REPORT

DATE: August 30, 2007

TO: Executive Committee

FROM: Wayne Moore, Chief Financial Officer, 213-236-1804

SUBJECT: Contract Manual Amendment

EXECUTIVE DIRECTOR APPROVAL:

RECOMMENDED ACTION:

Amend sections 8.1.1 (Formal Request for Proposal/Bid) and 8.1.2 (Informal Request for Proposal/Bid) of the SCAG Contract Manual to establish specific policy to govern contracts funded from the General Fund.

BACKGROUND:

The current SCAG Contract Manual does not specifically address a policy that governs contracts funded from the General Fund. With recent and future potential contracting needs, staff recommends the Regional Counsel formalize a policy that will be consistent with existing policy for contracts funded from Consolidated Planning Grant (CPG) funds, FHWA and FTA and state funded grants.

If approved, staff would amend the previously mentioned sections of the SCAG Contract Manual to add the following text effective with the beginning of FY07/08:

The Regional Council, through its President, shall have the authority to award contracts up to $25,000 and amend the same up to $10,000, without competition. Staff will report the award and any amendments of these contracts as information items on the Administration Committee and Regional Council Agenda's.

The award of a contract with an estimated value greater than $25,000 but less than $100,000 shall be accomplished by obtaining a minimum of three (3) written quotes from qualified suppliers/vendors. Staff will report the award of these contracts as information items on the Administration Committee and Regional Council Agenda's.

Excluding noncompetitive contracts, the Regional Counsel through its President can amend a contract up to 30% of the contract's original value. These amendments will be reported as information items on the Administration Committee and Regional Council Agendas. Any amendment(s) with an aggregate amount that adds up to more that 30% of the contract's original value requires Regional Council approval prior to amending the contract.

All other contracts shall be competitively procured in accordance with the section 8.1 Formal Request for Proposal/Bid. Staff will report the award of contracts exceeding $100,000, but less than $250,000, as information items on the Administration Committee and Regional Council Agenda's. Contracts exceeding $250,000 must be approved by the Regional Council.

In all other respects contracts funded from the General fund will comply with polices set forth in SCAG's Contract Manual.

FISCAL IMPACT:

None.

Reviewed by: *Division Manager*

Reviewed by: *Chief Financial Officer*