department, office, or agency. A department, office or agency may accept a gift from a person or entity

with no pending or regular business before it only if it is valued at less than $53 and is placed in a common area to be shared by all employees of the department, office or agency.

D. In addition to any other disciplinary action, an official or employee, or department, office or agency that accepts a gift in violation of this policy will be required to return the gift to the donor or, if the gift is of such a nature that it cannot be returned, to compensate the donor for the full monetary value of the gift.

X. Distribution.

A. A copy of this Code of Ethics and any amendments to this Code shall be provided to every official and employee of the County

B. A guide with frequently asked questions shall also be provided to assist officials and employees in understanding the Code.

XI. Enforcement.

Any official or employee who violates the Colorado Constitution or Colorado statutes or this Code of Ethics may be fined or prosecuted, in any manner provided by law. In addition, any employee who aids and assists an official or employee in violating this Code of Ethics is subject to disciplinary action, up to and including, termination of employment

JD EDWARDS ENTERPRISE ONE
SELF SERVICE REQUISITION
Approver by Department
User Manual

ADAMS COUNTY COLORADO

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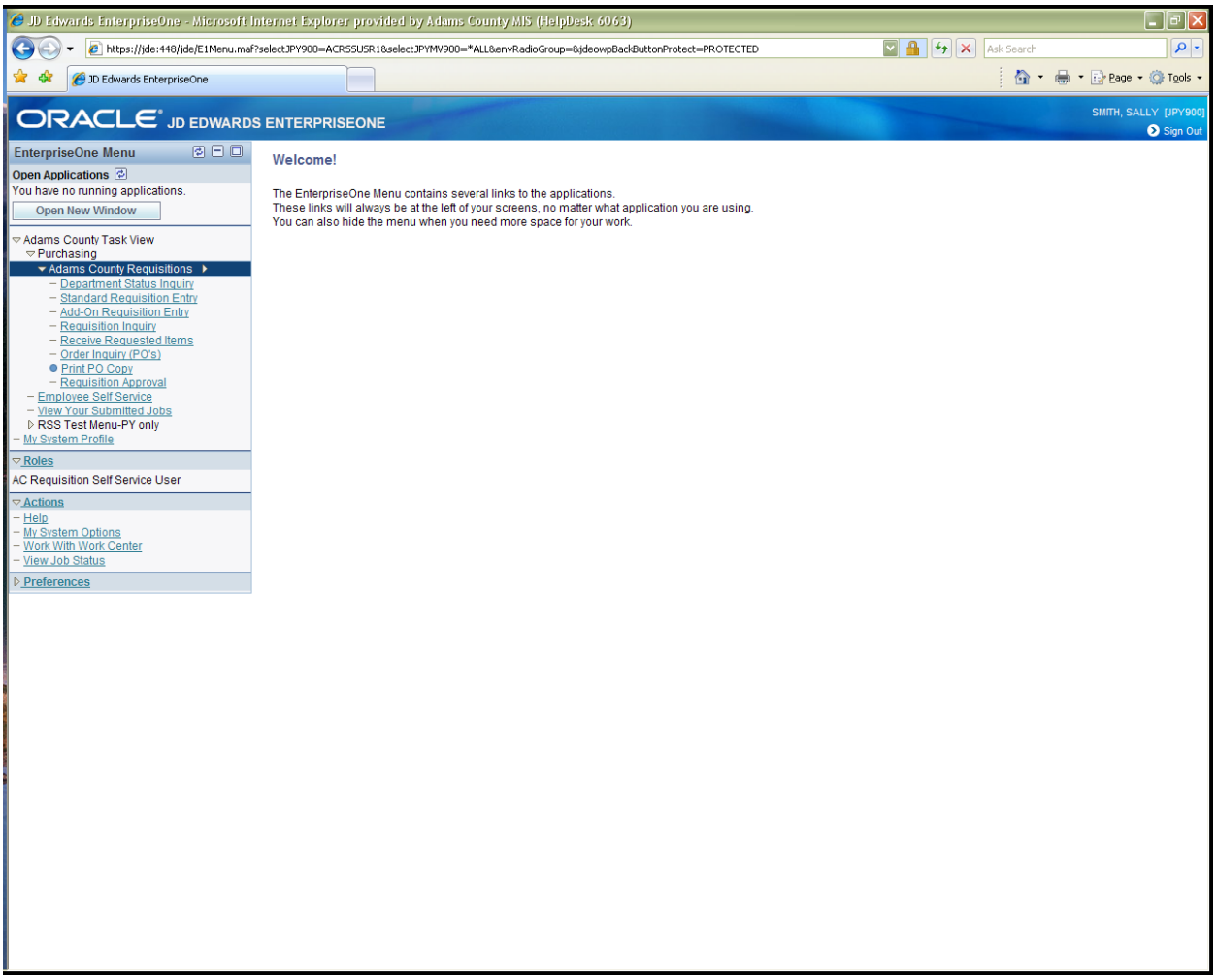
Self Service Requisition Dept. Approver Overview

Every Requisition that is entered for each department will have an Approver for each requisition. Multiple level approvers may also be setup as well.
Approver role is to confirm the Requisition is valid, the amount is valid, the account is correct for processing and the Requisition has the proper attached documentation for processing and the Purchasing Department. You can approve one or several at once.
When you approve or reject a requisition, an email is sent to the originator.

Approver Menu: Adams County Task View>Purchasing>Adams County Requisition



1. Requisition Approval – Approvers will review/approve Requisitions for their departments.

2. Requisition Inquiry – review/modify Requisitions for their department

Self Service Requisition – Approve Requisitions

For every Requisition that is created, an Approver that is setup for each department, must review and then Approve the Requisition to move to the Purchasing Dept. for processing.

Press the **Find** button to view ALL Requisitions for your Approval or enter values under Search Criteria for filtering Requisitions.

Approve Process: select Requisition you wish to process in detail, then

- **Press the Approve or Reject** button: (a Justification Text Box will appear for comments)
  1.) Approve will move the Req. to Purchasing for further processing and then setup for Receiving by your dept. when the goods/services arrive.
  2.) Reject if the Requisition is not valid, in error, etc. and return to Requestor.

To View Details:

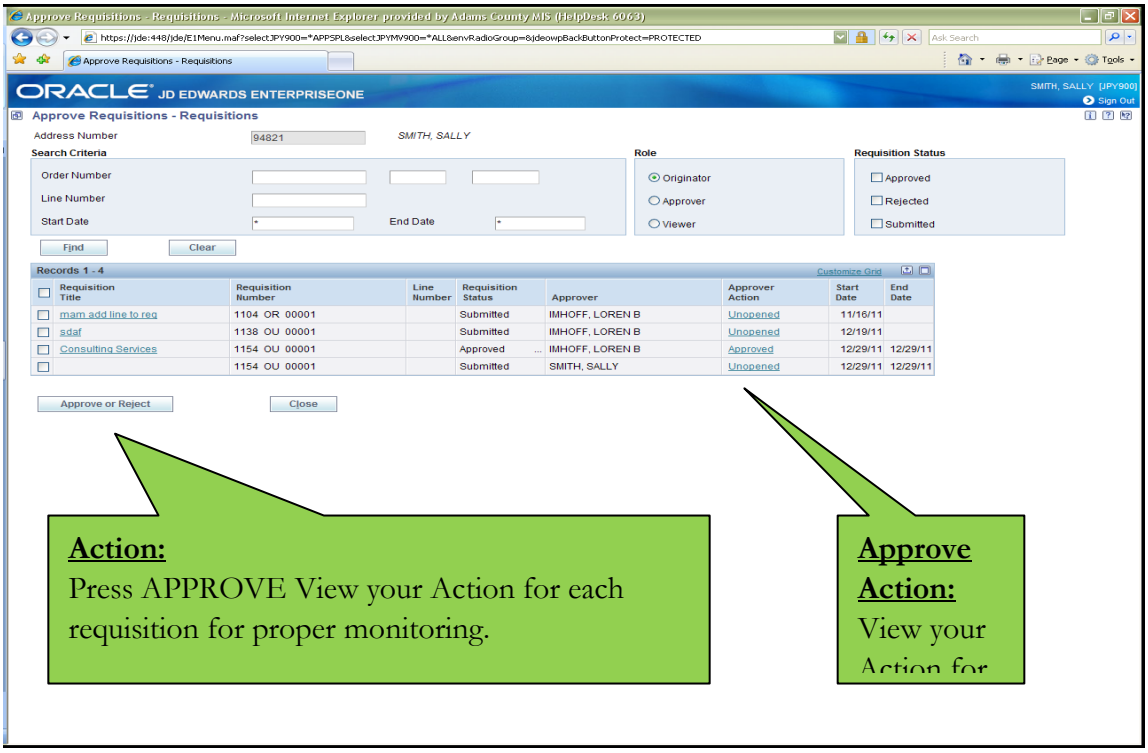
- Click on link under Requisition Title to view details behind Requisition.
- For attachments, press Justification link for documents for the Req.
- Cancel – to exit details screen

***** All Approvers are sent an Email to Approve all requisitions *****

Requisition Approval Required

ORDER: 1220 OU 00001

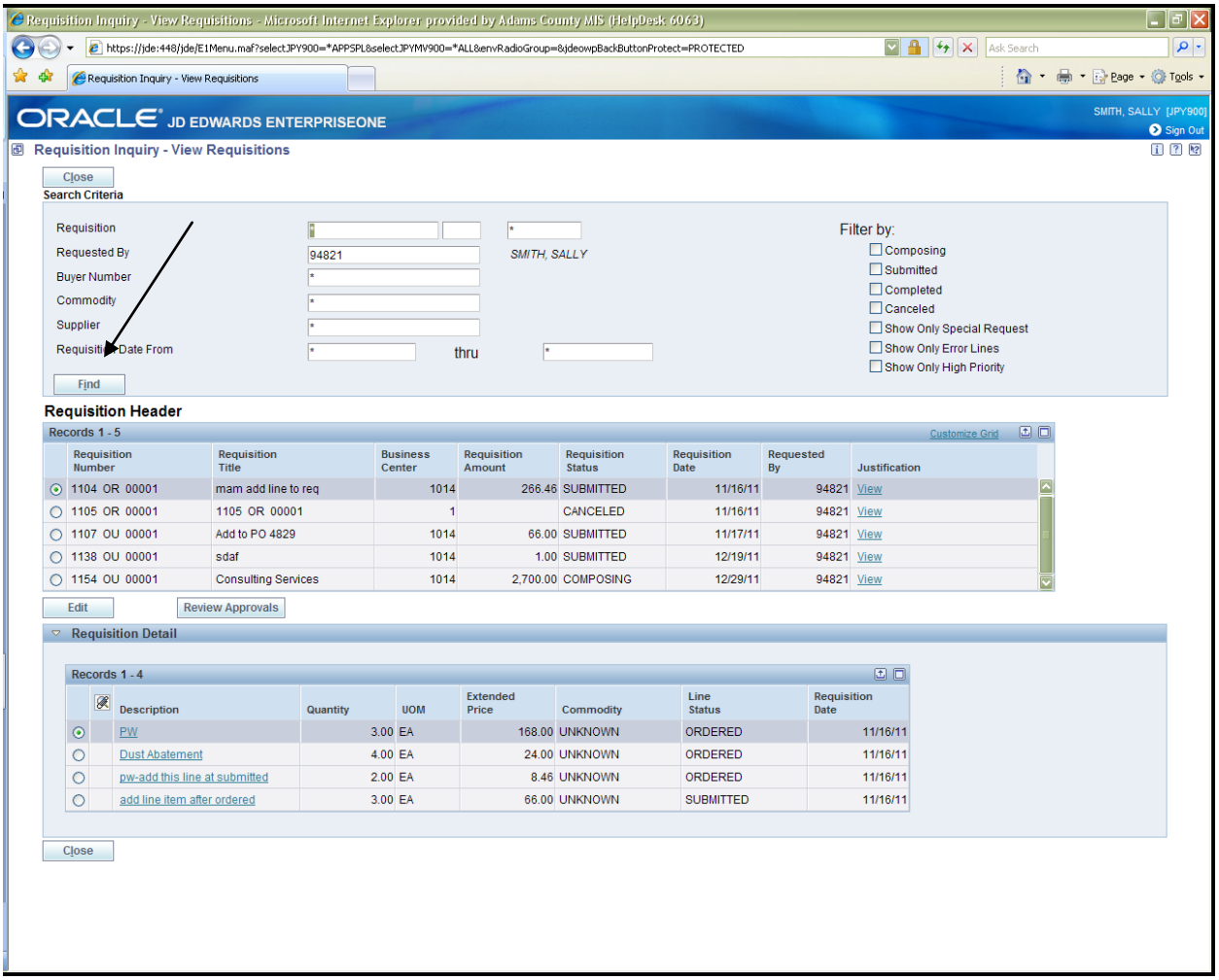
Approval is requested. Use the drop down or icon to access Requisition Approval Review.



Self Service Requisition – Requisition Inquiry

This application allows users to inquire on Requisitions based on information entered at top of application OR using Filter by: fields.

Press **Find** to load those Requisitions based on your criteria.



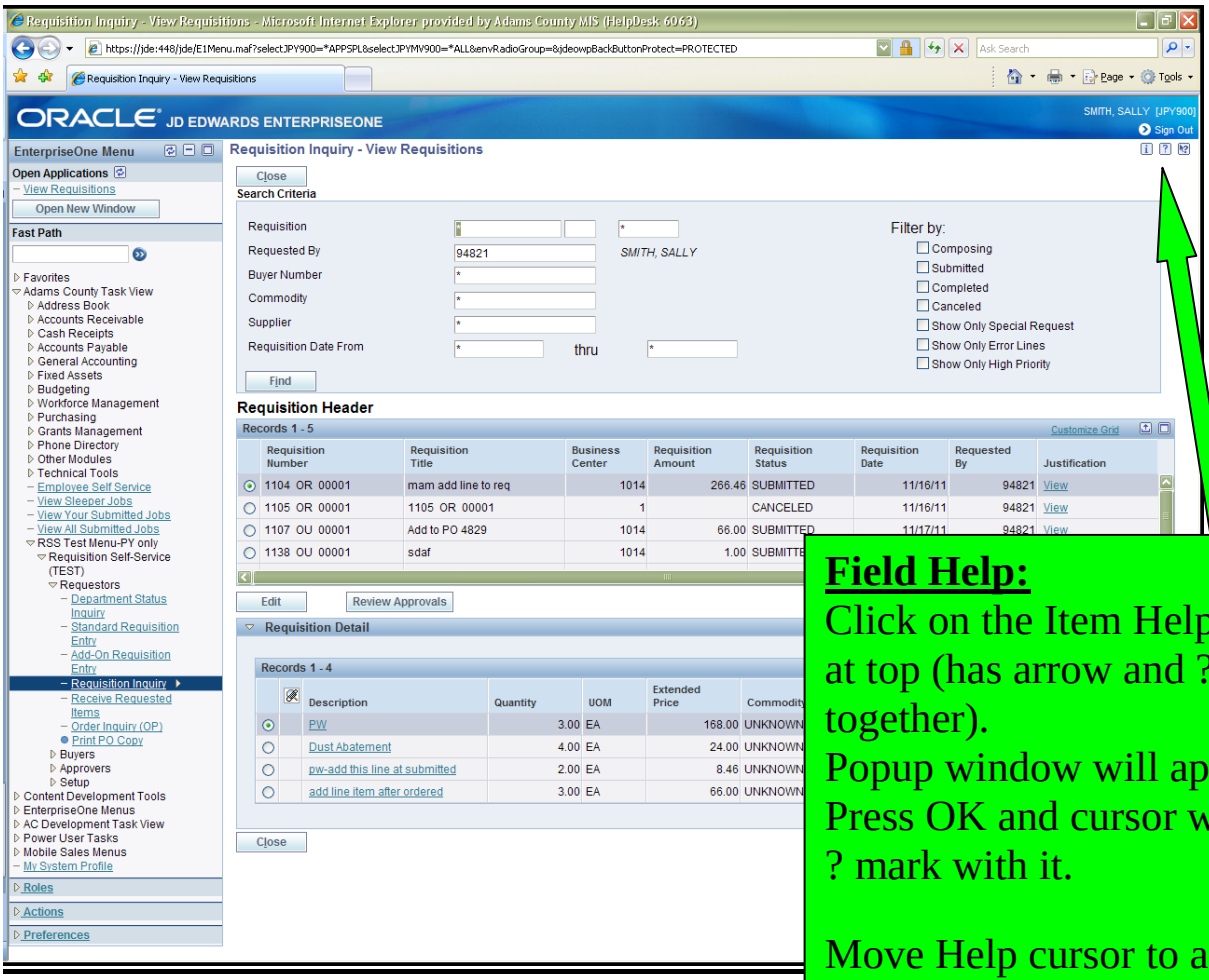
Requisition Inquiry actions:

1. Edit – select an individual requisition to modify.
2. Review Approvals – this will exit to a screen where you can Review the approval route for requisitions.
3. Description Link – select Requisition and click on the Link under the description column in the Detail section for additional information.
4. Close – to exit Inquiry application

Self Service Requisition – Help/Support

Call Help Desk at: 720- 523-6228 or
Email at ReqSS@adcogov.org

Application/Field Help:



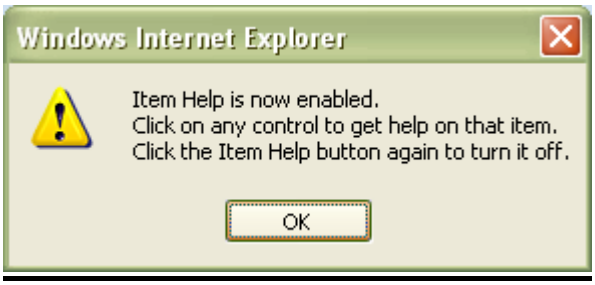
Field Help:

Click on the Item Help button at top (has arrow and ?mark together).

Popup window will appear, Press OK and cursor will have ? mark with it.

Move Help cursor to a field and press left mouse button and a help window will appear for a field definition.

To undo Help cursor, re-click on the Item Help button at the top and your regular cursor will appear.



*** END – SS Req. Approver

JD EDWARDS ENTERPRISE ONE
SELF SERVICE REQUISITION
Budget Approver User Manual

ADAMS COUNTY COLORADO

ADAMS COUNTY
COLORADO

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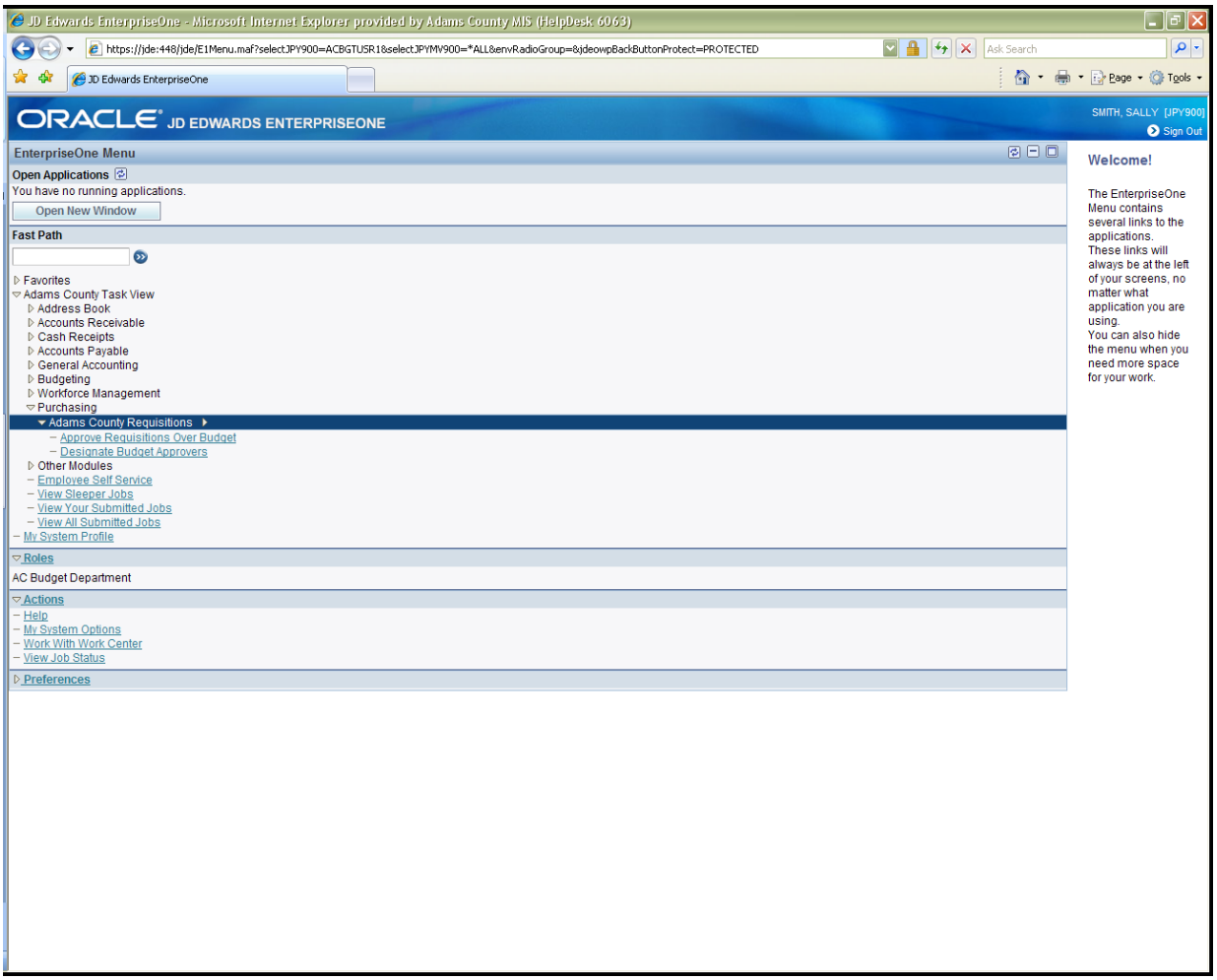
Self Service Requisition Budget Approver Overview

When a requisition is entered by a Department and the request exceeds the available budget for the specific line item (by account number), the request will go on Budget Hold. The Hold must be released before any further processing can take place. The Budget Analyst may need to contact the department for further understanding/review/discussion, or do a BTM (Budget Transfer Memo) to move money from one account to another to proceed.
Once the Requisition is Budget approved, the request is sent to the Departmental approver for the approval of the Requisition.

Menu: Adams County Task View>Purchasing>Adams County Requisitions



1. Approve Requisitions Over Budget – Budget to review/approve line items from Reqs. submitted over Budget

2. Designate Budget Approvers – To select a business unit and choose Budget Approver.

Self Service Requisition – Approve Requisitions Over Budget

When a Requisition goes on Budget Hold, the Approver for that Business Unit in the Budget Dept. will receive an email and a link to go directly to the program.

EMAIL to Budget Approver:

To: Carl Riner
Subject: Requisition Approval Required - 1211-OU-00001

The following requisition has been placed on Budget Hold:

Requisition: 1211-OU-00001

Requisition Date: 01/27/12

Requestor: SMITH, SALLY

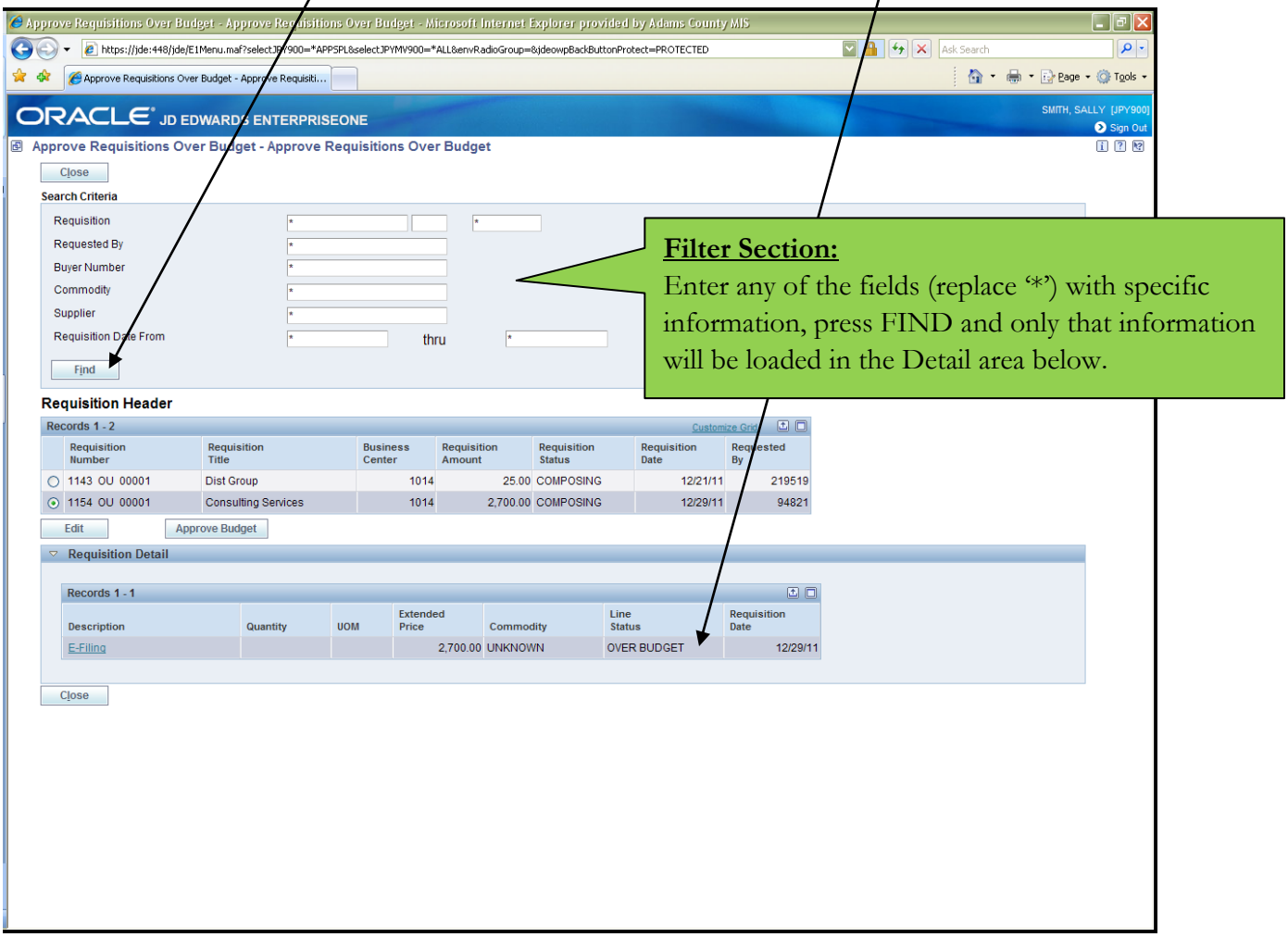
Department: 1014

Amount: 5225.00

Shortcut to Budget Release Hold
Approve Requisitions Over Budget

This screen allows the Budget department to review line items that have been submitted from Departments throughout Adams County that are **OVER BUDGET**.

Program entry, **press Find** to see ALL items or use the fields in the upper section to filter your selection.



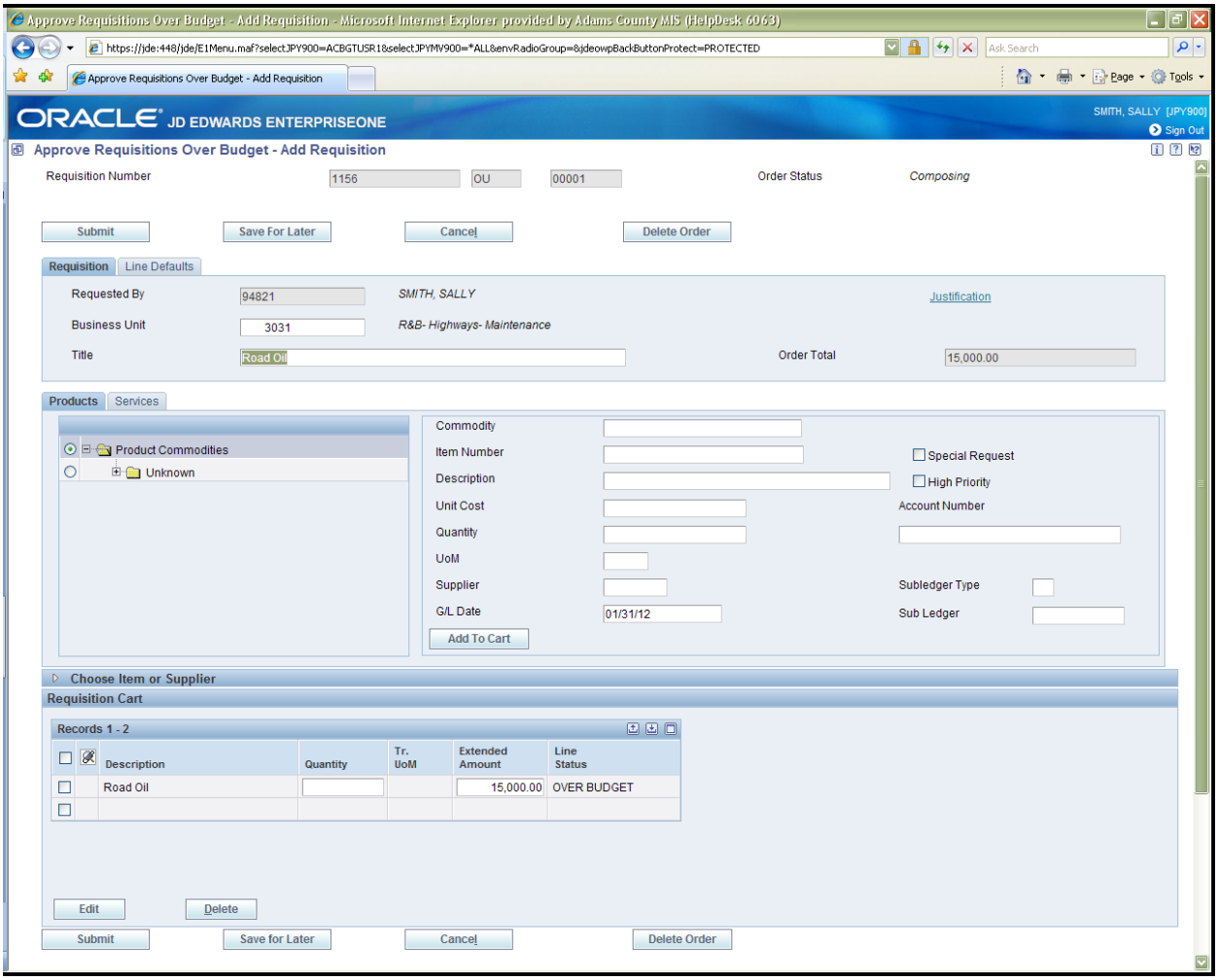
Press: (select the specific requisition on the left)

1. Edit - to edit any information for Requisition
2. Approve Budget – this will Approve the Requisition. (Budget Analyst must enter **PASSWORD** to approve).
   The Requisition will sit in the queue until it is either Approved or Cancelled by the Requestor.
3. Requisition Detail Link – click on the link in the detail under the Description to drill down to the Requisition details – like complete account information.
4. Press Close to exit application

<u>Over Budget Processes: select Requisition under Header section first,</u>

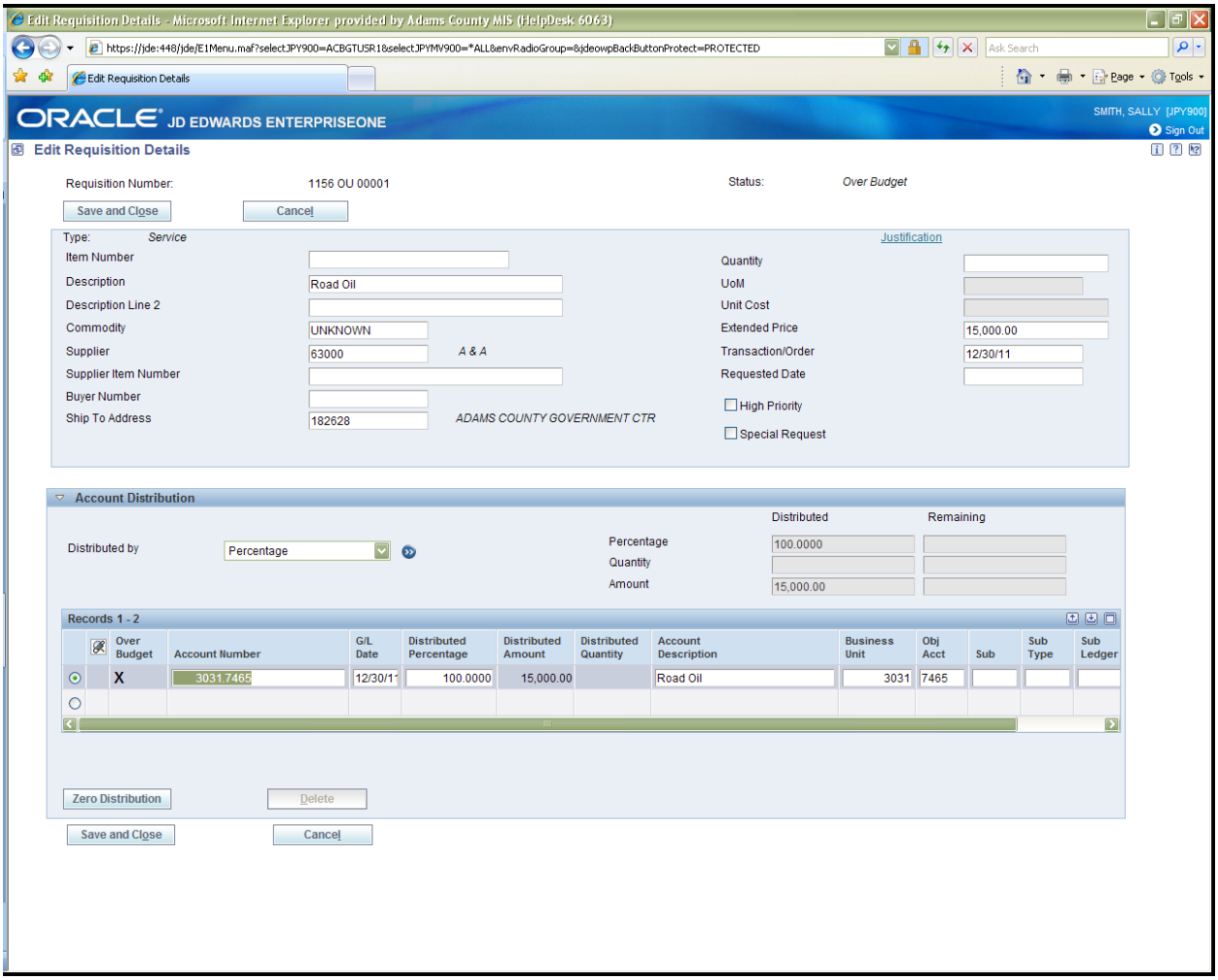
You must select a specific requisition first to proceed (dot in left circle)

<u>Edit</u> – allows the Requisition item to be edited



Edit Screen – you can change, or even add additional requisition lines items.
This is an entry screen if you need to add additional line items,
Press ADD to CART to add this requisition line item to this requisition

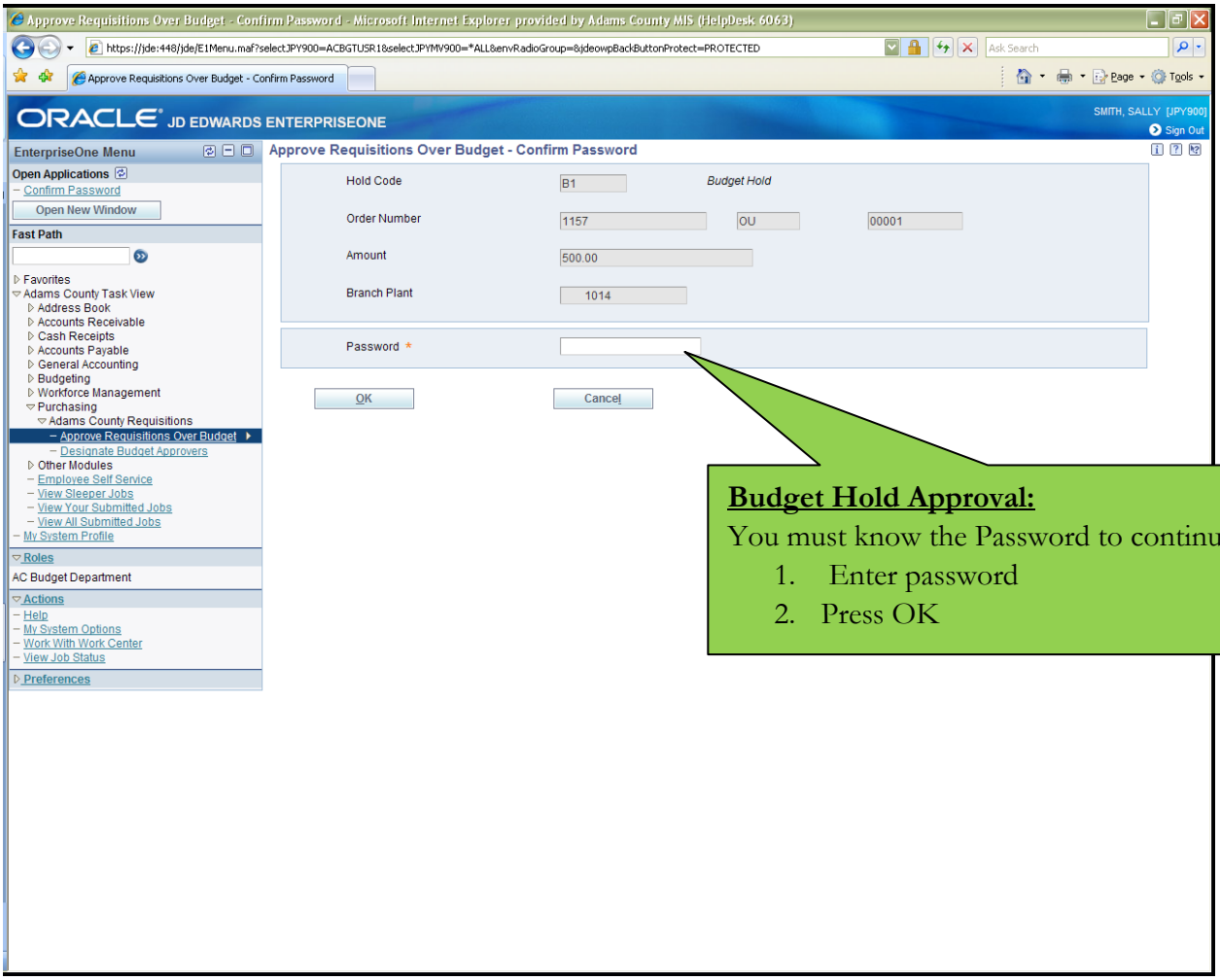
EDIT: Select the item in the detail area, press Edit:



This screen you see complete account number, description, distribution, date, supplier, ship to, etc. that may be modified.

Any changes, press SAVE and CLOSE
Press Cancel to close program and exit to previous program

Approve Budget – allows the Requisition item to be taken off Budget Hold and sent to the Department approver for approval.



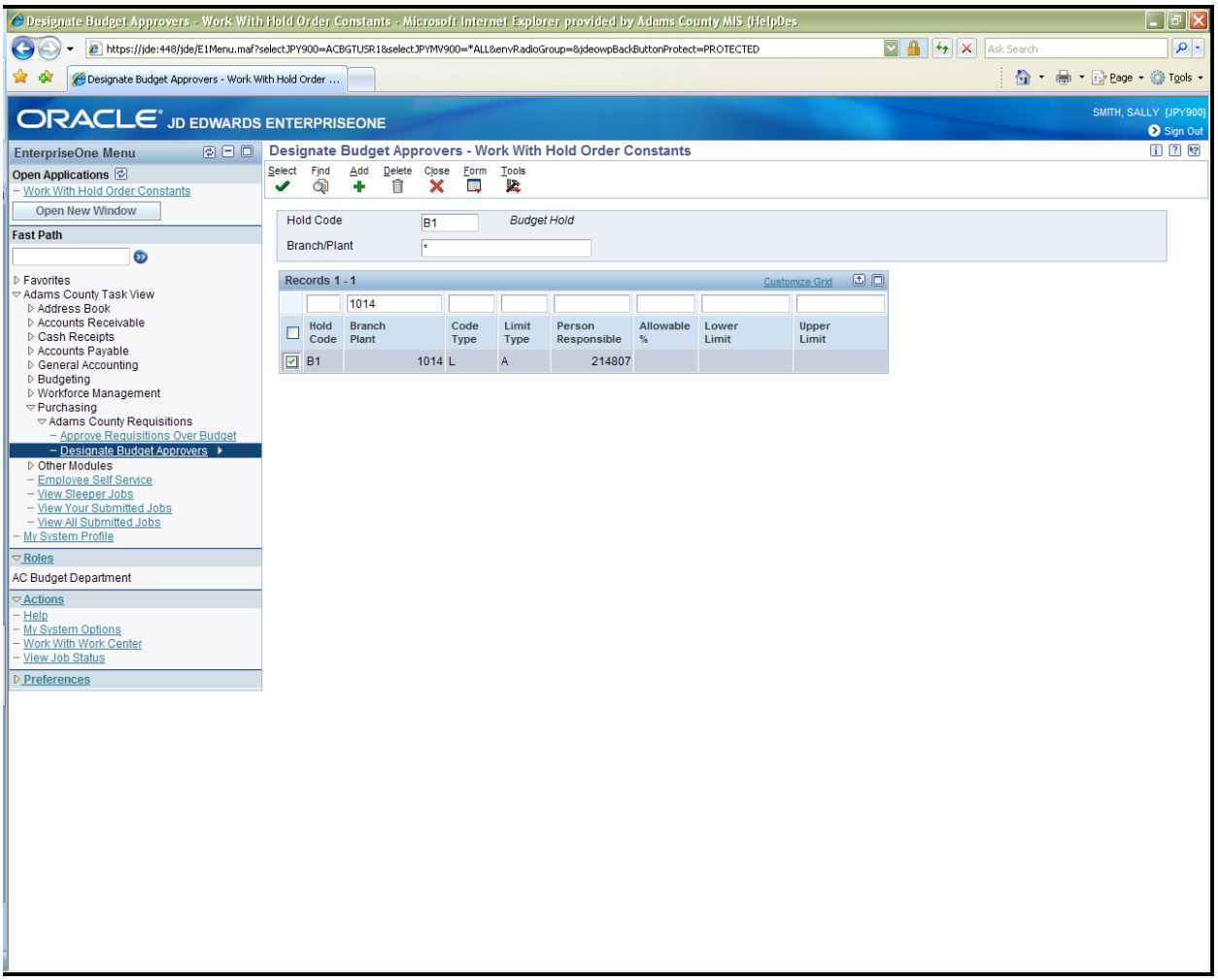
At any time, press Cancel to exit

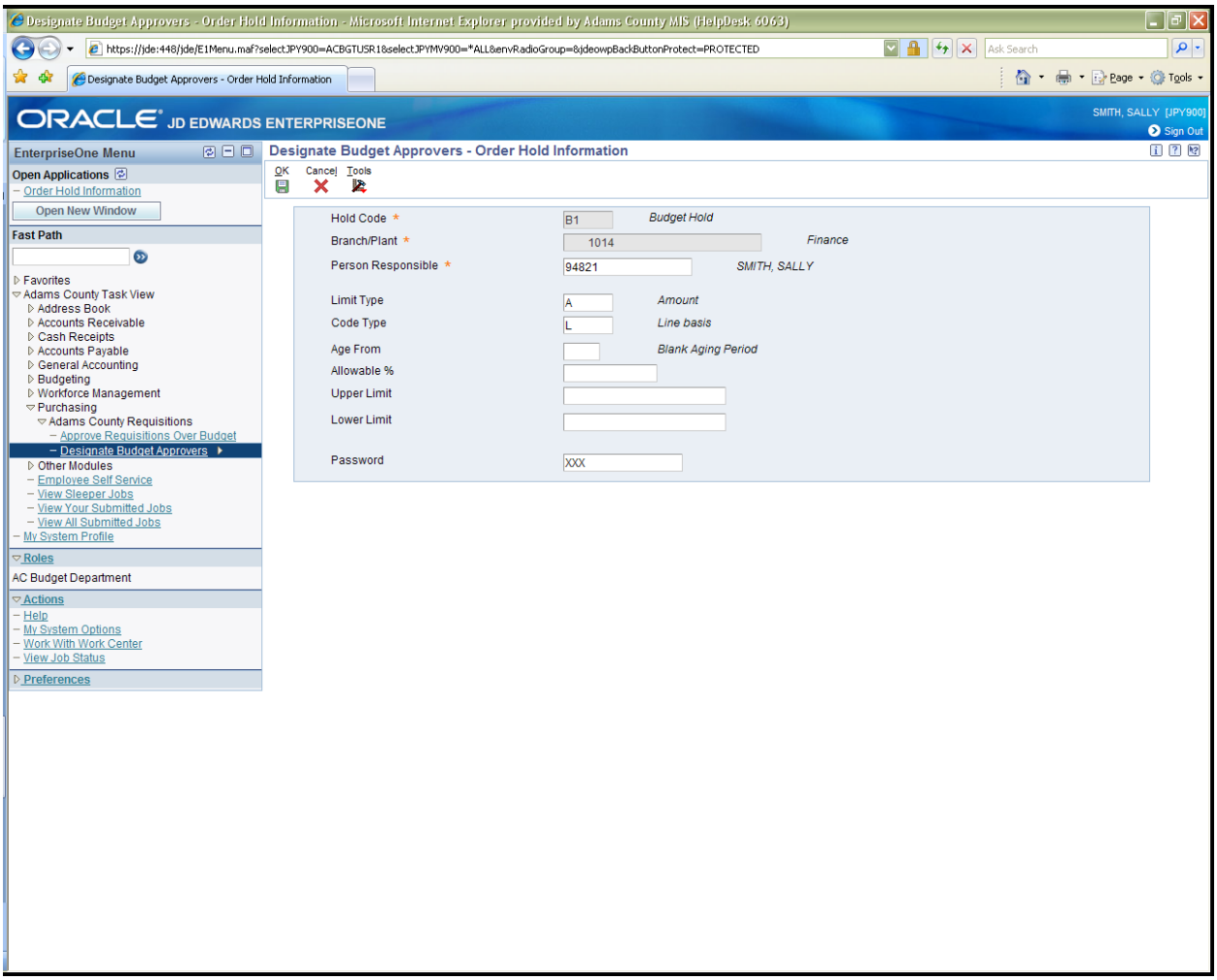
Self Service Requisition – Designate Budget Approvers

An approver for every Business Unit that that is responsible for Requisitions is required.

Approvers Process:
For Filtering, enter the Branch/Plant to modify the Budget Approver, press FIND

- Select the Business Unit in the detail area, press Select mark in upper toolbar to contiue
- Close – to close application
- ADD – if new Business Units are created, you must assign a Budget Approver. (see previous business unit to copy setup)





The screen above, allows changes to:

1. Person Responsible – this is the Budget Analyst that will be notified when Requisitions go on Budget Hold for this Business Unit.

2. Password: this is the password REQUIRED to release any Requisition off Budget Hold.

NOTE: any Budget Analyst may approve any Requisition as long as they know the Password regardless of who the Person Responsible is.

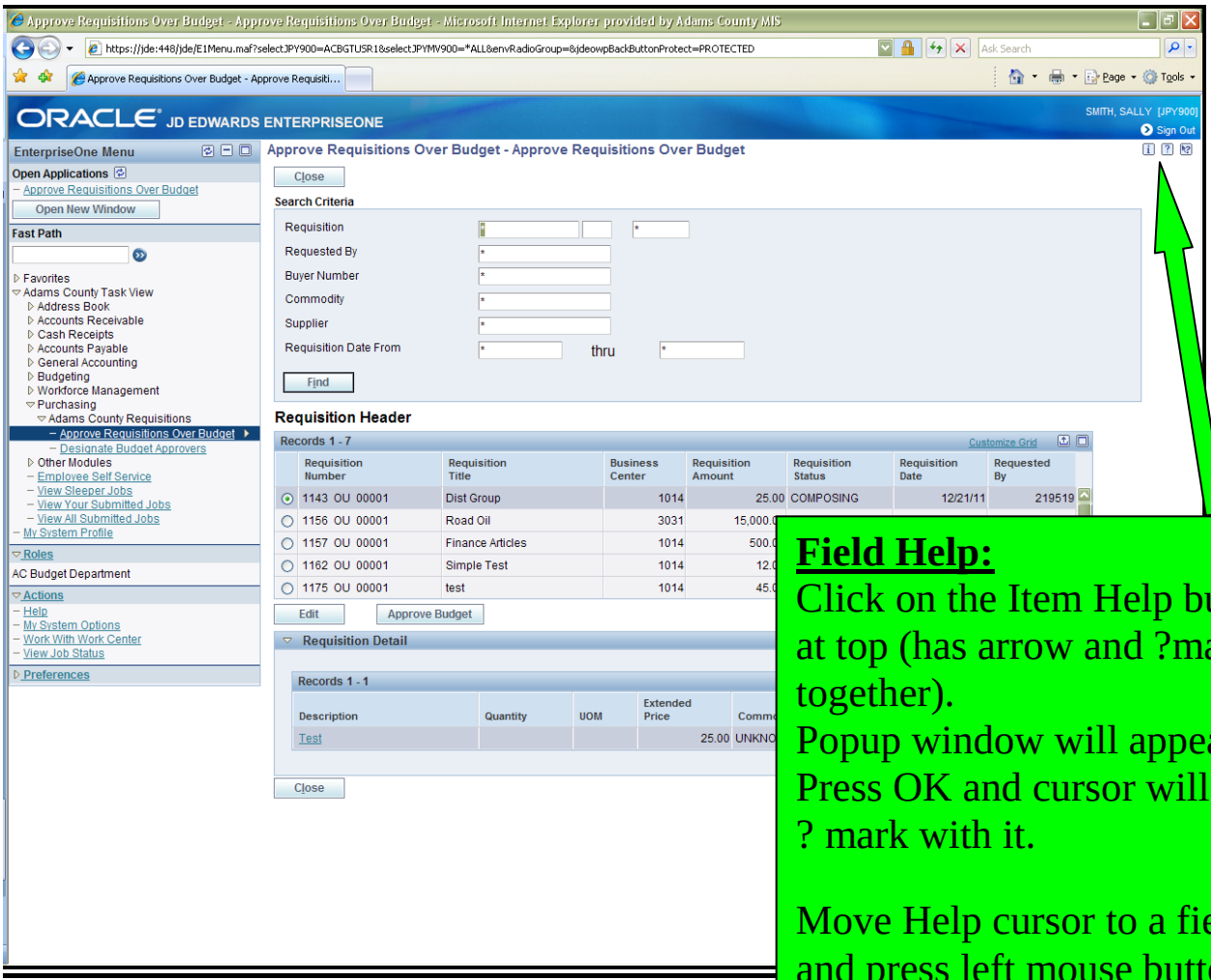
Press OK – to save any changes

Press Cancel – to close program

Self Service Requisition – Help/Support

Call Help Desk at: 720- 523-6228 or Email ReqSS@adcogov.org

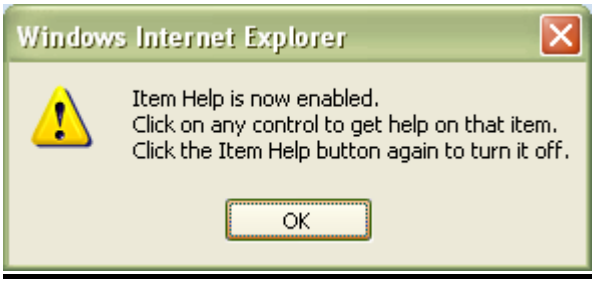
Application/Field Help:



Field Help:

Click on the Item Help button at top (has arrow and ?mark together).
Popup window will appear, Press OK and cursor will have ? mark with it.

Move Help cursor to a field and press left mouse button and a help window will appear for a field definition.
To undo Help cursor, re-click on the Item Help button at the top and your regular cursor



*** END – SS Req. Budget Approver

JD EDWARDS ENTERPRISE ONE
SELF SERVICE REQUISITION
Buyer User Manual

ADAMS COUNTY COLORADO

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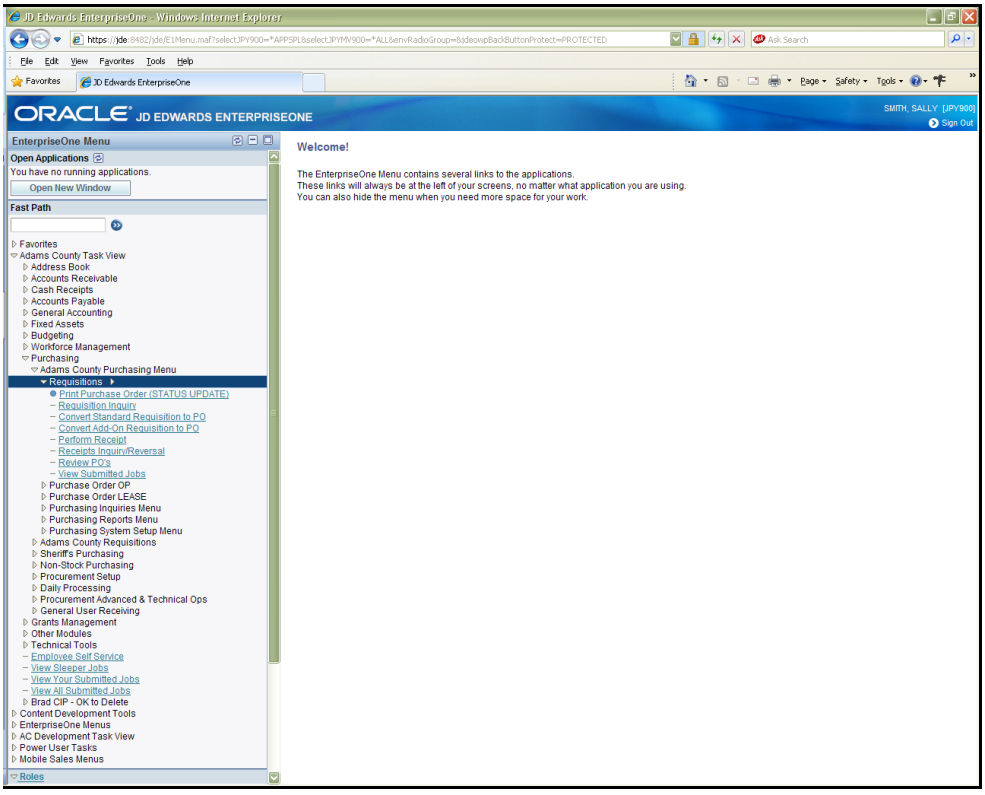
Self Service Requisition Buyer Overview

The Buyer role is performed by the Purchasing Department only. The Buyers will review all approved Requisitions and convert them to Purchase Orders. There are 2 processes: 1.) Creating new Purchase Orders from Requisitions and 2.) adding new line items from Requisitions to existing Purchase Orders. Also, the Buyers are the only ones approved at this time to reverse Receipts. The users in the field will contact the Purchasing Dept. for them to review and complete a receipt reversal.

Note: the Buyers may Inquire on All Requisitions, Receive All Requisitions and Review All Purchase Orders as needed.

Buyer Menu:

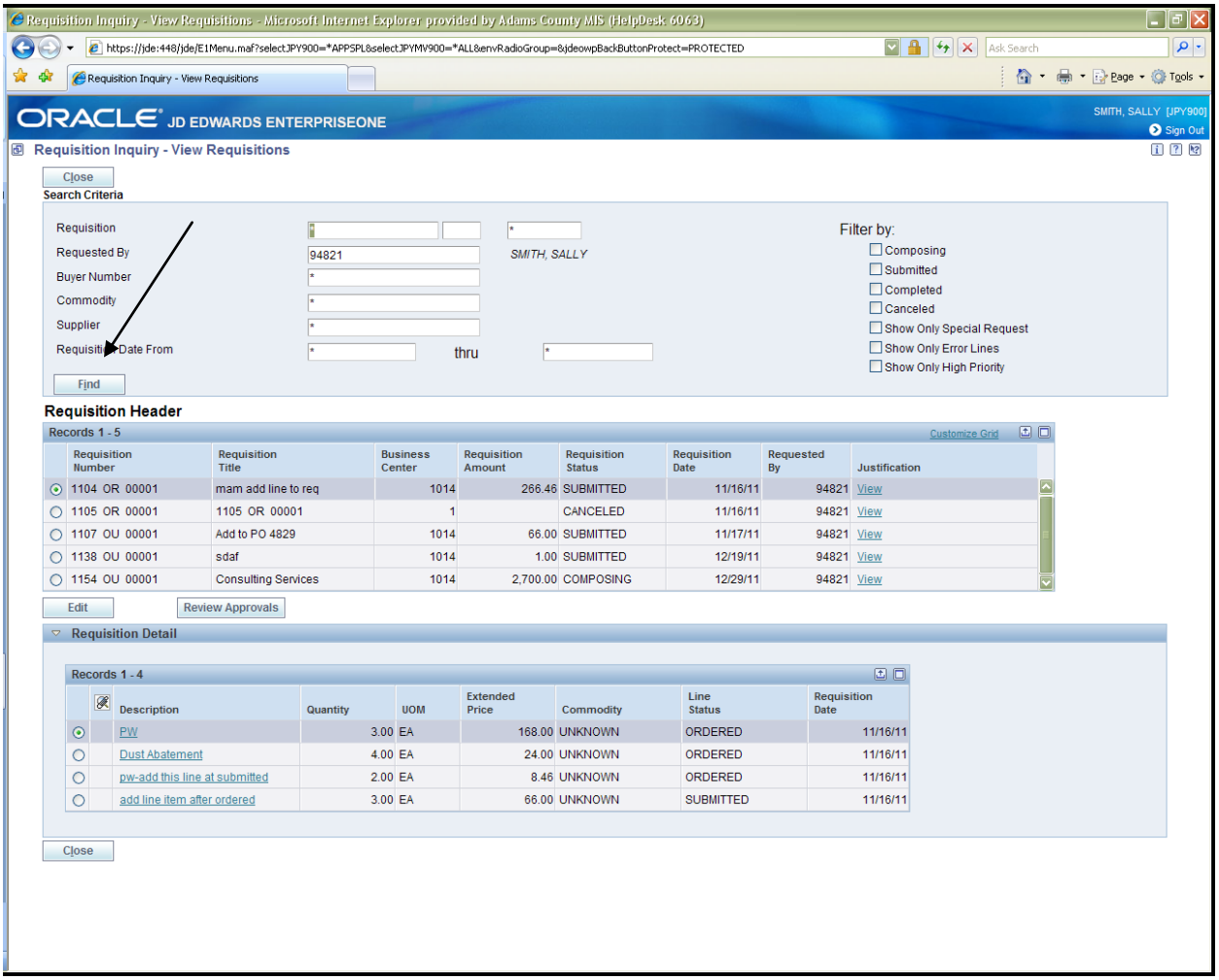


1. Requisition Inquiry – review all requisitions
2. Convert Standard Req to PO – create new PO's from Requisitions
3. Convert Add-On Req to PO – add new line items from Requisitions to existing PO
4. Perform Receipt – receive products/services from Requisitions
5. Receipts Inquiry/Reversal – Review/Reverse Receipts for Requisitions
6. Review PO's (OP) – Review all Purchase Orders

Self Service Requisition – Requisition Inquiry

This application allows users to inquire on Requisitions based on information entered at top of application OR using Filter by: fields.

Press Find to load those Requisitions based on search criteria.



<u>Requisition Inquiry actions:</u>

1. Edit – select an individual requisition to modify. Certain status' will not allow changing of data.
2. Review Approvals – this will exit to a screen where it shows the status of Requisitions. (Role: Originator, Approver or Viewer)
3. Description Detail Link – select Requisition and click on the Link under the description column in the Detail section for additional information.
4. Close – to exit Inquiry application

Self Service Requisition – Convert Standard Requisition to PO

This process is performed only by the Purchasing Department. This process is where the Buyers will create new Purchase Orders from Requisitions.

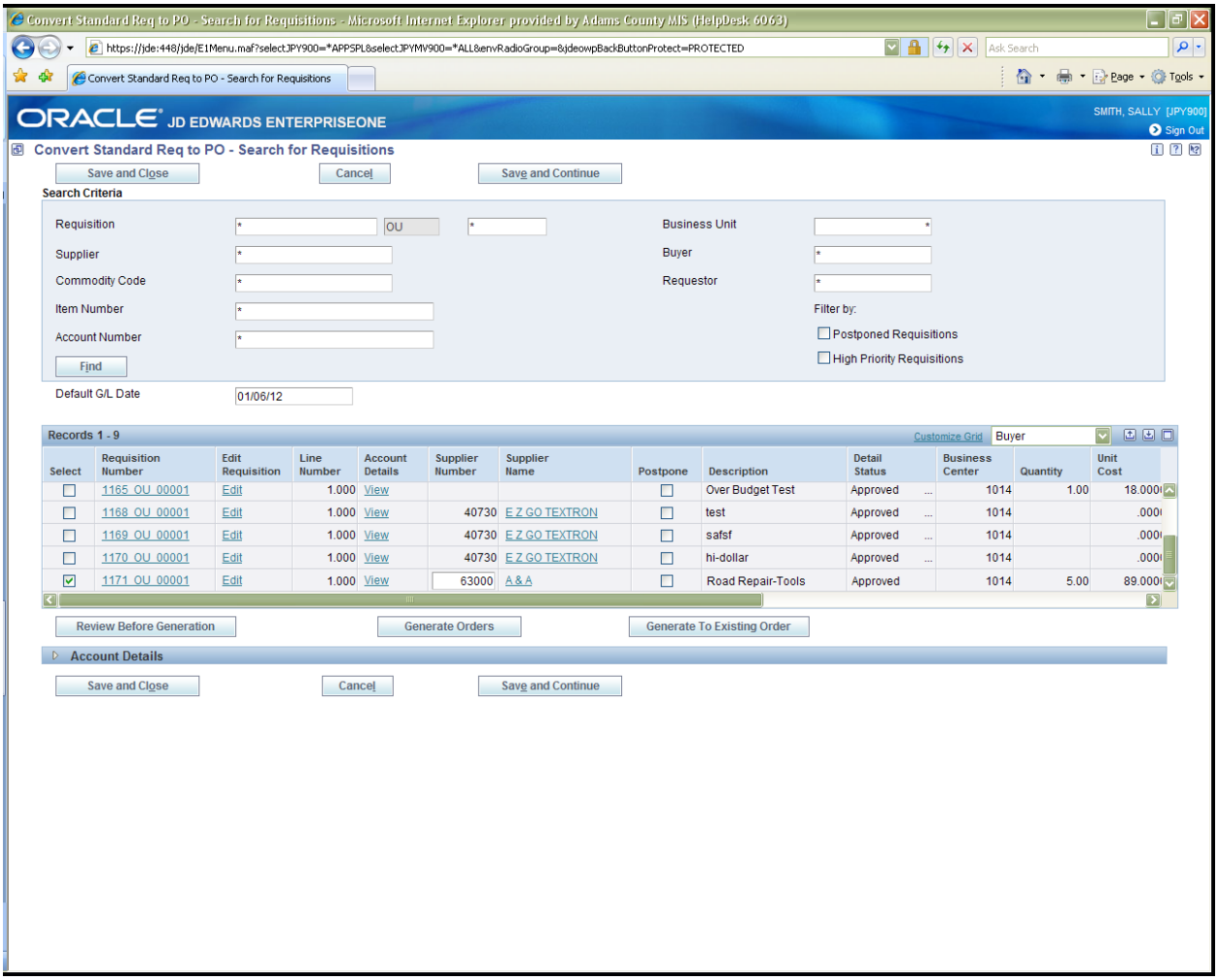
Press the Find button to view ALL Requisitions for your Approval or enter values for filtering Requisitions.

NOTE: The requisition document type for creating NEW PO's is 'OU'.

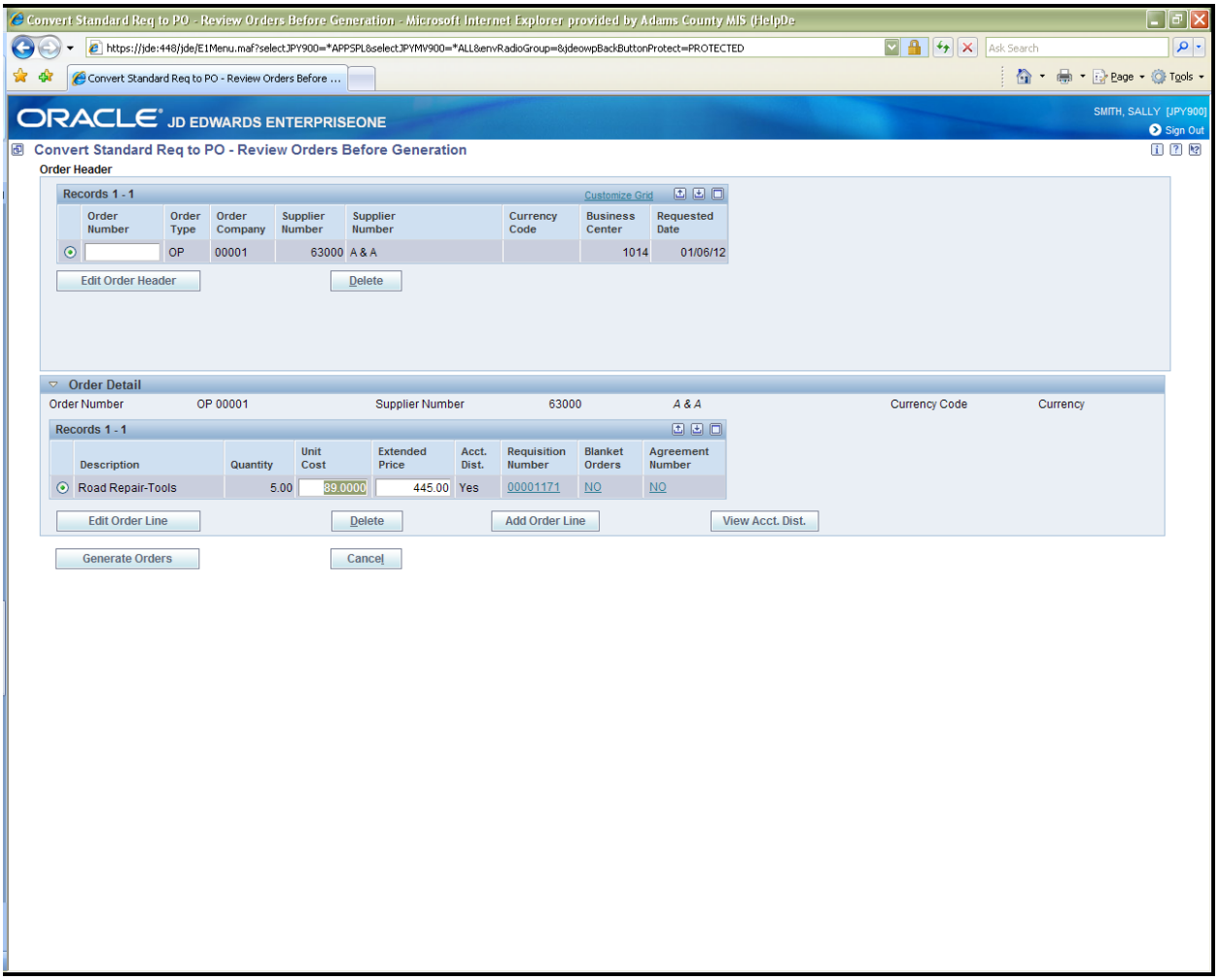
Create Process: select Requisition you wish to process in detail area (notice line numbers for each requisition, then
Every Requisition before Convert, must have a Supplier Number

- Press the Review Before Generation button to drill down to the requisition for further review.
- Press the Generate Orders button to automatically create a new PO.
- Press Cancel to exit program.

Convert Standard Req to PO screen



Review Orders Before Generation screen



This screen will allow Buyers to:

1. Edit Order Header – press to edit Ship To, Buyer, etc.
   Press Save and Close or Cancel to exit

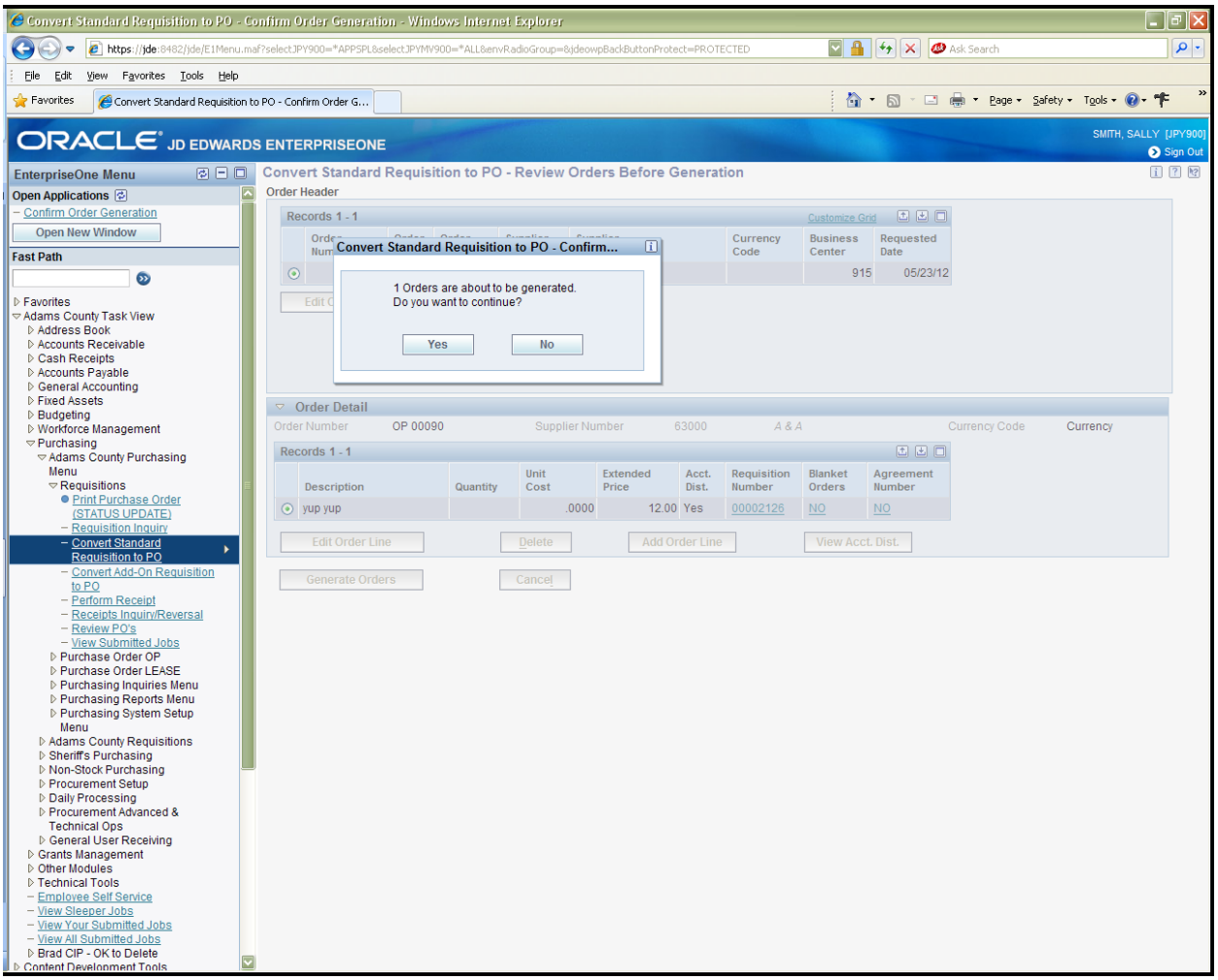
2. Edit Order Line – to edit detail line information – see Tabs
   Press Save and Close or Cancel to exit

3. Delete and Add Order Line – do not use

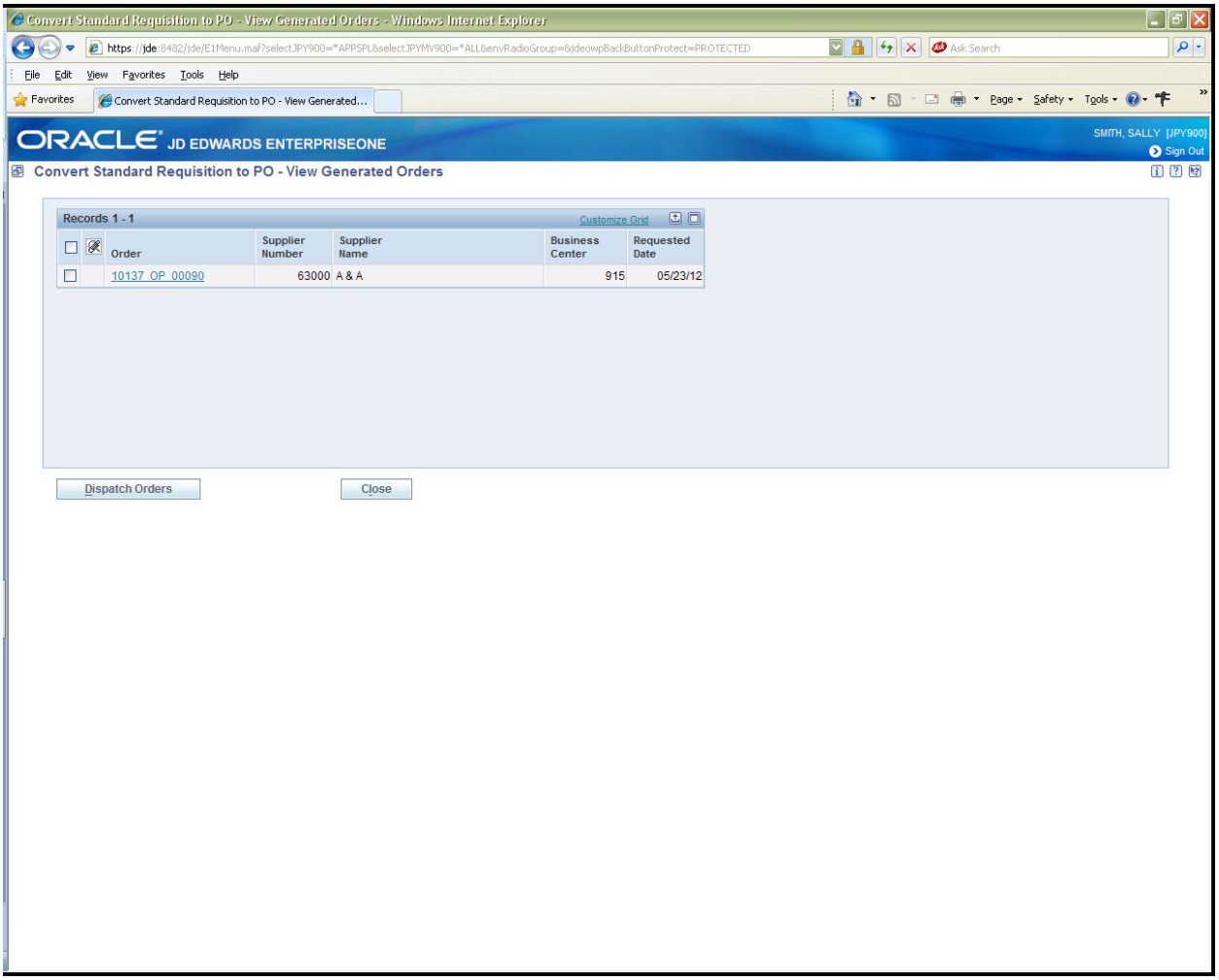
4. View Acct. Dist. – review Account number for Requisition

Press Generate Orders button to create a new Purchase Order

This same screen will appear when you Press the Generate Order button from the initial Convert Standard Requisition to PO screen.



Press Yes to continue



Next screen will show the new PO # created.

Select the PO #, then

Press the **Dispatch Orders** button, will automatically run the Print PO program and set the next status to 400 so the requisition will be ready to receive the product or service.

Press Close to exit screen and return to Search screen.

NOTE: At this screen, before you press Dispatch Order button, you may select the link of the new PO number created, modify any PO information, then return to this screen and Dispatch Order to continue.

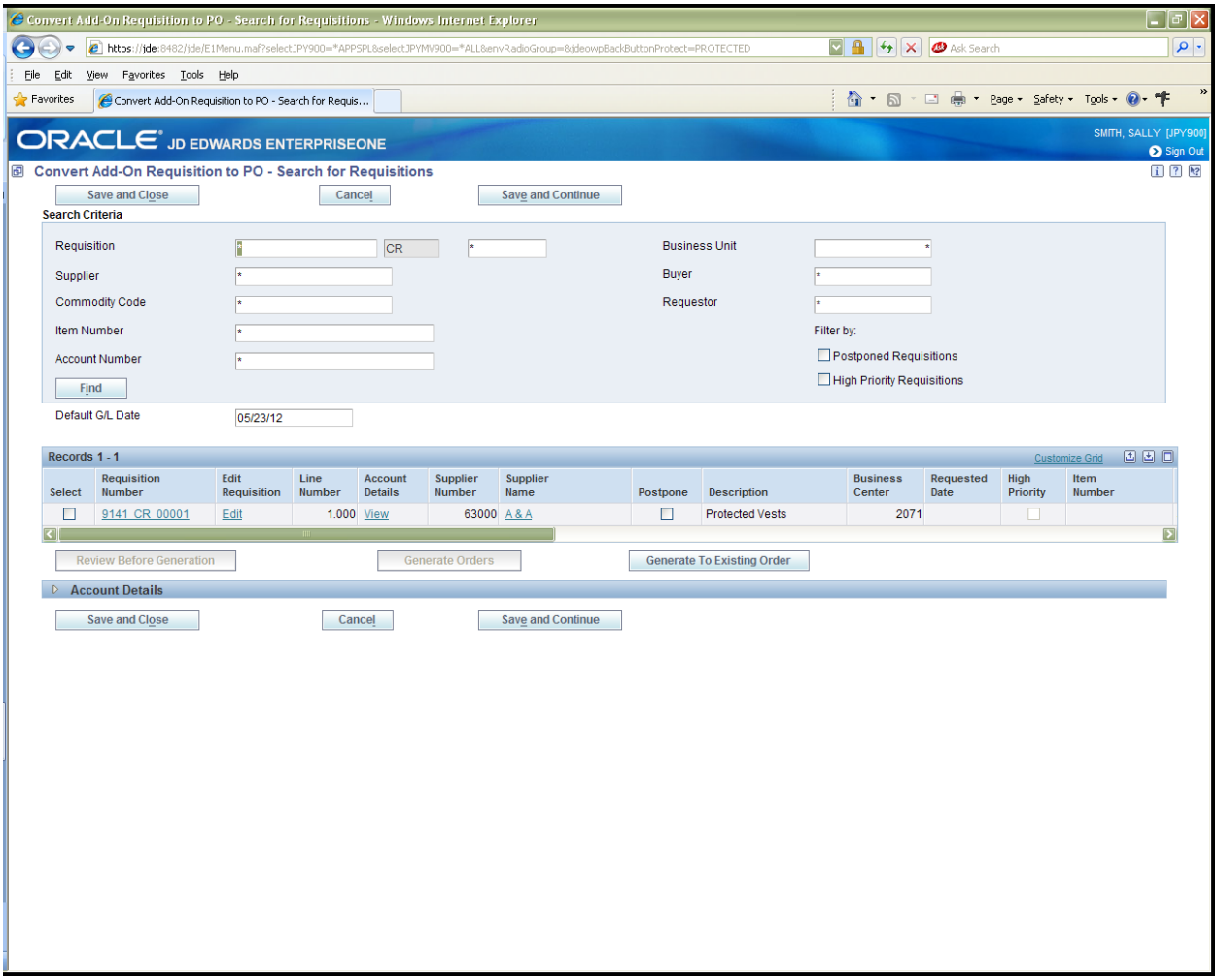
Self Service Requisition – Convert Add-On Requisition to PO

This application allows Buyers to add line items from Requisitions to existing Purchase Orders.

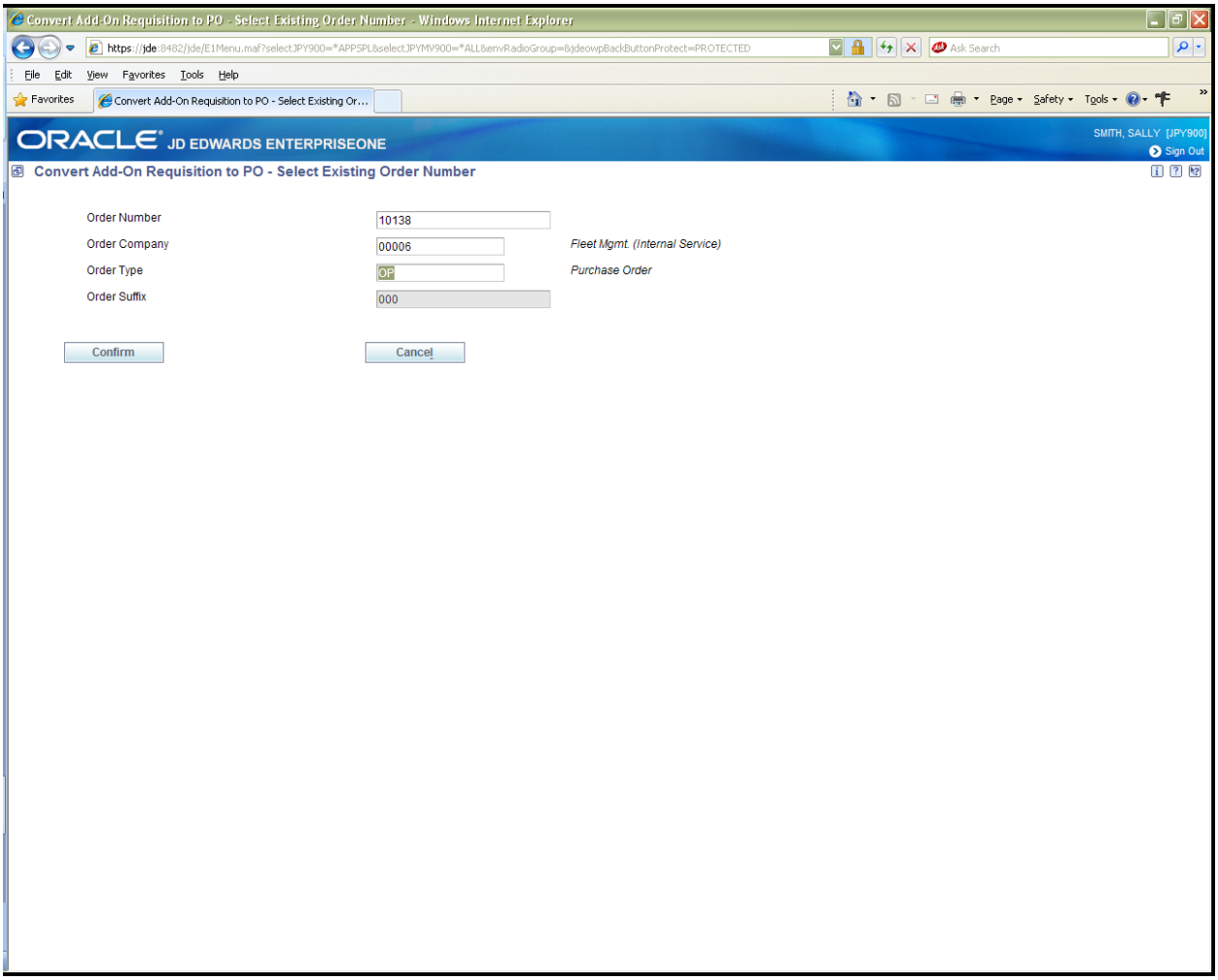
NOTE: The requisition document type for creating NEW PO's is 'CR'.

These are created from the Add-On Requisition Entry program

Press Find to load those Requisitions based on your criteria.

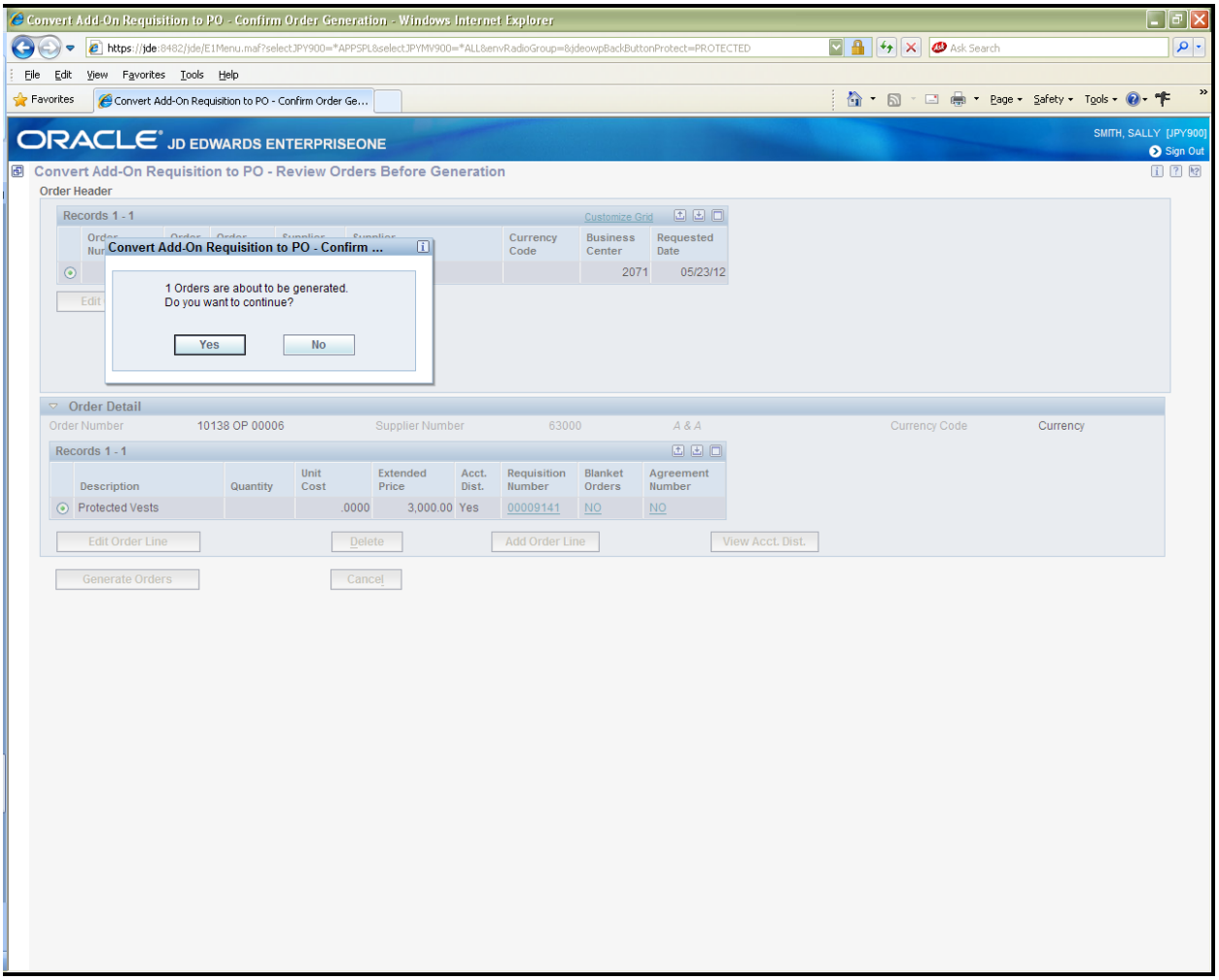


Select the Requisition
Press Generate to Existing Order

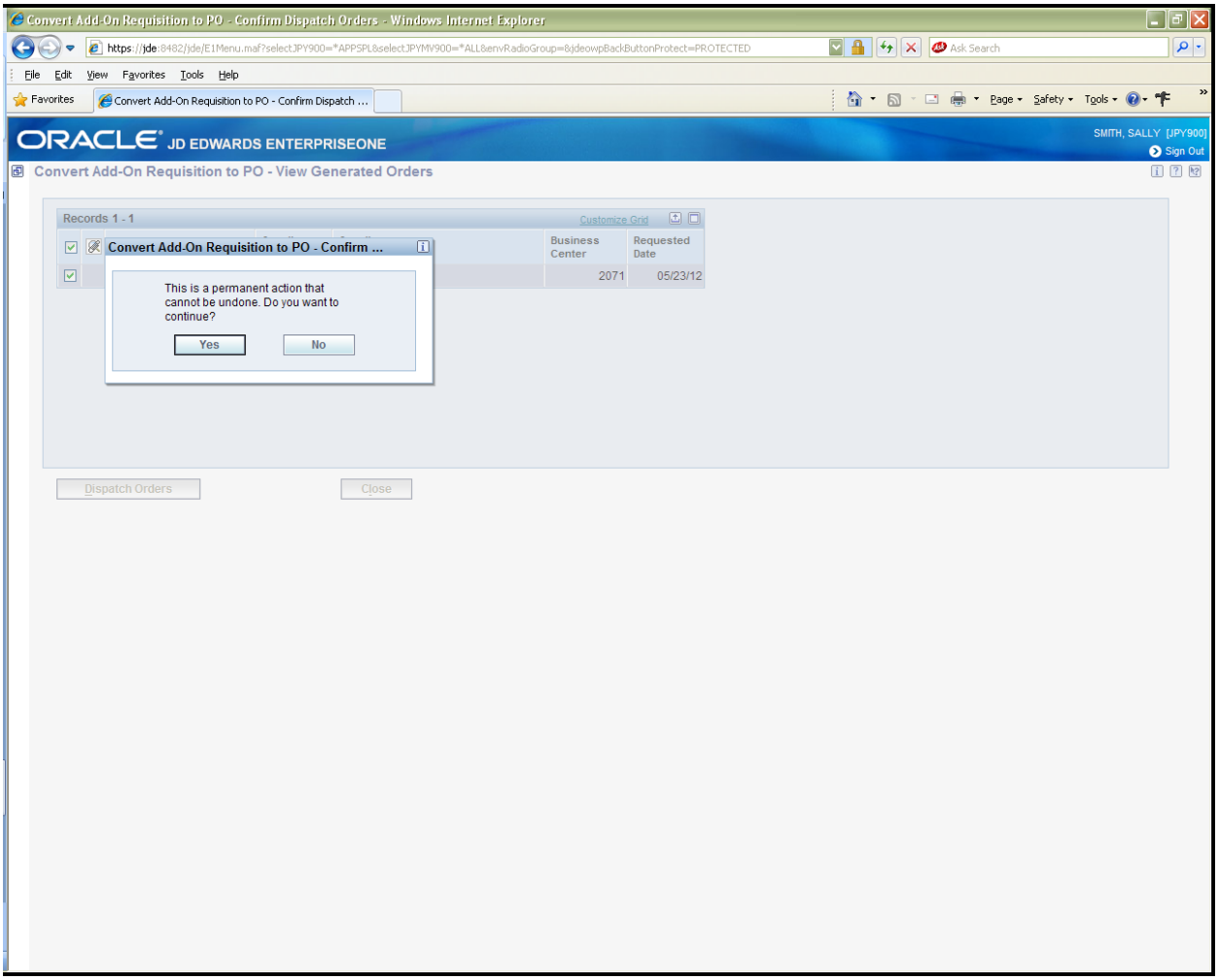


Enter your PO Number in Order Number field.
This should be on the Requisition Title line entered from the Requestor.
Confirm: Order Company is correct

Press Confirm button



Press Yes and Dispatch screen appears:



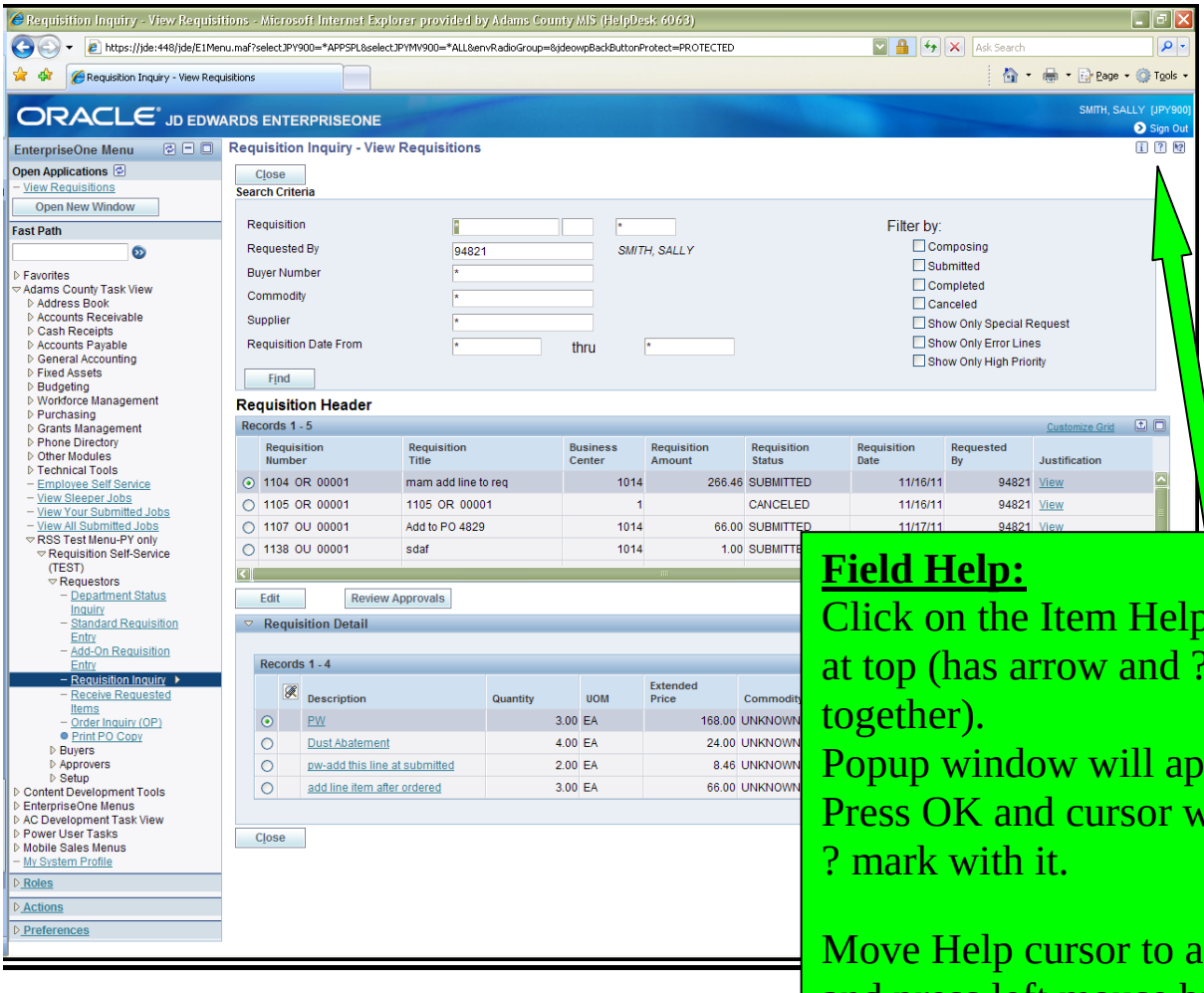
Press Yes to continue and OK at the Printer screen.
By pressing Yes the PO will be processed and the status updated to 400 ready to receive by the user.

Press Close when finished and wait for email confirmation of the Print PO program has completed.

Self Service Requisition – Help/Support

Call Help Desk at: 720-523-6228
Email at ReqSS@adcogov.org

Application/Field Help:



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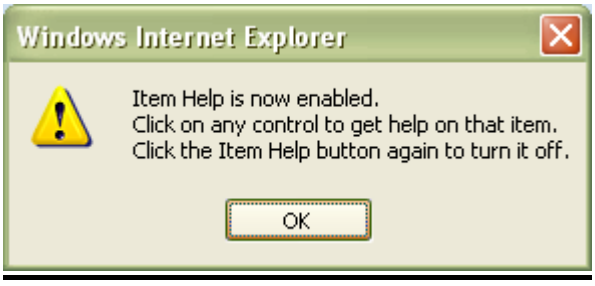

*** END – SS Req. Buyer

JD EDWARDS ENTERPRISE ONE
SELF SERVICE REQUISITION
Requestor User Manual

ADAMS COUNTY COLORADO

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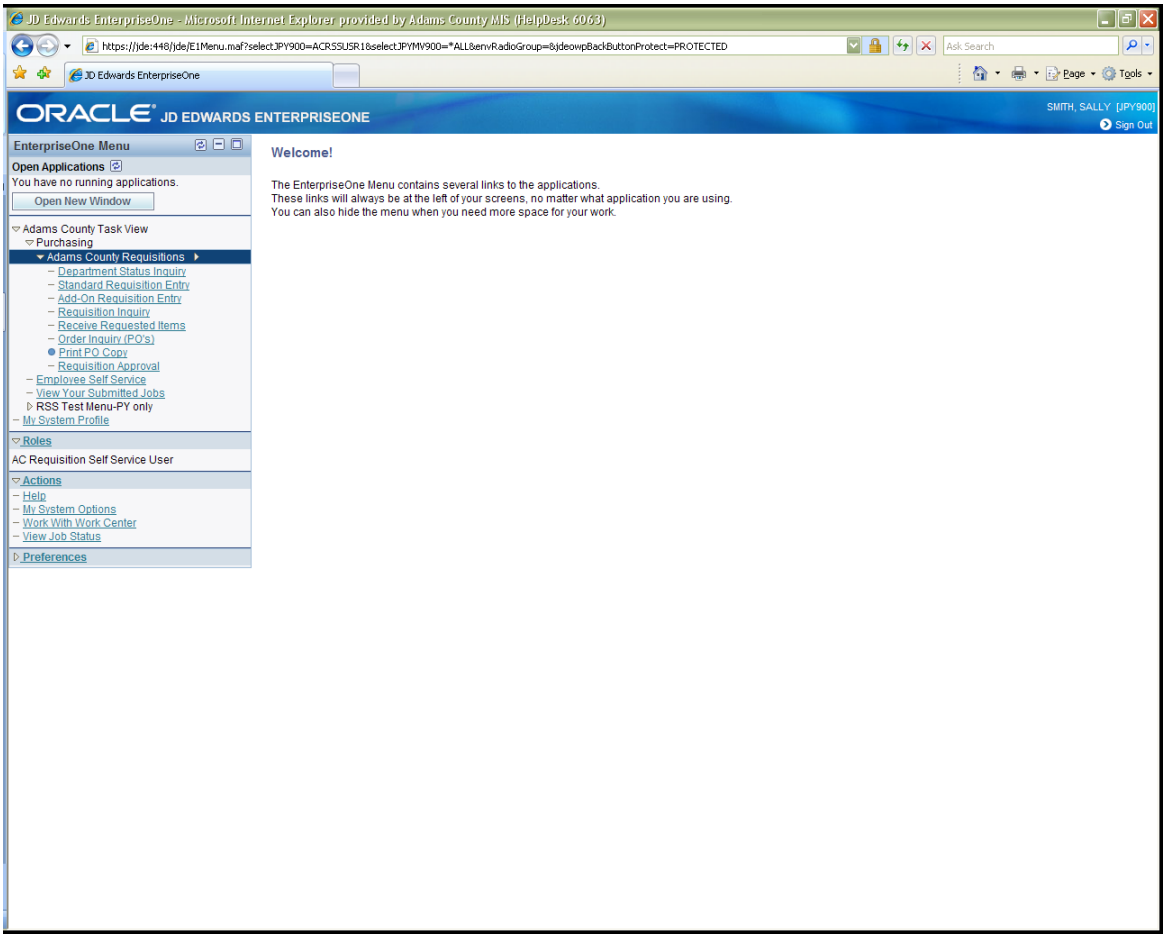
Self Service Requisition – Help/Support 22

Self Service Requisition Overview

The JDE Enterprise One Self Service Requisition application allows employees to enter and manage their own requests for products and services. After the entry of a requisition, the system will alert specified approvers of requisitions awaiting for approval using email. If the request is over budget, the Budget Analyst is notified via email as well and will manage the request at that time. To complete the process, the Buyers will create the Purchase Order from the requisition and once the product or service is received, the requestor or department will receive against the requisition they entered.

Requestor Menu: Adams County Task View>Purchasing>Adams County Requisitions



1. Department Status Inquiry – view your business unit's account activity
2. Standard Requisition Entry – enter a new requisition
3. Add-On Requisition Entry – add an additional line item to an existing Purchase Order
4. Requisition Inquiry – view/manage your department's requisitions

5. Receive Requested Items – receive against the requisition for items that have come in
6. Order Inquiry – view/manage Purchase Orders created from your requisitions
7. Print PO Copy – ability to print a copy of the Purchase Order

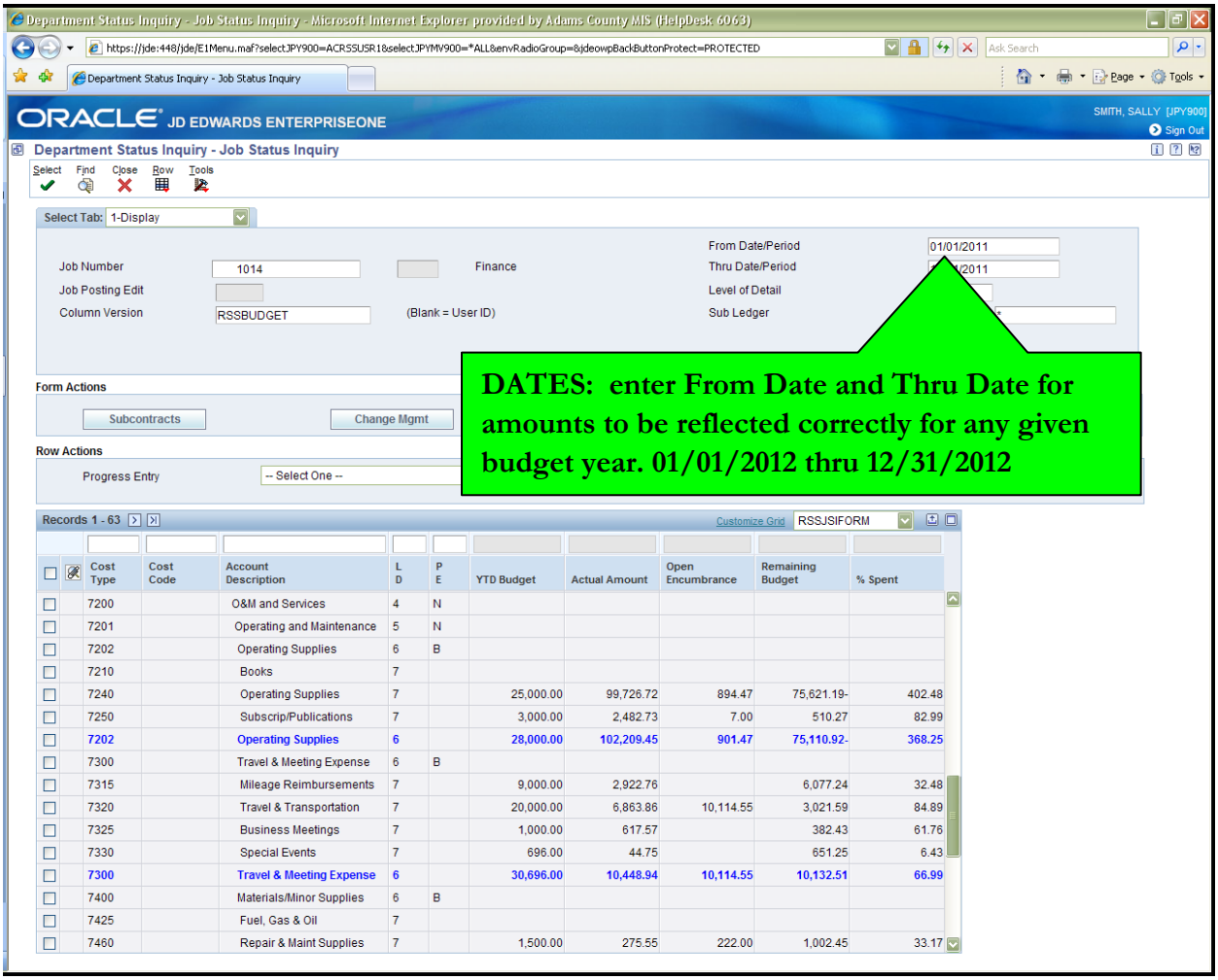
Self Service Requisition – Department Status Inquiry

This screen allows a department to view the following financial activity for each account within their own business unit:

- Enter your Business Unit in Job Number field, From Date: enter beginning of the year you wish to view, then press Find in toolbar

1. YTD Budget – the annual amount budgeted for this account
2. Actual Amount – actual amount spent based on Thru Date above
   - Select any detail item and press Select button to see itemized charges
3. Open Encumbrance – current funds encumbered
4. Remaining Budget – amount left to spend on line item

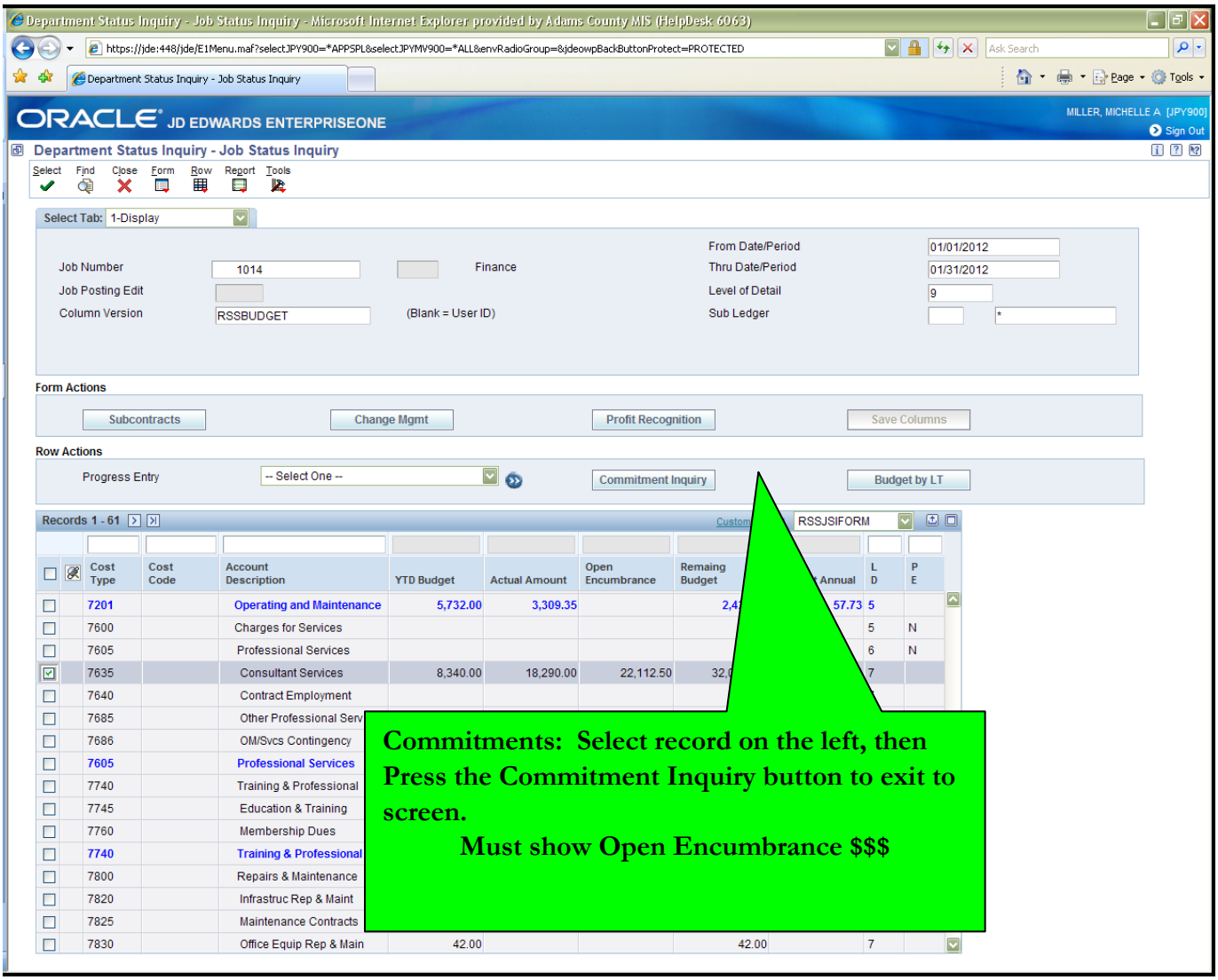
NOTE: Column Version name: RSSBUDGET
Default Grid name: RSSJSIFORM

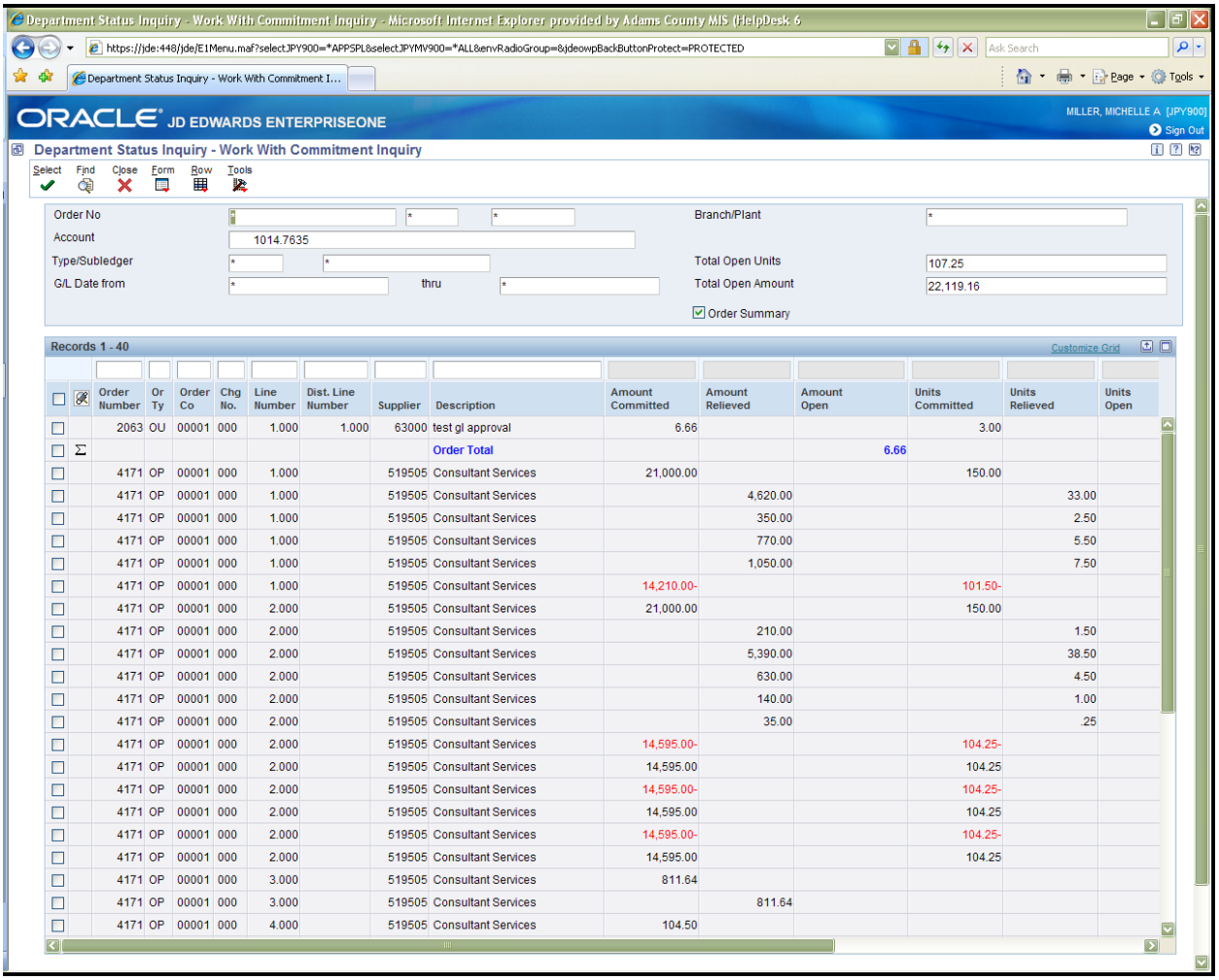


Cost Type	Cost Code	Account Description	L D	P E	YTD Budget	Actual Amount	Open Encumbrance	Remaining Budget	% Spent
7200		O&M and Services	4	N					
7201		Operating and Maintenance	5	N					
7202		Operating Supplies	6	B					
7210		Books	7						
7240		Operating Supplies	7		25,000.00	99,726.72	894.47	75,621.19-	402.48
7250		Subscrip/Publications	7		3,000.00	2,482.73	7.00	510.27	82.99
7202		**Operating Supplies**	**6**		**28,000.00**	**102,209.45**	**901.47**	**75,110.92-**	**368.25**
7300		Travel & Meeting Expense	6	B					
7315		Mileage Reimbursements	7		9,000.00	2,922.76		6,077.24	32.48
7320		Travel & Transportation	7		20,000.00	6,863.86	10,114.55	3,021.59	84.89
7325		Business Meetings	7		1,000.00	617.57		382.43	61.76
7330		Special Events	7		696.00	44.75		651.25	6.43
7300		**Travel & Meeting Expense**	**6**		**30,696.00**	**10,448.94**	**10,114.55**	**10,132.51**	**66.99**
7400		Materials/Minor Supplies	6	B					
7425		Fuel, Gas & Oil	7						
7460		Repair & Maint Supplies	7		1,500.00	275.55	222.00	1,002.45	33.17

To go to the Commitments for any given Requisition or Purchase Order:

1. On the Department status inquiry screen – press the Commitment Inquiry button


Department Status Inquiry - Job Status Inquiry - Microsoft Internet Explorer provided by Adams County MIS (HelpDesk 6063)
https://jde:448/jde/E1Menu.maf?selectJPY900=*APPSPL&selectJPYMV900=*ALL&envRadioGroup=&jdeowpBackButtonProtect=PROTECTED
ORACLE JD EDWARDS ENTERPRISEONE
MILLER, MICHELLE A. [JPY900]
Sign Out
Department Status Inquiry - Job Status Inquiry
Select Find Close Form Row Report Tools
Select Tab: 1-Display
Job Number 1014 Finance
Job Posting Edit
Column Version RSSBUDGET (Blank = User ID)
From Date/Period 01/01/2012
Thru Date/Period 01/31/2012
Level of Detail 9
Sub Ledger
Form Actions
Subcontracts
Change Mgmt
Profit Recognition
Save Columns
Row Actions
Progress Entry -- Select One --
Commitment Inquiry
Budget by LT
Records 1 - 61
RSSJSIFORM
Cost Type
Cost Code
Account Description
YTD Budget
Actual Amount
Open Encumbrance
Remaing Budget
Annual
L D
P E
7201 Operating and Maintenance 5,732.00 3,309.35 57.73 5
7600 Charges for Services 5 N
7605 Professional Services 6 N
7635 Consultant Services 8,340.00 18,290.00 22,112.50 7
7640 Contract Employment
7685 Other Professional Serv
7686 OM/Svcs Contingency
7605 Professional Services
7740 Training & Professional
7745 Education & Training
7760 Membership Dues
7740 Training & Professional
7800 Repairs & Maintenance
7820 Infrastruc Rep & Maint
7825 Maintenance Contracts
7830 Office Equip Rep & Main 42.00 42.00 7
Commitments: Select record on the left, then Press the Commitment Inquiry button to exit to screen.
Must show Open Encumbrance $$$



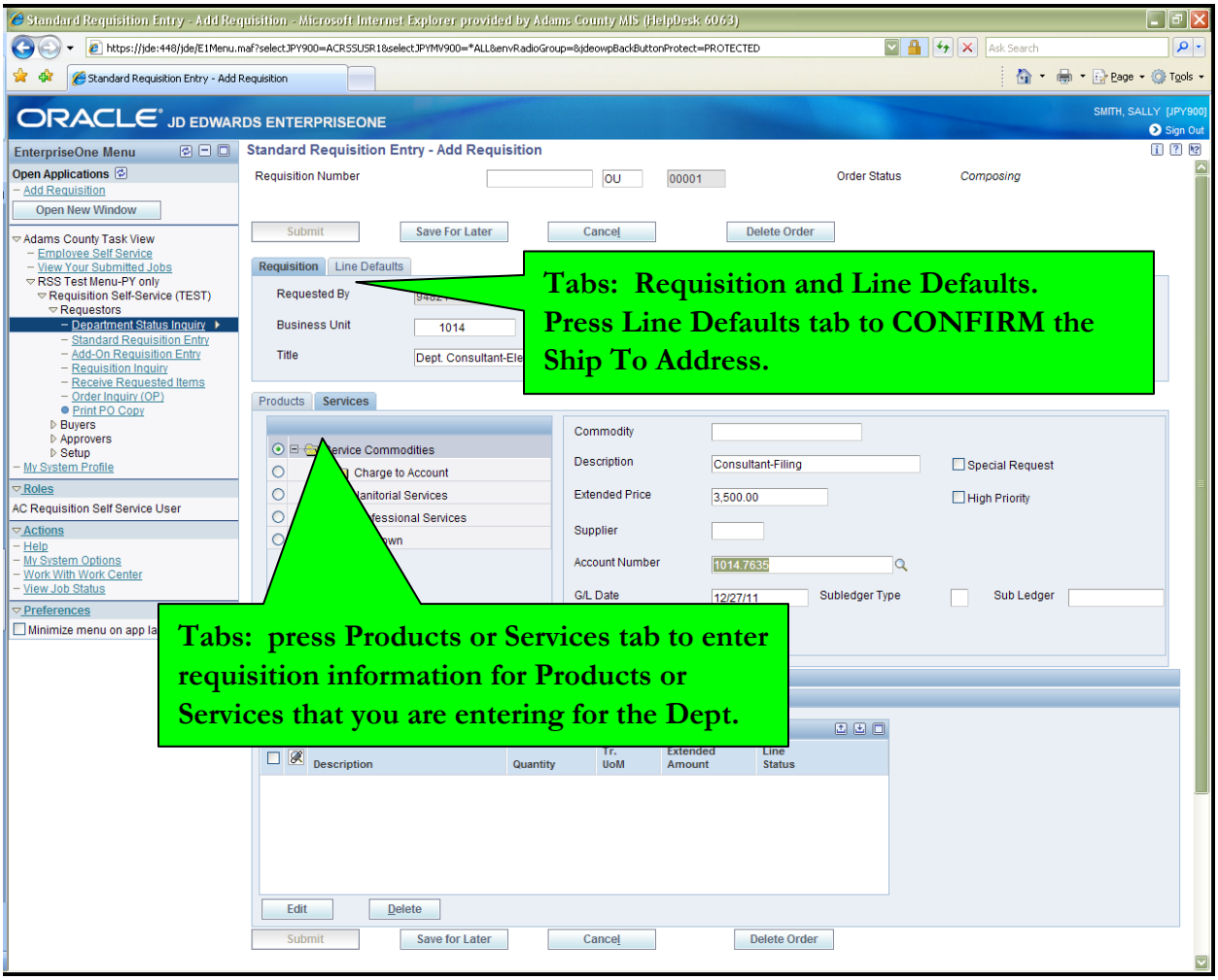
Order Number	Or Ty	Order Co	Chg No.	Line Number	Dist. Line Number	Supplier	Description	Amount Committed	Amount Relieved	Amount Open	Units Committed	Units Relieved	Units Open
2063	OU	00001	000	1.000	1.000	63000	test gl approval	6.66			3.00		
Σ							Order Total			6.66			
4171	OP	00001	000	1.000		519505	Consultant Services	21,000.00			150.00		
4171	OP	00001	000	1.000		519505	Consultant Services		4,620.00			33.00	
4171	OP	00001	000	1.000		519505	Consultant Services		350.00			2.50	
4171	OP	00001	000	1.000		519505	Consultant Services		770.00			5.50	
4171	OP	00001	000	1.000		519505	Consultant Services		1,050.00			7.50	
4171	OP	00001	000	1.000		519505	Consultant Services	14,210.00-			101.50-		
4171	OP	00001	000	2.000		519505	Consultant Services	21,000.00			150.00		
4171	OP	00001	000	2.000		519505	Consultant Services		210.00			1.50	
4171	OP	00001	000	2.000		519505	Consultant Services		5,390.00			38.50	
4171	OP	00001	000	2.000		519505	Consultant Services		630.00			4.50	
4171	OP	00001	000	2.000		519505	Consultant Services		140.00			1.00	
4171	OP	00001	000	2.000		519505	Consultant Services		35.00			.25	
4171	OP	00001	000	2.000		519505	Consultant Services	14,595.00-			104.25-		
4171	OP	00001	000	2.000		519505	Consultant Services	14,595.00			104.25		
4171	OP	00001	000	2.000		519505	Consultant Services	14,595.00-			104.25-		
4171	OP	00001	000	2.000		519505	Consultant Services	14,595.00			104.25		
4171	OP	00001	000	2.000		519505	Consultant Services	14,595.00-			104.25-		
4171	OP	00001	000	2.000		519505	Consultant Services	14,595.00			104.25		
4171	OP	00001	000	3.000		519505	Consultant Services	811.64					
4171	OP	00001	000	3.000		519505	Consultant Services		811.64				
4171	OP	00001	000	4.000		519505	Consultant Services	104.50					

The commitment inquiry screen will bring over the Account you selected and list all Requisitions (OU) and Purchase Orders (OP) that are committed to this account.

1. Amount Committed – total amount of Req. or PO
2. Amount Relieved – amount received
3. Amount Open – amount still open on PO

Self Service Requisition – Standard Requisition Entry

Here you will enter all requisitions for your own Department.



Process/Fields for Entry:

1. Business Unit : enter Business Unit the request is for.
2. Title: enter description of requisition.
3. Press Products or Services Tab:
   Products Tab: more for unit cost items, Enter:
   - Description – enter a description of line item
   - Unit Cost – enter unit cost of item
   - Quantity – enter quantity you are ordering
   - UoM – enter unit of measure (default is EA for each)
   - Supplier – enter your Vendor's address book number, or leave blank
   - G/L Date: will default to today's date or change if necessary
   - Account Number - enter the full account the item will be charged to
   - Subledger Type – enter the subledger type you will be using (C=Cost

Center, W=Work Order)
- Subledger – enter your subledger number

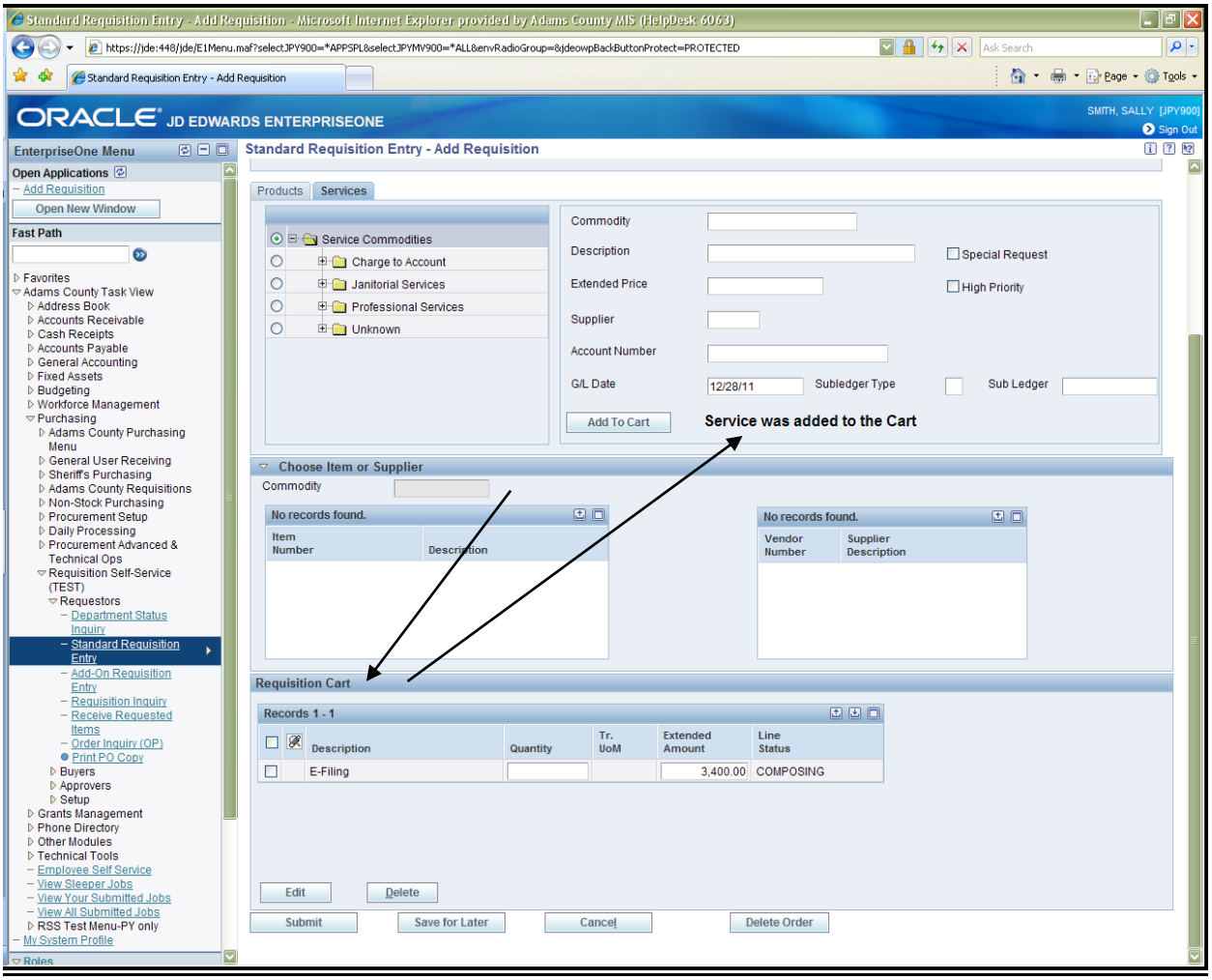
Services Tab more for orders with amounts, Enter:
- Description – enter a description of this request
- Extended Price – enter total amount of the request
- Supplier – enter your Vendor's address book number, or leave blank
- Account Number – enter the full account the item will be charged to
- G/L Date: will default to today's date or change if necessary
- Subledger Type – enter the subledger type you will be using (C=Cost Center, W=Work Order)
- Subledger – enter your subledger number

Special Request Box or High Priority Box – check for special instructions, urgency, etc. for the Buyer to be alerted.

*****Justification link:** enter text for purpose of requested item and attach ALL documents required for the Requisition.

After all the Request information is completed, then

4. Press Add to Cart – see below under Requisition Cart section



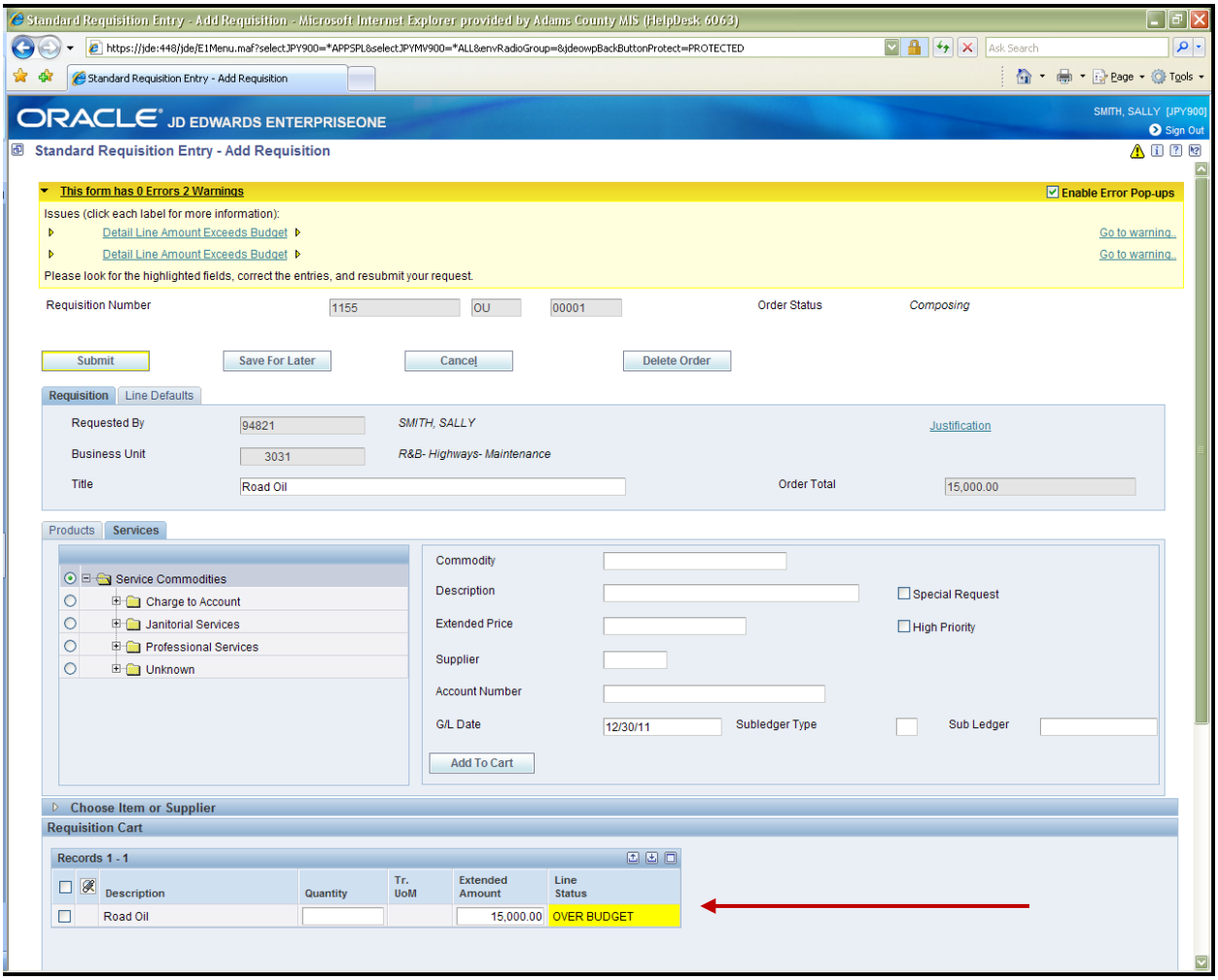
Requision Actions:

5. Press Submit to submit the requisition to your dept. approver
6. Press Cancel to not save your requisition or to Exit after Save for Later
7. Press Save for Later if you are not ready to complete the Request
8. By Selecting your Requisition – press Edit or Delete to modify or delete requisition
9. Delete Order – will delete entire Requisition

After the Requisition has been submitted, scroll up to see the Requisition Number created. All Requisitions have a type of 'OU'.

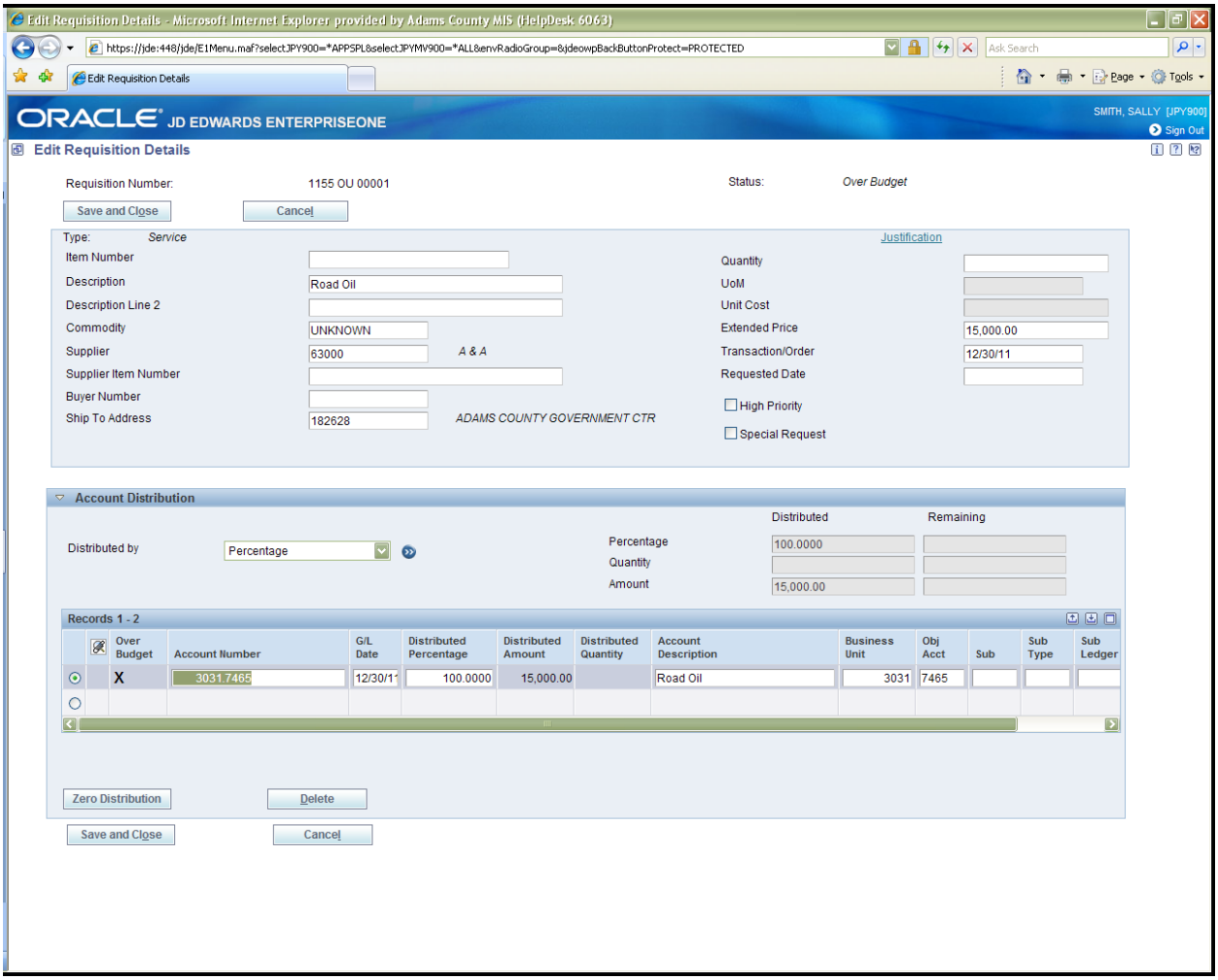
Self Service Requisition – Requisition Entry Over Budget

If a user enters a Requisition and then presses Submit for Approval, the system automatically checks to see if the details lines entered exceed the Budget amount. Again, you can see your remaining budget for your business unit and object account under Department Status Inquiry.



A yellow WARNING appears if you submit a request that is over budget.
Press SUBMIT again to continue the request.
To confirm your account, under Requisition Cart select Request press Edit to go to the detail screen as shown below.

At this point, the Requisition has been submitted to the Budget Department for Review.

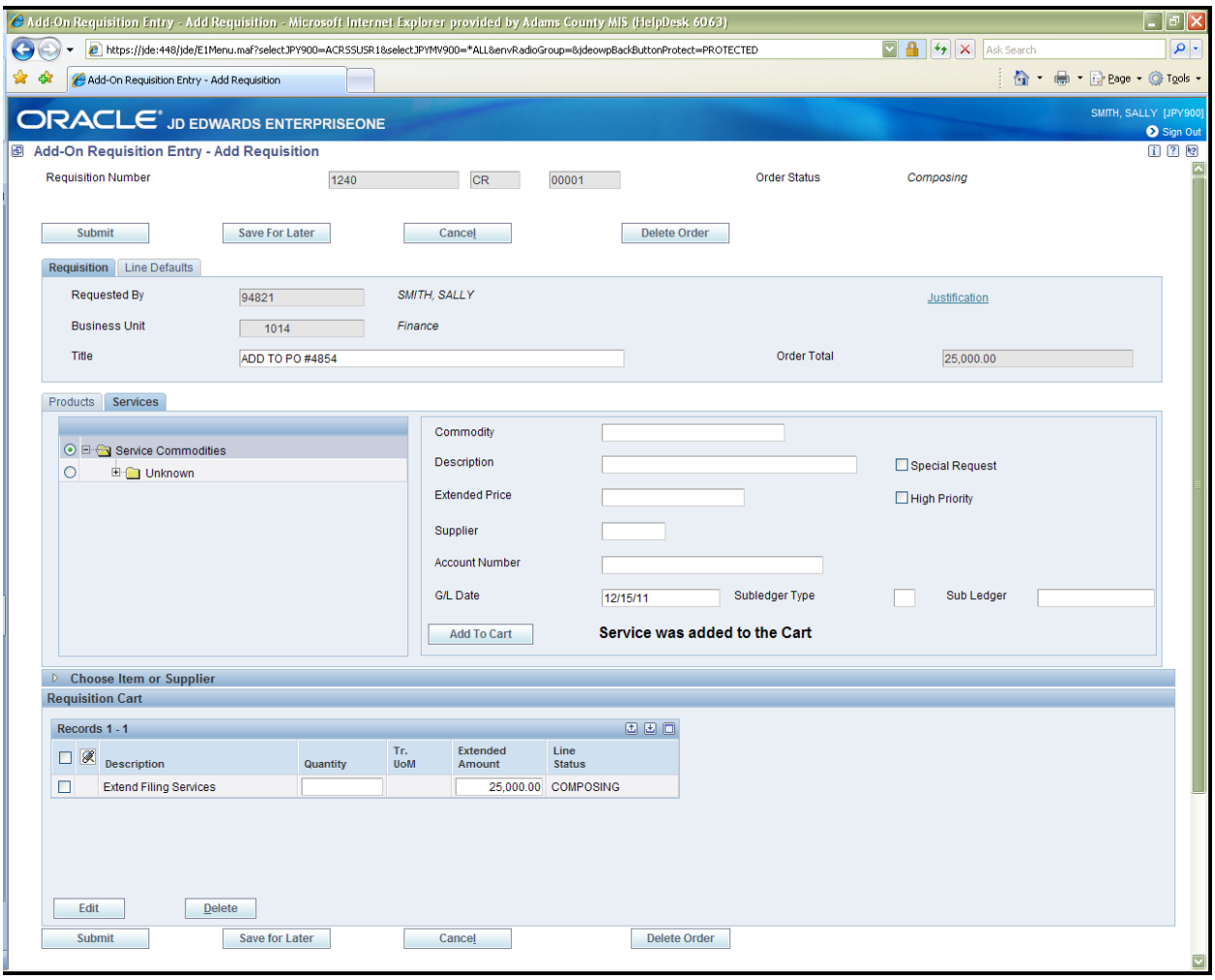


Detail screen drill down for a Requisition.

Self Service Requisition – Add-On Requisition Entry

This is to ADD additional line items to an existing Purchase Order. You must know the Purchase Order #.

From menu: Select Add-On Requisition Entry



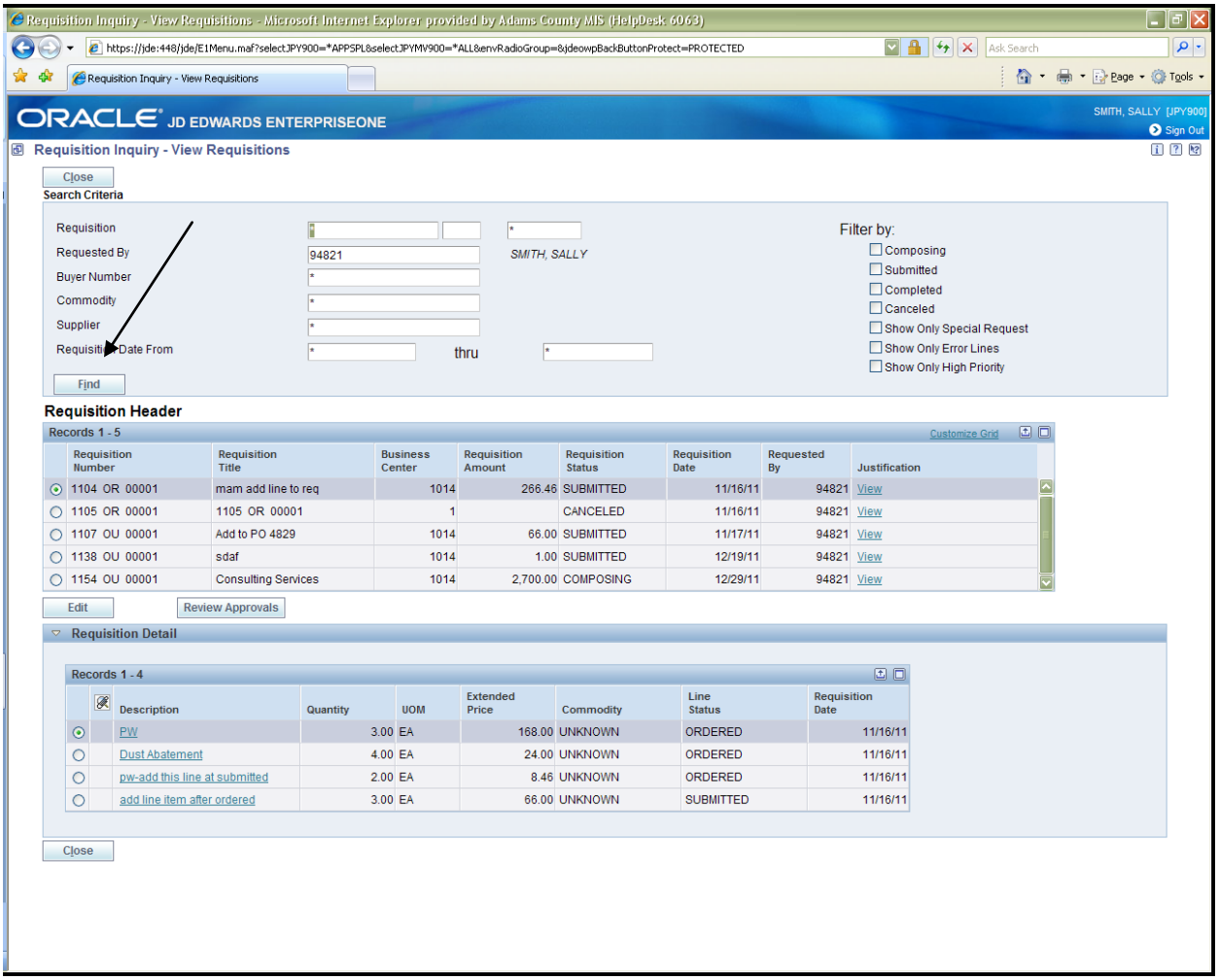
Title: enter PO # to you want to add this Requisition to.
Remember to Press the Add to Cart button
Press Submit to submit this change order to Purchasing.
Once the Requisition is Approved and Added to your PO, you may use the Order Inquiry (OP) program to see your additional line item(s).

After the Requisition has been submitted, scroll up to see the Requisition Number created. All Requisitions have a type of 'CR'.

Self Service Requisition – Requisition Inquiry

This application allows users to inquire on Requisitions based on information entered at top of application OR using Filter by: fields.
Note: you may only see the Requisitions for the Bus. Units you are setup for.

Press Find to load those Requisitions based on your criteria.



<u>Requisition Inquiry actions:</u>

Edit – select an individual requisition to modify. Certain status' will not allow changing of data.

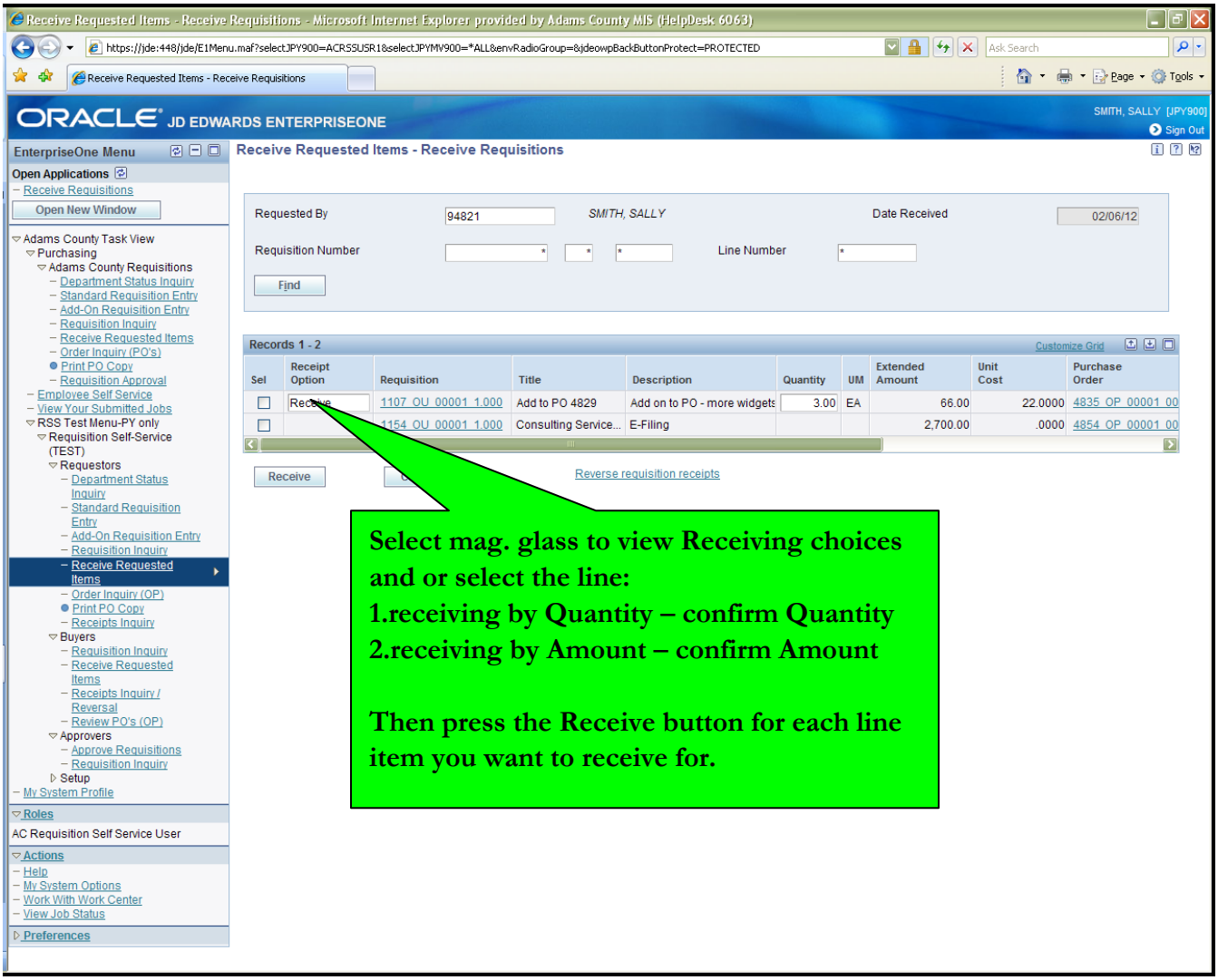
Review Approvals – this will exit to a screen where it shows ALL Requisitons approved.

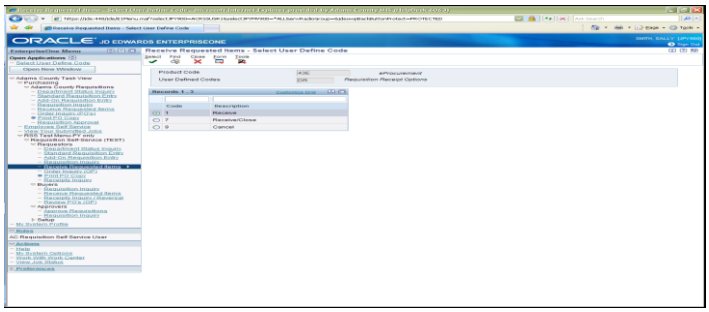
Close – to exit Inquiry application

Self Service Requisition – Receive Requested Items

Once your items have arrived, you will need to Receive them in the system against the Requisition you created.

Menu: Receive Requested Items

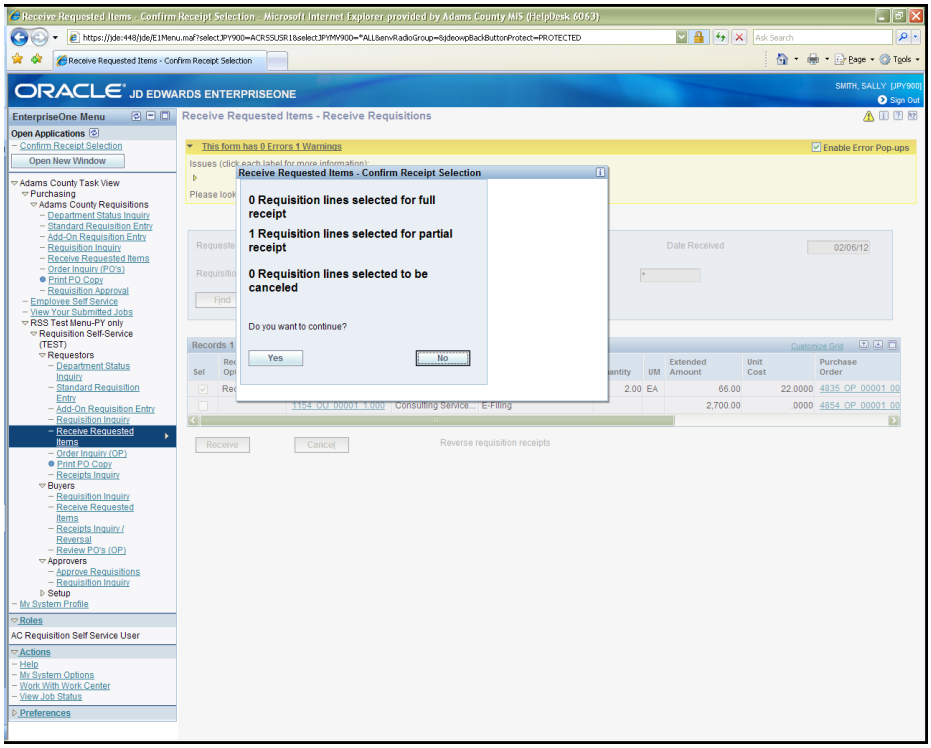




1 = Receive – this is to receive either FULL or PARTIAL items

7 = Receive/Close – Receive PARTIAL items and then close the Requisition. (not all the items ordered will be arriving)

9 = Cancel – Cancel this line item (items ordered will NOT be arriving)



After you press Receive, a Confirmation box will appear for the Receipt you entered.
Press Yes to Continue

Press NO to Cancel

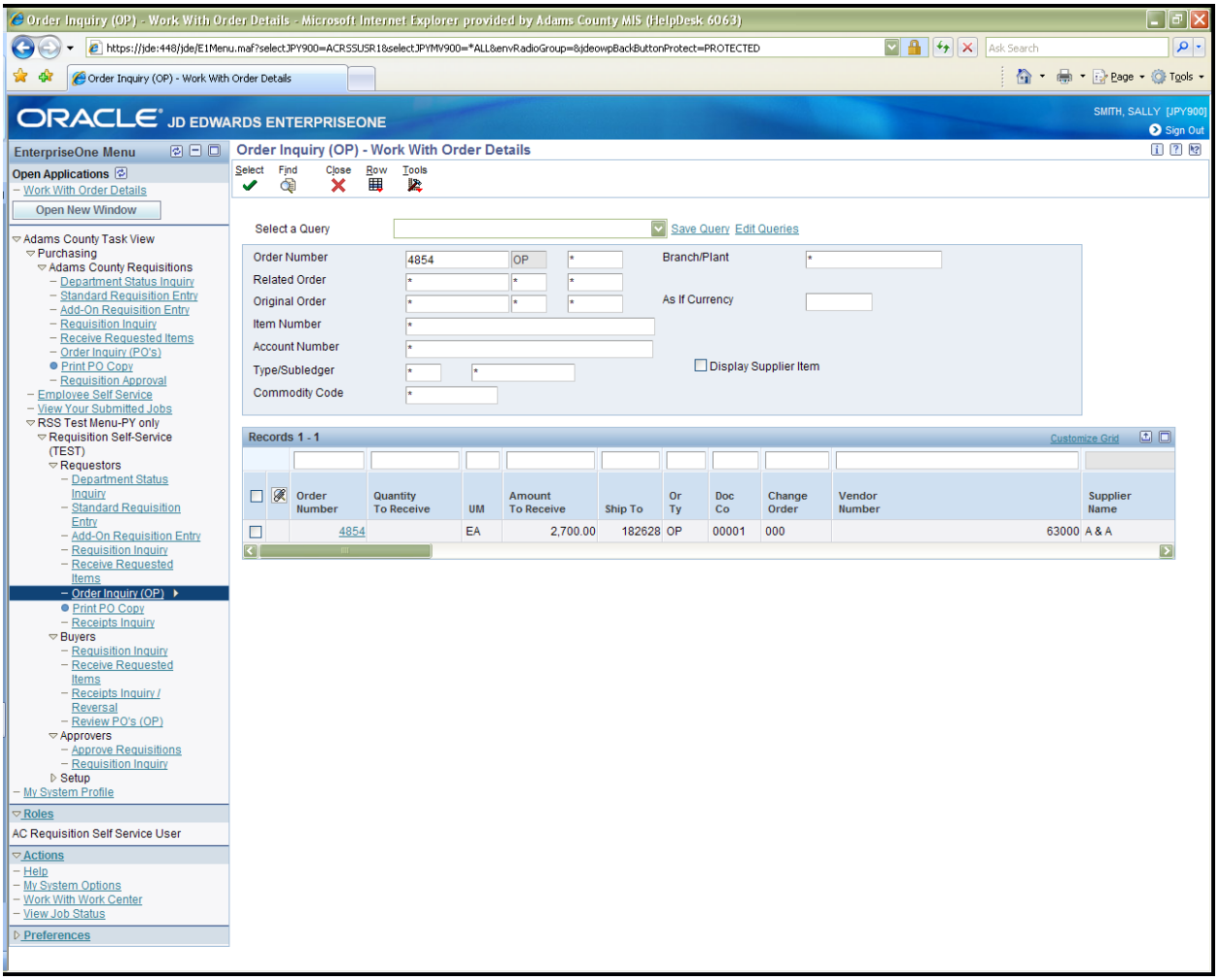
NOTE: any reversal of Receipts, please call Purchasing.

Self Service Requisition – Order Inquiry (OP Purchase Orders)

This application allows users to inquire on their Purchase Orders.
Once your Requisition has been converted to a Purchase Order, you may enter the specific order in the search fields to view various information.

NOTE: you will need to know the PO# if you want to add additional line items to this PO from the 'Add-On Requisition Entry' program on the menu.

Press Find in the upper toolbar to location your PO.

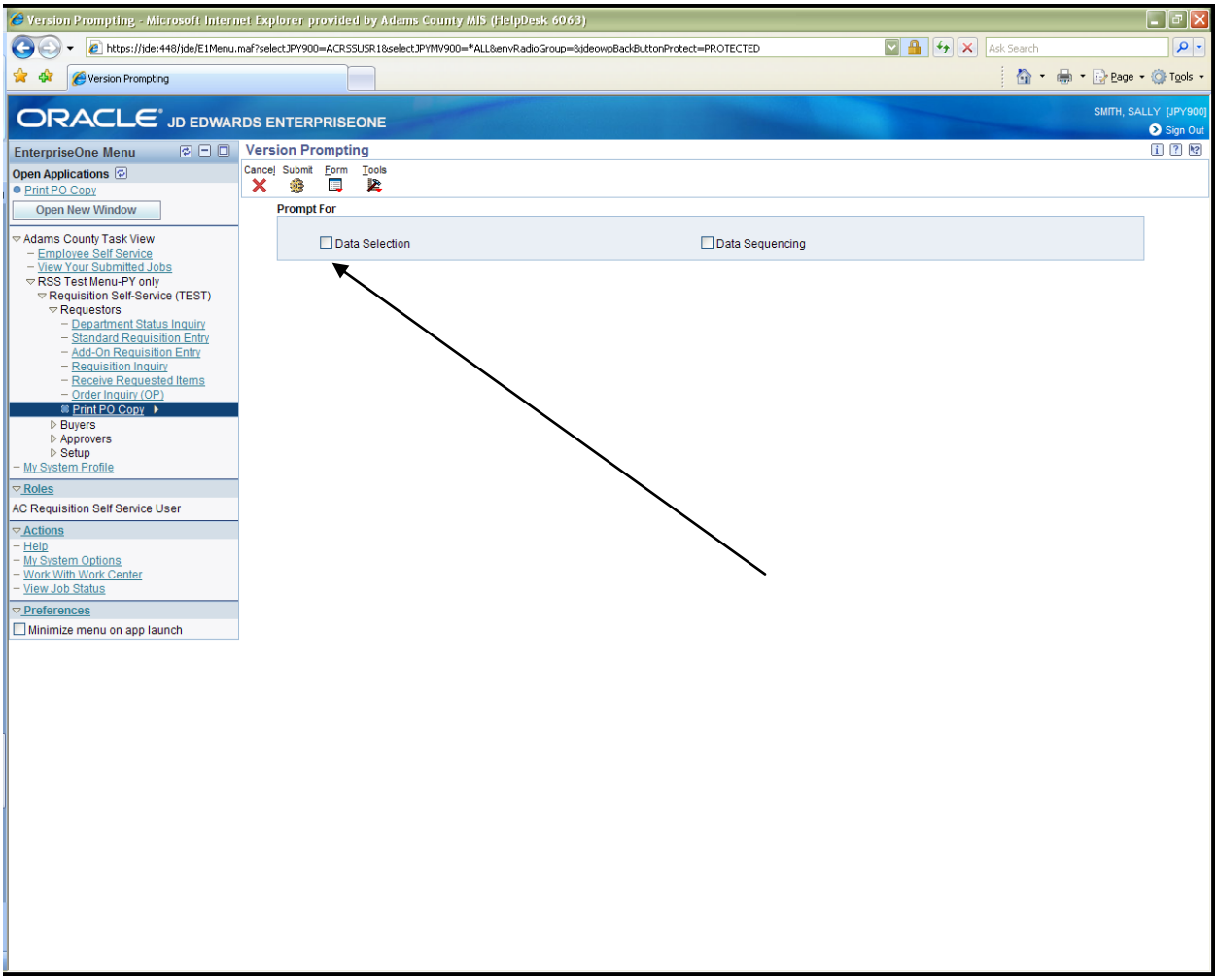


Press Close to exit application.

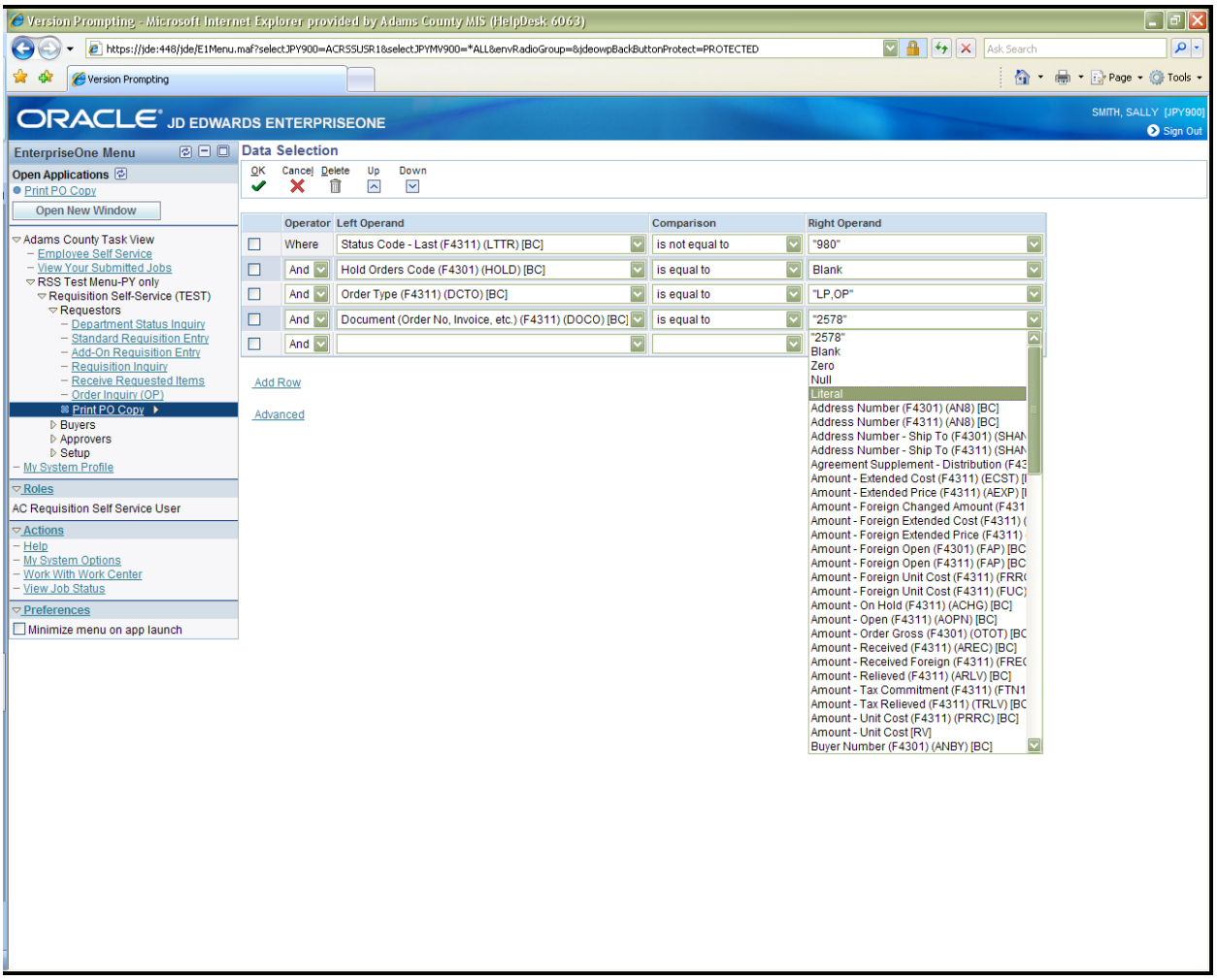
Self Service Requisition – Print PO Copy

If you want a printed copy of your PO:

1. Select Print PO Copy from your menu on left
2. Data Selection screen appears, choose Data Selection box and press Submit in upper toolbar



3.On the Document line, last field (Right Operand column) select arrow down button, select Literal and enter your PO # ONLY! To print.



At Print Selection screen, press OK. The Submitted Job Search screen will appear displaying your Time Card printout in .pdf format. To view and or print, select View PDF in toolbar.

Self Service Requisition – AP Process

Once the Department has received the goods and/or services, the proper process must be followed by each department to get the necessary paperwork to Accounts Payables so they may pay the Vendor.

1. If you receive the Invoice, the Director or Manager must SIGN the Invoice and forward to AP for processing.

2. If AP receives the Invoice, they will mail/return the invoice back to the Department for signature. Then once signed and approved, the department may scan and email back to the AP department for payment.

3. The AP department will confirm your FULL or PARTIAL receipt of goods and/or services in the system when making payment.

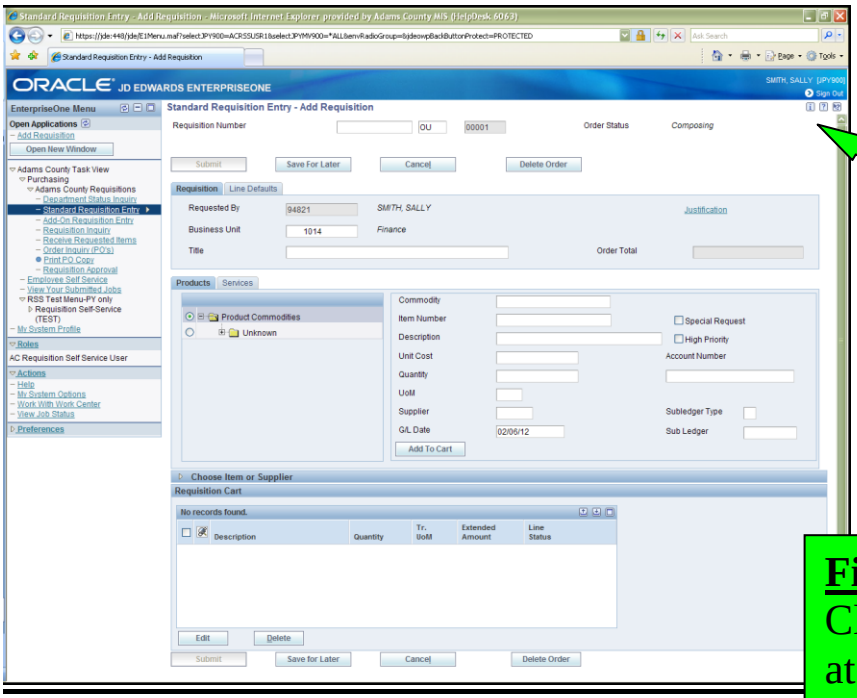
4. If AP finds any issues with your receipt, they will contact you directly.

Note: please write PO# on Invoice if not already printed from Vendor

Self Service Requisition – Help/Support

Call Help Desk at: 720-523-6228 or
Email at ReqSS@adcogov.org

Application/Field Help:



Field Help:
Click on the Item Help button at top (has arrow and ?mark together).
Popup window will appear, Press OK and cursor will have ? mark with it.

Move Help cursor to a field and press left mouse button and a help window will appear for a field definition.
To undo Help cursor, re-click

*** END

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE: 720.523.6150

QUICK GUIDE
SELF SERVICE REQUISITION – BUDGET APPROVER

1. Sign on to Oracle JD Edwards – choose Environment and specific Role or *ALL for Role.

2. **MENU PATH:** Adams County Task View>Purchasing>Adams County Requisitions

3. **APPROVE REQUISITIONS OVER BUDGET:** select from menu
   To approve Requisitions on Budget Hold

   - Press FIND to see all Reqs. on hold or enter filter information, then press FIND for specific Reqs.
   - Select Requisition under Requisition Header section:
     Press EDIT to review/modify Requisition
     Press Approve Budget – to enter Password and approve Requisition on Budget Hold
   -Select Description link in Requisition Detail section to view account information.
   - Press Close to return to menu

4. **DESIGNATE BUDGET APPROVERS:** select from menu
   To assign a Budget Approver for a specific Business Unit

   - Enter specific business unit in Branch/Plant field and and press FIND to load detail area
   - choose Business Unit in detail area, press Select mark in upper toolbar
   - choose employee number of the Person Responsible – press mag. glass for employee view
   - Press OK – if any changes were made
   - Press Cancel to return to menu

TIPS:
1. Any Budget analyst who knows the PASSWORD may approve a Req. on Budget Hold.
2. Only the official Budget Approver gets the email that the Req. is on Budget Hold

Support: email: ReqSS@adcogov.org or call 720-523-6228

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE: 720.523.6150

QUICK GUIDE
SELF SERVICE REQUISITION - BUYER

1. Sign on to Oracle JD Edwards – choose Environment and specific Role or *ALL for Role.
2. **MENU PATH:** Adams County Task View>Purchasing>Adams County Purchasing Menu>Requisitions
   NOTE: The Requisition must be at an APPROVED status for it to be ready to convert
3. **CONVERT STANDARD REQUISITION TO PO:** select from menu: Convert Standard Requisition to PO
   This will convert new requisitions to PO's (type is 'OU')
   Check for: Total # Lines, Supplier, Ship To, Account, Amount

   Press Find to load ALL available Reqs. ready to be converted
   Click on Requisition Number or Edit link to modify req. or click on View link to have acct. displayed below in account details section.
   Select Requisition Line(s) to begin:
   - Press 'Generate Orders' button to immediately create a PO **OR**
   - Press 'Review Review Before Generation' button, to Review/Edit information about the Req. **OR**
   - Press 'Generate to Existing Order' – yes this will work to add this to an existing PO

   At confirmation: 1 Orders are about to be generated. Do you want to continue? Yes No
   Dispatch screen appears:
   - Select the box next to the PO and press Dispatch Orders button (this will create the PO in a pdf format and set the Next status to 400 to be a receiving mode for the user.
     Select the OP number link and view, change any information on the PO, then you may dispatch with those changes.
   - Once your PO is created, press Close
4. **CONVERT ADD-ON REQUISITION TO PO:** select from menu: Convert Standard Requisition to PO
   This will ADD new requisition line items to existing PO's (type is 'CR')
   Check for: Total # Lines, Supplier, Ship To, Account, Amount
   To see what PO# the Requisition should be added to: press the Edit link to get to Req. header to see number Typed in the Title field. (ie. Add to PO#99999), then cancel back out.

   Select Requisition Line(s) to begin:
   - Press 'Generate To Existing Order' button to immediately add the lines to an existing PO.
   - Enter: Order Number (the PO# to add this to)
     Order Company – must know the company the PO is under
     Order Type – this is defaulted to OP
   -Press Confirm – answer confirmation box Yes No
   - Dispatch screen appears:
   - Select the box next to the PO and press Dispatch Orders button (this will set the Next status to 400 to be in receiving mode for the user.)
     Select the OP number link and view, change any information on the PO, then you may dispatch with those changes.
   - Once your PO is created, press Close

Support: call 720-523-6189 or email: ReqSS@adcogov.org

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE: 720.523.6150

QUICK GUIDE
SELF SERVICE REQUISITION – DEPARTMENT APPROVER

1. Sign on to Oracle JD Edwards – choose Environment and specific Role or *ALL for Role.

2. **MENU PATH:** Adams County Task View>Purchasing>Adams County Requisitions

3. **REQUISITION APPROVAL:** select from menu OR press Link in email
To approve Requisitions for your department submitted by departmental Requestors

- Press FIND to see all Reqs. or enter filter information, then press FIND for specific Reqs.
  **may need to change Role to view Reqs. for approval
  Originator, Approver or View or check Requisition Status boxes for specific Requisitions to view.

- Select Requisition on left:
  1. Press link under Requisition Title to go to Req. Detail screen
  2. Press Justification link to view attached documents for Requisition (needed for Purchasing Department.
  3. Press Cancel to exit detail screen
  4. P**ress APPROVE or REJECT button, then enter comments for Justification**
  5. Press Approve or Reject button again after entering comments.
     - Notice Approver Action status
     - Email was sent to Requestor of chosen action
  6. Press Close to return to menu or continue to process the next requisition.

4. **REQUISITION DETAILS:**
- Under Requisition Title column, select Description Link to view details and justification of the Requisition. This is where all the attached documents are for this Requisition.

Note: Requisitions cannot be edited if the detail records are Approved, Canceled, Completed, or Order Status.

Support: email: ReqSS@adcogov.org or call 720-523-6228

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE: 720.523.6150

QUICK GUIDE
SELF SERVICE REQUISITION - REQUESTOR

1. Sign on to Oracle JD Edwards – choose Environment and specific Role or *ALL for Role.

2. **MENU PATH:** Adams County Task View>Purchasing>Adams County Requisitions

NOTE: Before Adding any Requisition, check your Budget to see what is available by selecting:
'Department Status Inquiry' program from your menu

3. **ADDING REQUISITION:** select from menu: **Standard Requisition Entry**
   - If entering for another Dept. – change Business Unit to the Dept's. Business Unit
   - Enter Title description
   - Choose Products or Services Tab
     - Enter Description
     - Enter Unit Cost and Quantity or Extended Price
     - Enter Supplier (if you know)
     - Enter valid Account Number, Subledger Type (C, W) and Subledger if necessary
   - Press Add to Cart button and confirm it shows in the Requisition Cart section below
   - Press Submit to submit for Approval
   - Press Cancel to Exit application

   Note: press Save for Later to continue the request, or Cancel to cancel the Request

ADD-ON REQUISITION ENTRY: select from menu: **Add-On Requisition Entry**
- Enter in Title the PO# you are adding this Requisition to
- Continue with normal Entry process
- Press Submit to submit for Approval

4. **MODIFYING/REVIEW REQUISITION:** select from menu: **Requisition Inquiry**
   - Press Find to load your Requisitions (default is your employee number)
   - Select the Req. and press Edit button (once submitted you cannot edit)
   - down in Requisition Cart, select your Req. and press Edit

   NOTE: you cannot edit if status is: Approved, Canceled, Completed or Ordered
   - Changes made, Press Submit or Save for Later
   - Press Cancel to not make any changes

5. **RECEIVE REQUISITION**: select from menu: **Receive Requested Items**
   Confirm Request By field has correct employee # or * to view all
   - Press FIND, then Select item or items to be received
     ** Press mag. glass in Receipt Option field to use 1, 7, or 9 for receipt type
     1 = Receive FULL or PARTIAL items and leave open
     7 = Receive PARTIAL items and close remaining items and Req.
     9 = CANCEL this line item (items will not be arriving)
   - **Confirm Qty and Amount for the receipt**
   - Press Receive and at confirmation box, press Yes or No to process the receipt.
   - Once Invoice is received, have Director/Manager sign and send to AP.

6. **PRINT PO**: select from menu: **Print PO Copy**
   - Use the Data Selection to enter your PO number
   - Press Submit to print

Support: call 720-523-6228 or email: ReqSS@adcogov.org