



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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## MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: July 3, 2019

SUBJECT: **Agenda Item XIII: Consideration of resolution adopting a Procurement Policy governing the purchase of supplies and equipment and contracting for goods and services.**

Staff Recommendation: That the Governing Board adopt the attached resolution adopting the attached Procurement Policy governing the purchase of supplies and equipment and contracting for goods and services.

Background: Government Code Section 54201 *et seq.* requires local agencies to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Public Contract Code 20815 *et seq.* governs competitive bidding for Recreation and Park Districts.

The Governing Board last considered procurement procedures on February 24, 2003, when the current policy was adopted. Revising the policy is recommended at this time to bring it into conformance with the statutes. Requirements of FEMA's Public Assistance program have been incorporated in this revision. The revised document is expected to provide more clarity to staff and function as a useful reference. Additional resources are under development for staff, including a Frequently Asked Question (FAQ) sheet and a short training to familiarize them with the policy and competitive bidding procedures.

On February 1, 2017 the Governing Board adopted an Outreach and Advertising Policy to increase participation of disadvantaged businesses and community-based organizations in MRCA contracts. That policy is incorporated by reference but not restated in the Procurement Policy. The annual report to the Governing Board of participation by disadvantaged businesses is expected in September.