

Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
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Date of Request	1/10/18
Requesting Staff Member	Jason Yocom / Kim Barnett
Requested Council Date	January 23, 2018
Topic/Discussion Title	Procurement Ordinance and Policy changes to comply with the Federal Uniform Guidelines that have gone into effect 1/1/18. Ordinances 3.15 Definitions, 3.20 Procurement, and 3.24 Preference System and Policies 7010 Procurement, and 7030 RFP.
Description	The OMB Circular Federal Uniform Procurement Guidance went into effect for non-federal entities 1/1/18. These rules apply to entities receiving federal funding, which include grants, FEMA reimbursement or other federal funds. The changes we are proposing to the county procurement policies are recommended by our outside auditor to get our policies into compliance with the Federal Guidance to ensure there are testable controls in place when the auditor checks on these processes. The changes proposed include matching the county's small cost purchasing limit to that of the federal micro-purchasing limit set by the OMB which is currently \$3,500 and periodically adjusted for inflation. The county's small cost limit has been \$5,000. The other change we are proposing is that the federal requirements prohibit the use of local preferences in the evaluation of bids or proposals, which we believe forces the county to eliminate its local business preference in procurement to avoid potential audit findings, penalties or loss of federal funds if federal funds are spent on contracts we put in place where the local preference was part of the procurement. The local business preference is largely symbolic and has never applied to construction projects as they are governed by state law, and the preference very rarely comes into play on other procurements. If these changes are not made, the county risks outside audit findings that could jeopardize federal funding.
Requested Action¹	Approve / Adopt the proposed ordinance and policy changes
Presenter(s)	Jason Yocom
Time Needed²	10 minutes

¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Jason Yocom x8-0304 / Kim Barnett x8-7007
<p>Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.</p>	

Mayor or Designee approval:



³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.