



Staff Report

Agenda Item:		Name:	Charlotte Archer
Proposed No.:	Resolution No. FCD2020-13	Date:	June 17, 2020

Proposed Resolution FCD 2020-13: Amends FCD 2009-06.2 setting forth the District's policies for the acquisition of materials, equipment, supplies and services.

Via Resolution 2009-06.2, the King County Flood Control Zone District adopted procurement procedures for the acquisition of materials, equipment, supplies and services by the District, consistent with Chapter 86.15 RCW (Flood Zone Districts) and Title 39 RCW (Public Contracts). The process for procurement of professional and non-professional services called for a full request for proposal process for all procurement, regardless of the contract amount. Staff has audited this process and found that there is a cost associated with a full request for proposal process, including but not limited to publication costs, staff time and other resources that may exceed the value of the contract at issue – particularly those of low value. Similarly, vendors incur costs in responding to a full request for proposal, and vendors may be discouraged from preparing and submitting a **vid-bid** for low value contracts.

Often the selection of vendors to perform services warrants review not only of price but of the quality of the services provided, and the District has latitude under applicable state laws, to determine its procurement process so as to ensure the District receives a competitive price. Many agencies, including King County, allow for a minimal procurement process for low value service contracts so as to balance these competing interests while still ensuring the District is being a good steward of public funds. These modifications would not apply to contracts for architectural and engineering services ("A/E services"), as defined at Chapter 39.80 RCW, which are subject to statutorily required procurement procedures.

By this Resolution the District Board of Supervisors would modify the District's procurement policies as follows:

- Remove the requirement of a full RFP for the procurement of non-A/E services valued at less than \$10,000, but still require the Executive Director ensure the price is competitive and the selected vendor is qualified; and
- Allow for a limited procurement process for non-A/E service contracts valued at less than \$50,000; and
- Require that all professional service contracts are capped at four (4) year terms, and require a competitive bidding process every four years; and
- Remove the requirement that all of the District's advertisements for bid are pre-approved by the full Board.

Attachments

Proposed Resolution FCD2020-13

Attachment A thereto (Resolution FCD2009-06.2, as proposed for amendment)