

Lake County Vendor Evaluation Policy:

This pertains to procurements over \$30,000, and relate to whatever process is used, whether Bids, Requests for Proposal, or Statements of Interest (for architects, engineers, and land surveyors). The options apply to owner/principle/officer of the proposers and their immediate family members, and to the County employees who evaluate the proposals.

Option A: Enhance current policies and procedures related to vendor evaluation and document alignment with the Ethics Ordinance.

- **Step One:** Purchasing will require staff who have procurement responsibilities to annually review the Ethics Ordinance and the Purchasing Ordinance. Purchasing will collect signatures from employees confirming that they have read the policy and will act in conformance with both. (One potential tool could be to develop a video that outlines the ordinances, reviews the major provisions, and answers frequently asked questions.)
- **Step Two:** Purchasing has developed a form that outlines the relevant procurement provisions in the County's Ethics Ordinance. The purchasing representative on a project would review the Ordinance's requirements with each staff evaluator prior to each procurements review and evaluation process.
- **Step Three:** Employees serving as evaluators would be required to sign the form acknowledging that they have read the policies, Ethics and Purchasing Ordinances and are eligible to serve on this procurement.
- **Step Four:** The purchasing staff member responsible for the procurement would collect the signed forms and verify that each evaluator is eligible to serve on this procurement.

If a conflict does exist, the employee shall disclose the conflict, file a written statement of disqualification with the employee's department head and the Purchasing Agent and withdraw as an evaluator of that procurement.

- **Step Five:** Purchasing currently prepares documents to be sent to the Board for consideration and approval. Purchasing will include in that set of documents confirmation that all of the evaluators reviewed and completed the form and that members of the panel or procurement decision making process were eligible to be an evaluator on this procurement, as outlined in the Ordinance.