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Memorandum

To: Livingston County Board of Commissioners
From: Cynthia Catanach, Deputy County Administrator/ Financial Officer
Date: December 2, 2020
Re: Resolution to Amend the Livingston County Procurement Policy – GENERAL GOVERNMENT/ FINANCE / BOARD

Upon review of the current Procurement Policy, it has been determined that revisions for clarity and procedural efficiency are needed.

Within Section F. Procurement Requirements, to clarify the documentation requirements (3) quotes has been added for purchases valued at \$3,001 to \$25,000. This is to demonstrate due diligence and to determine market value of the good or service to achieve best value for the County.

Within Section G. Emergency Procurements, this has been revised for operational efficiency to allow the County Administrator to authorize emergency procurements in exigent circumstances. Afterwards, the County Administrator will notify the Board of Commissioners of the emergency procurement in writing as soon as practicable.

In Section H. Cooperative Purchasing/Procurement Programs, the sourcing procedure for cooperative agreements has been revised to incorporate a comparison of available cooperatives for procurements valued at \$25,000 or more. This is to determine the market value of the good or service and achieve best value for the County. In addition, the revision allows the County Administrator to authorize cooperative sourcing recommendations up to \$25,000 and under \$100,000 when included in line detail of the Operating budget.

In Section E and Section H, the County Administrator's agreement or contract authorization was clarified as 'up to \$25,000 per year per contract'.

These revisions are in alignment with the current Procurement Policy.

Upon review of Civil Counsel, the recommended revisions were approved as to form.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.