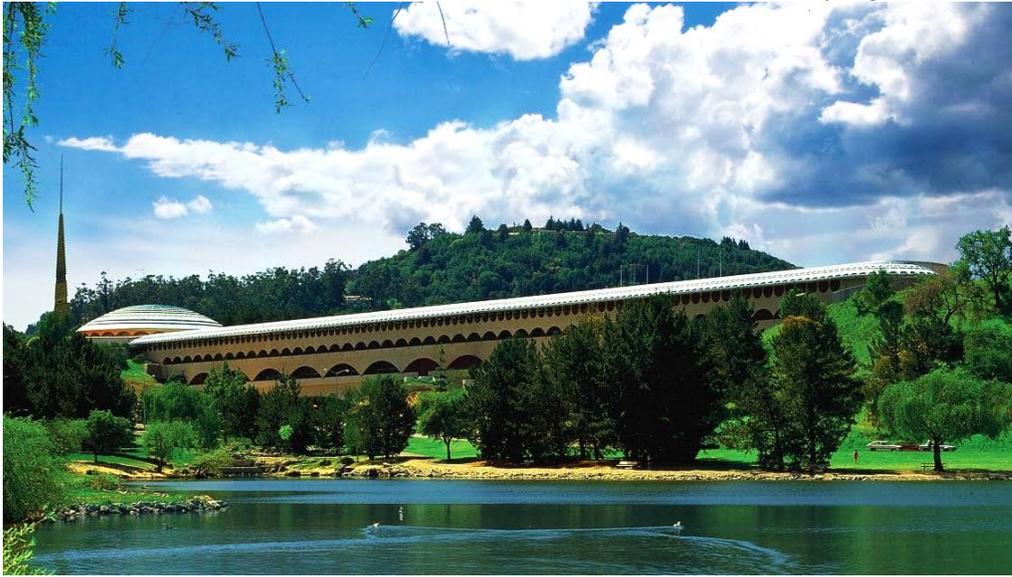


FRANKLY PROCUREMENT

Photo Credit: Frank Lloyd Wright Foundation



MARCH 2018 – QUARTER 1

Marin County's Quarterly Procurement Newsletter

IN THIS ISSUE

March is Procurement Month

Procurement month is a perfect time to recognize the outstanding efforts that each department takes to procure commodities and services. Departments use the policies and procedures listed in the County procurement manual and follow all the codes and laws that govern public procurement. You are making a difference. Thank you for all of your hard work!

As public procurement professionals, we look for additional ways to communicate and reach out to you. We have created several ways to achieve that goal:

- 1) An active liaison team working with each department. Whenever you have procurement questions, your liaison can help find a solution.
- 2) This newsletter to share important procurement

information that spans across the departments.

- 3) A procurement email address where you can send general questions and receive a prompt reply.
- 4) Host monthly brown-bag meetings and regular Munis procurement module training for all that sign up.

We hope that by reaching out to you, we can make the process of County procurement easy to navigate. We are here to help! For more information, please look at the Procurement page on the MINE.

AUCTION NOTICE!!!
April Vehicle and Equipment Auction Coming Soon!
(Sedans, Trucks & Heavy Equipment) Contact
Procurement@marincounty.org for any questions, or check <https://www.publicsurplus.com>

Vehicle and Equipment Auction
Participate in the next vehicle auction. It is being set up now. Don't miss it!
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Spotlight on Training

The Procurement Division is working hard to provide training opportunities for you and your department. This article lists the ways you can learn more!
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Procurement News

The Procurement Division is always learning and striving to improve our processes. This article talks about a recent CAPPO conference that we attended and discusses 3 things that stood out.
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*Procurement Team:
 Pauletta Jordan, Lea Carre', Dodie Goldberg,
 Brenda Haas, Jannice Sparks, and Jeanene Gibson*

Procurement News

CAPPO

Greetings,

Several of us had the opportunity to attend the recent California Association of Public Procurement Officials, Inc. (CAPPO) 2018 Conference. CAPPO celebrated 101 years of service and commitment to the procurement profession. This conference hosted many members, speakers, topics, suppliers and provided an opportunity for learning and networking. Here are just a few items covered: 1) Monterey County has developed their own Contracts & Purchasing (C&P) Academy, which provides extensive curriculum that teaches the skills and knowledge to be successful. This academy is for all of Monterey county (not just those in procurement). They are planning to allow other jurisdictions to attend the C&P Academy. While we do not have a formal academy, we have monthly brown bag sessions to help provide similar knowledge, we conduct formal training twice a year, and we give informal training as needed. 2) Several agencies



Procurement Open House Brown Bag Meeting

were recognized for their efforts and received the prestigious "Achievement of Excellence in Procurement (AEP)" award. This award recognizes organizational excellence in procurement by measuring many factors. We're currently assessing our submittal for the AEP award for 2019. Stay tuned! 3) By far, the most impressive presentation was given by the FBI which highlighted an actual case of procurement conspiracy that encompassed multiple public officials, companies, public projects, etc. The presentation provided us with the opportunity to see the conspiracy from multiple perspectives. The audience

learned the 'red flags' of procurement fraud and examined procurement procedures to avoid this at our prospective agencies.

Procurement will be partnering with County Counsel, DOF, CAO and other departments to update our County Procurement Manual later this year.



Munis contract training

Spotlight on Training:

Munis Training: We are working with the Munis support team to provide training to Munis users on **Thursday, March 8th**. We will be **training on the Contract Entry, Requisitions and Requisition Entry / Purchase Order modules**. We will have an open lab for all Munis procurement module questions. Feel free to stop in and say hello. We are looking forward to seeing new and returning users during this training.

Brown Bag Meetings: Over the last year, we've conducted several brown-bag meetings to train County employees on a variety of subjects such as the professional services contract preparation and process, the trade services process and thresholds, Senate Bill 854 updates and guidelines, and eProcurement. We received such positive feedback from those that attended, that we will continue to schedule these meetings. Our next brown bag meeting is scheduled for **March 13th**. This meeting will be an **open lab**. You can come by with any procurement-related question and we will be there to help. If you would like to be included in these brown-bag meeting announcements, please send a message to Procurement@marincounty.org and we will add you to our email list. **April – Cooperative Procurement/May – Procurement EOY prep**