

FILED

JUN 29 2009

SUPERIOR COURT OF CALIFORNIA
COUNTY OF TRINITY
BY: DONNA HANCOCK, DEPUTY CLERK *DAH*

**TRINITY COUNTY GRAND JURY
2008-2009**

**FINANCE AND ADMINISTRATION COMMITTEE
FINAL REPORT**

COUNTY PURCHASING PROCEDURES

**This Report Was Approved
On June 8, 2009**

**2008-2009 TRINITY COUNTY GRAND JURY
FINANCE AND ADMINISTRATION
FINAL REPORT**

COUNTY PURCHASING PROCEDURES

PURPOSE:

The Trinity County Grand Jury is charged each year with reviewing county government operations to assure that residents are being well served. The 2007-2008 Trinity County Grand Jury Finance and Administration Committee reviewed and reported on developments following the 2006-2007 Trinity County Grand Jury report on purchasing procedures. The 2008-2009 Grand Jury Finance and Administration Committee continued the follow-up.

BACKGROUND:

At the time of the 2007-2008 Grand Jury interview, the County Administrative Officer (CAO), had only been in office three months. He had not had a chance to take any action to follow up on the recommendations of the 2006-2007 Grand Jury Final Report. The report recommended changes in purchasing procedures for change orders and in obtaining three bids when available.

METHOD OF INVESTIGATION:

Three members of the Finance and Administration Committee interviewed the CAO on May 15, 2009. The Grand Jury interviewed a vendor who reported concerns about the county's bid process on lease-purchase arrangements on December 8, 2008.

FINDING #1:

The recommended procedure for change orders is currently being followed. All change orders are treated like separate contracts. Three bids are obtained on all possible contracts, leases, and purchases.

RECOMMENDATION #1:

None.

FINDING #2:

When a Request for Proposal (RFP) is written, it is important to be specific in the parameters of the item or contract being sought. If it is not, the bids might not be equivalent, therefore not comparable. The CAO has realized that it is important for him to review all RFPs before they go out.

RECOMMENDATION #2:

The CAO should develop a set of guidelines for the preparation of quality RFPs, to be given to all department heads. The CAO should continue to monitor all RFPs to maintain consistent quality.

FINDING #3:

The prior Grand Jury report recommended that Trinity County should implement a public access registry for vendors and bidders on its web site, and advertise in local and other county newspapers for bids. The RFPs are advertised in newspapers in Trinity County, in the valley, and on the coast, plus trade journals occasionally. The technology is not yet in place to have a website with public access registry.

RECOMMENDATION #3:

The committee recommends that the county investigate ways to share resources and technology information with other counties to update and improve the county's Information Technology system.

FINDING #4:

It is the practice of the county to give a 5% preference to local businesses. Both the definition of "local business" and the ratings guide are being reviewed to assure clarity and fairness.

RECOMMENDATION #4:

None.

CONCLUSION:

The committee feels that the county is following guidelines and procedures to the best of its ability, and encourages the CAO to continue to monitor the process and the quality of the RFPs going out. The committee commends the CAO for his effort to implement the recommendations of the prior Grand Jury.

This Grand Jury recommends that the next Grand Jury continue to monitor the county purchasing procedures.

RESPONSES REQUIRED:

<u>Entity</u>	<u>Finding/Recommendation</u>	<u>Respond in</u>
Board of Supervisors	1,2,3,4	90 days
Chief Administrative Officer	1,2,3,4	60 days




TRINITY COUNTY
Office of the County Administrator
DERO B. FORSLUND
County Administrative Officer
P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093-1613
PHONE (530) 623-1382 FAX (530) 623-8365

RECEIVED

SEP 21 2009

**TRINITY COUNTY
SUPERIOR COURT**

TO: The Honorable James Woodward,
Presiding Judge of the Superior Court

FROM: Dero B. Forslund, CAO 

SUBJECT: Response to Recommendations of 2008-09
Grand Jury Finance and Administration Committee Final Report
Re: County Purchasing Procedures

DATE:

The Grand Jury Finance and Administration Committee has requested a written response to their final report on the County Purchasing Procedures. In my capacity as County Administrative Officer, my response is as follows:

Finding #1: The recommended procedure for change orders is currently being followed. All change orders are treated like separate contracts. Three bids are obtained on all possible contracts, leases, and purchases.

Response: We concur

Recommendation #1: None

Response: None Required

Finding #2: When a Request for Proposal (RFP) is written, it is important to be specific in the parameters of the item or contract being sought. If it is not, the bids might not be equivalent, therefore not comparable. The CAO has realized that it is important for him to review all RFPs before they go out.

Response: We concur

Recommendation #2 The CAO should develop a set of guidelines for the preparation of quality RFPs, to be given to all department heads. The CAO should continue to monitor all RFPs to maintain consistent quality.

Response: The recommendation has been implemented.

Finding #3: The prior Grand Jury report recommended that Trinity County should implement a public access registry for vendors and bidders on its web site, and advertise in local and other county newspapers for bids. The RFPs are advertised in newspapers in Trinity County, in the valley, and on the coast, plus trade journals occasionally. The technology is not yet in place to have a website with public access registry.

Response: We concur

Recommendation #3: The committee recommends that the county investigate ways to share resources and technology information with other counties to update and improve the county's Information Technology system

Response: Will be implemented. The software to implement has been purchased and installed. Full implementation should occur this fiscal year.

Finding #4: It is the practice of the county to give a 5% preference to local businesses. Both the definition of "local business" and the ratings guide are being reviewed to assure clarity and fairness

Response: We concur

Recommendation #4: None

Response: None Required



TRINITY COUNTY

Board of Supervisors

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RECEIVED

OCT 16 2009

TRINITY COUNTY
SUPERIOR COURT

TO: The Honorable James Woodward,
Presiding Judge of the Superior Court

FROM: Trinity County Board of Supervisors

SUBJECT: Response to Recommendations of 2008-09
Grand Jury Finance and Administration Committee
County Purchasing Procedures - Final Report

DATE: October 6, 2009

The Grand Jury Finance and Administration Committee has requested a written response to their final report on issues surrounding County Purchasing Procedures. The Board of Supervisors' response is as follows:

Finding #1: The recommended procedure for change orders is currently being followed. All change orders are treated like separate contracts. Three bids are obtained on all possible contracts, leases, and purchases.

Response: We agree

Recommendation #1: None.

Response: None.

Finding #2: When a Request for Proposal (RFP) is written, it is important to be specific in the parameters of the item or contract being sought. If it is not, the bids might not be equivalent, therefore not comparable. The CAO has realized that it is important for him to review all RFPs before they go out.

Response: We agree.

Recommendation #2: The CAO should develop a set of guidelines for the preparation of quality RFPs, to be given to all department heads. The CAO should continue to monitor all RFPs to maintain consistent quality.

Response: If this has not already been implemented it will be within the next 60 days by the CAO.

JUDY PFLUEGER
DISTRICT 1

JUDY MORRIS
DISTRICT 2

ROGER JAEGEL
DISTRICT 3

HOWARD FREEMAN
DISTRICT 4

WENDY REISS
DISTRICT 5

Finding #3: The prior Grand Jury report recommended that Trinity County should implement a public access registry for vendors and bidders on its web site, and advertise in local and other county newspapers for bids. The RFPs are advertised in newspapers in Trinity County, in the valley, and on the coast, plus trade journals occasionally. The technology is not yet in place to have a website with public access registry.

Response: We agree

Recommendation #3: The committee recommends that the county investigate ways to share resources and technology information with other counties to update and improve the county's Information Technology system.

Response: Will be implemented as funding and personnel allow.

Finding #4: It is the practice of the county to give a 5% preference to local businesses. Both the definition of "local business" and the ratings guide are being reviewed to assure clarity and fairness.

Response: We agree.

Recommendation #4: None.

Response: None