



Lake County Illinois

Legislation Text

File #: 18-1124, **Version:** 1

Resolution approving enhancements to the internal policies related to the purchasing ordinance and the vendor evaluation process for procurements over \$30,000.

- Lake County has identified internal staff policies to further enhance the current Purchasing Ordinance and the Ethics Ordinance relating to the vendor evaluation process in the following areas:
 - Create an annual process to document that staff involved in the vendor evaluation process have reviewed the applicable procurement specifications in the Purchasing Ordinance and the Ethics Ordinance.
 - Create and utilize forms that outline the procurement specifications in the Purchasing Ordinance and the Ethics Ordinance and require each evaluator to sign that they have reviewed and are eligible to serve in the evaluation process for this procurement.
 - Purchasing will review the ordinance with evaluators, collect the forms, verify all evaluators are eligible to serve on the panel, and provide confirmation as part of the award to the Board that all staff involved in the evaluation process met the eligibility requirements.

RESOLUTION

WHEREAS, approving enhancements to the internal policies related to the purchasing ordinance and the vendor evaluation process for procurements over \$30,000; and

WHEREAS, Lake County has identified internal staff policies to further enhance the current Purchasing Ordinance and the Ethics Ordinance relating to the vendor evaluation process in the following areas:

- Create an annual process to document that staff involved in the vendor evaluation process have reviewed the applicable procurement specifications in the Purchasing Ordinance and the Ethics Ordinance.
- Create and utilize forms that outline the procurement specifications in the Purchasing Ordinance and the Ethics Ordinance and require each evaluator to sign that they have reviewed and are eligible to serve in the evaluation process for this procurement.
- Purchasing will review the ordinance with evaluators, collect the forms, verify all evaluators are eligible to serve on the panel, and provide confirmation as part of the award to the Board that all staff involved in the evaluation process met the eligibility requirements.

NOW THEREFORE IT BE RESOLVED that this resolution be approved to enhance the internal policies related to the purchasing ordinance and the vendor evaluation process for procurements over \$30,000.

DATED at Lake County, Illinois on October 9, 2018.