

Table 3
Mendocino's Contracting Policies and Guidelines Do Not Fully Address Certain Procurement Policy Areas

PROCUREMENT POLICY AREA	DO MENDOCINO'S POLICIES AND GUIDELINES ADDRESS THE PROCUREMENT POLICY AREA?
List the positions authorized to approve and sign contracts and the dollar thresholds up to which those positions are allowed to approve contracts.	YES
Establish requirements for when and how staff can enter into contracts over their purchasing authority threshold.	PARTIALLY
Establish expectations for how departments will delegate specific responsibilities in the contracting process to specific personnel.	PARTIALLY
Require staff involved in contracting to sign a conflict of interest statement.	PARTIALLY
Explain how assurance is gained that personnel involved in procurement conform to ethical practices such as acting responsibly and avoiding wasteful and impractical procurements.	YES
Prohibit the practice of contract splitting to circumvent authority thresholds.	PARTIALLY
Explain how sufficient separation of duties will be maintained and list the key duties and personnel responsible for these duties.	PARTIALLY
Establish a control system for ensuring that the purchasing program follows key requirements and achieves its objectives.	PARTIALLY
Include a requirement to conduct audits of contracting activity.	NO
Define under what circumstances emergency purchases may be made and the process for conducting them.	YES
Require procurement staff to receive procurement training specific to their responsibilities and duties.	NO
Establish processes for entering into contracts that have not been competitively bid, including requirements for when such contracts are allowable.	YES
Provide guidelines to departments when entering into contracts that are exempt from bidding requirements due to statute or other policy.	NO
Establish processes for using written solicitations, including specific requirements for how written solicitations will be drafted.	YES
Require the documentation of the results of competitive bid processes.	YES
Establish processes for evaluating vendor eligibility and documenting results.	NO
Establish the steps required during the evaluation of competitive bids.	YES
Define responsive bids and responsible bidders and how to establish requirements for making these determinations when evaluating bids.	PARTIALLY
Establish the steps and requirements for awarding vendors following a competitive bid.	YES
Establish requirements for when staff can make awards to a vendor other than the lowest responsive bidder.	YES

Source: Auditor analysis of DGS procurement checklist and Mendocino's procurement policies.