

**COUNTY OF VENTURA
General Services Agency
Procurement Services**

**RAPID ACQUISITION PROGRAM (RAP)
PROCEDURES**

January 5, 2004

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PROGRAM INFORMATION

1. Background

To improve operational efficiency, GSA Procurement Services initiated the Rapid Acquisition Program (RAP). RAP will enable County Agencies/Departments to more quickly process small purchases up to \$10,000 by eliminating processing delays caused by redundant data entry. Participating Agency/Department users will receive Ventura County Financial Management System (VCFMS) authorization to create purchase order (PC) documents for small purchases.

The distribution of authority to create PCs burdens the user with the responsibility of selecting vendors that offer the best value for the County. Selection factors include cost and past performance. Users are further encouraged to select vendors who reside in Ventura County to encourage economic vitality for our community.

2. Use Policies

Except as otherwise directed by the GSA Procurement Services Purchasing Agent, all Agencies/Departments are authorized to use the RAP as described in this document. The Purchasing Agent may revoke authorization for noncompliance with these procedures. All County Agencies/Departments must adhere to all acquisition regulations, policies and procedures. The following conditions must be met when using the RAP process:

- RAP is not to be used for fixed assets. Single items over \$5,000 that fall into fund level 4000 are to be submitted on a requisition through Ventura County Financial Management System.
- Items currently on master County contracts or price agreements are excluded.
- Each single purchase (PC) may be comprised of multiple items, but the total, including tax, shipping and handling cannot exceed \$10,000.
- Continue to transmit requisitions (RX's) to Procurement for orders over \$10,000.
- The least expensive item or service that meets your basic needs must be ordered.
- Purchases must not be divided to circumvent the standard procurement process.

- Obtain Human Resources Division and Information Systems Department review/approval and insurance certificates as required by County policy.
- The RAP process must not be used for orders that would create a conflict of interest. An example is a purchase where the employee or the employee's immediate family has a financial interest.
- The RAP process is for one-time orders and is not to be used in lieu of blanket purchase orders.
- The requesting department will need to verify that public projects costing more than \$1,000, including alteration, demolition, repair or maintenance work are paid at the prevailing wage.
- Living wage requirements apply when there is contracting for services (e.g., landscape, moving services) with expenditures of \$25,000 or more in a 12-month time period. This excludes those services subject to federal or state laws (e.g., prevailing wage).
- The requesting department will need to request Proof of Insurance whenever service is performed on-site or for certain occupations even if service is not provided on-site.

3. Restricted Uses

The following items or services are restricted from the RAP:

- Architects, engineers, map checking services, inspection and lab testing services, plan checking services, land surveys, etc.
- Hazardous waste disposal
- Items that require the signing of agreements; e.g., maintenance, license, lease, etc.
- Items on master County contracts or price agreements; e.g., systems office furniture, office supplies, personal computers, janitorial supplies, etc. See Attachment "A" for a list of price agreements.
- Public works projects for new construction of public buildings.
- Purchase of items stocked in Central Stores. See a listing of stock items online at <http://vcweb/gsa/bsupport/bsonline.htm>. Then click on the GSA Webstore button.

Agency/Department specific regulations may further restrict the list.

4. Security

Agency/Department authorized users will be established in VCFMS with the appropriate security levels. Changes to users must be reported immediately to the Auditor-Controller's Office.

5. ISF Charge

A per transaction charge will be collected by GSA Procurement Services. This fee is to cover the setup, training, document processing and management of the program.

OBTAINING VENDOR QUOTATIONS

1. Purpose

Vendor quotations are optional, but recommended, for orders up to \$10,000. However, if your Agency/Department requires quotes, use the Tabulation of Quotation Form (Attachment "B").

2. Procedures

Clearly state to vendors that a price quote is requested. The quote does not constitute an order. The following procedures will be followed:

A. Vendor Selection Process

If required by Agency/Department, obtain quotes from a minimum of three vendors, otherwise you are encouraged to rotate vendor selection. If needed, a list of vendors doing business with the County can be found in VCFMS. The user can identify potential vendors by searching the VCFMS bid screen by vendor name for the required product/service commodity code.

B. Identification of Parties

Tell the vendor that you are with Ventura County and provide your name, telephone number, and agency. Speak with a representative authorized to give quotations and ask the vendor representative to identify him/herself and annotate the representative's name.

C. Identification of Minimum Requirement

Give the vendor a clear and concise specification of what you require. A specification is defined as a concise statement of a set of requirements to be satisfied by a product, material or service. The purpose, location, mechanical connections, size, color and weight are typical factors that must be defined prior to seeking vendor quotations.

D. Shipping and Handling/F.O.B. Destination

Be sure to address the issue of shipping and handling charges when obtaining vendor quotes. Determine whether the costs of shipping and handling are included in the cost.

Every effort should be made to designate “FOB-Destination” which means title passes only upon proper delivery. If you must use “FOB-Shipping Point,” the County is responsible for the items once they are shipped from the vendor’s premises.

If the vendor is unable to furnish exact shipping charges, obtain an estimated amount. Add the estimated amount to your quote. If tax, shipping and handling charges bring your lowest acceptable bid over the \$10,000 limit, the requirement must be submitted on a VCFMS RX document to GSA Procurement Services.

E. Delivery

Obtain delivery information from the vendor. Note the agreed upon delivery date.

F. Uniformity of Quotations

Make sure you give the exact same specifications to each vendor. Verify that quotations given to you completely meet the specifications. Note quotations for products that are “equal to” those specified.

G. Documenting Quotations

All quotations, including those for “equal” products, must be fully documented upon receipt. Whenever possible, obtain written vendor quotes through fax or e-mail to prevent delays in processing and to confirm that the vendor understands all the specifications you have provided, including delivery terms and payment discounts. Retain written quotes in your agency files as a public record for three years.

Document the following information for all quotes:

1. Vendor name – name of company, store, etc.
2. Quoter’s name – name of the person who gave you the quote
3. Date of quote – in some circumstances, prices may change from day to day. It is important to identify the date that you were provided with the quote
4. Vendor’s telephone number – you may need to contact the vendor for additional information
5. Price quotes – be clear, concise and accurate
6. Delivery date – as discussed with vendor when obtaining quote
7. Shipping/handling charges – if included in price of the item, note “shipping/handling included in price of goods” otherwise, annotate shipping/handling costs.

H. Payment Discounts

Ask vendors about payment discounts. If the vendor offers a discount, take the appropriate measures to ensure prompt vendor payment so that the County receives the discount.

I. Recommend the Lowest Bidder Meeting Specifications

An evaluation of vendor quotations is necessary to assure that a recommended low bidder meets specifications. Items "equal to" the brand specified must be considered in your evaluation. All additional costs, such as shipping, must be considered in determining the total cost of each bid. Be sure you are comparing quotations for equal products/services.

J. Sharp Practices

An example of sharp practices is price shopping. Giving a vendor's price to another vendor and asking the second vendor to "beat it" is a typical example. The vendors must be given a fair and equal opportunity. This is an unfair practice in government purchasing. Such actions are usually designed for short-term gain, but typically act to the detriment of good long-term supplier relations based on honesty, truth, and respect.

3. Insurance

Proof of insurance is required whenever service is performed on-site or for certain occupations even if service is not provided on-site. Attachment "D" lists the guidelines for insurance. The insurance liability limits have been set to match the vendor's scope of work (risk exposure). Some of the more common services are listed to make classification easier.

It is important to assess a vendor's ability to meet the standard insurance provisions when first contacting them. The County Intranet site at (<http://vcweb/gsa/purch/purch.htm>) lists those vendors with current proof of insurance on file. Once on the Intranet site, click on Insurance Requirements and then Vendor Insurance Status. If the vendor is not on the list, you may want to switch to another vendor with filed, current insurance to speed up the approval of your PC. However, for vendor services in the "low" risk exposure, deviation from these limits can be approved by the Agency/Department with completion of "Request to Reduce Vendor Insurance Requirements" (Attachment "C"). Note that completion of this form acknowledges your Agency/Department's acceptance of increased liabilities and potential claims costs created by change(s) in the standard insurance liability limits.

4. Ordering Process

- A. Obtain quotes for delivered pricing, part number, proper description and current price. (If multiple vendor quotations are required by your Agency/Department, list quotes on Tabulation of Quotations form). All purchases should be within County guidelines.
- B. Obtain HR and/or ISD review/approval according to County policy.
- C. Validate vendors' insurance is on file with Procurement; otherwise obtain proof of insurance from the vendor in accordance with Attachment "D". The PC will not be approved until the proof of insurance is received in Procurement Services.
- D. Create the PC in VCFMS. The department applies Level One approval, Procurement approves at Level Four and the Auditor-Controller's Office makes final approval at Level Five.
- E. Orders may be placed verbally after the document has been approved by the Auditor-Controller's Office in VCFMS.
- F. Once the PC is accepted, four copies (Vendor, Procurement, Auditor-Controller's Office, and Department) of the PC will print after the nightly batch run. Procurement will distribute internal copies of PC and mail the vendor's copy.

RECEIPT OF GOODS AND SERVICES

1. Procedure

- A. Open and inspect all packages immediately upon receipt. Delay may affect payment.
- B. If no damage is detected, follow your department procedures for processing the receiving documents.
- C. If external damage appears on the package, contact the vendor immediately to report the damage and ask for instructions regarding the return and replacement of the goods. Document damage and note who was contacted on your copy of the PC.
- D. If concealed damage is discovered after opening the box or package, call the vendor to report the damage. Ask vendor for instructions regarding return and replacement of the goods. Document damage and note who was contacted on your copy of the PC.

RESPONSIBILITIES

1. Record Keeping

Each Agency/Department is required to maintain quotations and quotation recaps with the department copy of the PC as a public record for a period of three years.

2. Reviews

Random reviews of Agency/Department's use of RAP procedures will be performed using appropriate VCFMS reports to monitor patterns of use. If misuse is suspected, GSA Procurement Services will notify the using Agency/Department head. If misuse continues, the RAP authorization will be canceled.

3. Training

Training is required prior to using RAP. To request training, contact Louise Samuel, Purchasing Technician, GSA Procurement Services, at 654-2777.

Attachment "A"
Tabulation of Quote (Sample)

Field Code Changed

| Playground Equipment | | | | I | | II | | III | |
|----------------------|--------------------|-----|------|---|-------------|----------------------------|--------------|---------------------|--------------|
| | | | | Little Tikes Commercial Play Systems | | Upbeat Incorporated | | Game Time | |
| Vendor | | | | Susan Long | | Jennifer | | Sarah Miraglia | |
| Contact | | | | 714-846-4885 | | 800-325-3047 | | 949-833-7611 | |
| Phone | | | | 5/20/2001 | | 5/20/2001 | | 5/20/2001 | |
| Date Quoted | | | | Net 30 days | | Net 30 days | | Net 30 days | |
| Terms | | | | 4-6 weeks ARO | | 5 weeks | | 6 weeks | |
| Delivery (ARO) | | | | No | | No | | 3% | |
| Discount | | | | 9/1/2001 | | 8/1/2001 | | 12/1/2001 | |
| Price Firm Through | | | | Yes | | Yes | | Yes | |
| FOB Destination | | | | | | | | | |
| Line No | Description | Qty | U/M | Price | Total Cost | Price | Total Cost | Price | Total Cost |
| 1 | Picnic Table Frame | 60 | Each | \$ 131.40 | \$ 7,884.00 | \$ 199.00 | \$ 26,148.60 | \$ 150.00 | \$ 29,850.00 |
| 2 | Camp Fire Ring | 50 | Each | \$ 101.70 | \$ 5,085.00 | \$ 113.00 | \$ 11,492.10 | \$ - | \$ - |
| 3 | Grill on pedestal | 30 | Each | \$ 81.00 | \$ 2,430.00 | \$ 110.00 | \$ 8,910.00 | \$ 130.00 | \$ 14,300.00 |
| Sub Total | | | | \$ 15,399.00 | | \$ 46,550.70 | | \$ 44,150.00 | |
| Discount | | | | \$ - | | \$ - | | \$ (1,324.50) | |
| Freight (Taxed) | | | | \$ - | | \$ - | | \$ - | |
| Tax | | | | \$ 1,077.93 | | \$ 1,396.52 | | \$ 856.51 | |
| Freight | | | | \$ 2,700.00 | | \$ 2,150.00 | | \$ 3,637.42 | |
| Total | | | | <u>\$ 3,777.93</u> | | <u>\$ 3,546.52</u> | | <u>\$ 4,493.93</u> | |
| MANUFACTURE | | | | Iron Mountain Force | | Humpty Dumpty | | Iron Mountain Forge | |
| NOTES | | | | Assistance required | | Fork lift required | | | |

Attachment "B"

REQUEST TO REDUCE VENDOR INSURANCE REQUIREMENTS

Please submit with Purchase Requisition, scope of work, proofs of insurance, etc.

Vendor Name: _____ RX#: _____

COUNTY STANDARD ACCEPTED LIMITS

DEPARTMENT REQUESTED CHANGE

LOW Risk

Commercial General Liability
\$500,000 CSL per occurrence \$ _____

\$500,000 CSL aggregate \$ _____

Automobile Liability

Commercial: \$300,000 CSL each accident \$ _____

Personal: \$100/300,000 bodily injury \$ _____ 15/30,000 required by

\$50,000 property damage \$ _____ 5,000 CA State law

Workers' Compensation (statutory)

Employer's Liability: \$500,000 \$ _____

Professional Liability

\$500,000 per occurrence \$ _____

\$1,000,000 aggregate \$ _____

Authorized by _____
Department / Agency Head Signature (date)

Authorization acknowledges Department/Agency acceptance of increased liability and potential claims costs.

STANDARD Risk

Commercial General Liability
\$1,000,000 CSL per occurrence \$ _____

\$2,000,000 CSL general aggregate \$ _____

\$2,000,000 CSL products-completed ops aggregate \$ _____

Automobile Liability

Commercial: \$1,000,000 CSL each accident \$ _____

Personal: \$250/500,000 bodily injury \$ _____ 15/30,000 required by

\$100,000 property damage \$ _____ 5,000 CA State law

Workers' Compensation (statutory)

Employer's Liability: \$1,000,000 \$ _____

Professional Liability

\$1,000,000 per occurrence \$ _____

\$2,000,000 aggregate \$ _____

Requested by: _____
Department / Agency Head Signature (date)

Request acknowledges Department/Agency acceptance of increased liability and potential claims costs.

Approved by: _____
(RISK-ICR 06-03) Risk Management (date)

Attachment "C"
Vendor Insurance Requirements

| | | |
|---|--|--|
| <p>LOW Risk Commercial General Liability \$500,000 CSL per Occurrence \$500,000 CSL Aggregate (CSL = Combined Single Limit)</p> | <p>STANDARD Risk Commercial General Liability \$1,000,000 CSL per Occurrence \$2,000,000 CSL General Aggregate \$1,000,000 CSL Products-Comp Ops Agg. (CSL = Combined Single Limit)</p> | <p>HIGH Risk Specific Insurance Requirements Determined by Risk Management</p> |
| <p>Add to the Certificate of Liability Insurance: <i>The County of Ventura is added as an Additional Insured per form CG2010 attached.</i> This general liability Additional Insured policy endorsement must be attached to the Certificate of Liability Insurance. "County of Ventura" is inclusive of and sufficient for any and all County agencies, departments and/or districts.</p> | | |
| <p>Automobile Liability: Commercial Auto: \$300,000 CSL ea accident (CSL = Combined Single Limit) and/or Personal Auto: \$100/300,000 bodily injury \$50,000 property damage Workers Comp (statutory): \$500,000 Employers Liability</p> | <p>Automobile Liability: Commercial Auto \$1,000,000 CSL ea accident (CSL = Combined Single Limit) and/or Personal Auto: \$250/500,000 bodily injury \$100,000 property damage Workers Comp (statutory): \$1,000,000 Employers Liability</p> | <p>Automobile Liability: Workers Comp Employers Liability: Specific Insurance Requirements Determined by Risk Management</p> |

EXAMPLES of, but not limited to, the following DUTIES

| | | |
|--|---|--|
| <p>LOW Risk Seminars, workshops, classroom training, clerical duties, (filing, word processing, photocopying, data entry), web site design, reports development, training: low to moderate physical activity (yoga, light exercise), office equipment maintenance and/or repair, research projects, project/program development, data processing services (consulting, testing, custom programming). Works primarily with County employees.</p> | <p>STANDARD Risk Minor road repair (potholes, etc.) flood control channel cleanup/repair, mechanics (equipment, vehicle or watercraft repair), equipment rental with operator (excluding cranes), towing, transport, solid waste recycling or disposal, filming projects, project/program management, most lessees, other activities in and around areas with public exposure. Frequent contact with non-County persons.</p> | <p>HIGH Risk Hazardous materials abatement / disposal, road design, building design, construction projects, crane equipment rental with operator, aircraft repair, airport/aviation, fuel suppliers, ambulance/air ambulance services, health care services, carnivals, harbor/marine, fireworks exhibitions, restaurants/cafeterias/snack bars, any services provided to minors.</p> |
|--|---|--|

PROFESSIONAL LIABILITY (ERRORS & OMISSIONS/MEDICAL MALPRACTICE) COVERAGE is required for the following services.

THIS Risk Exposure MAY DIFFER from that for the vendor's other insurance coverages listed above.

| | | |
|--|---|---|
| <p>LOW Risk Professional liability (E&O) \$500,000 per Claim; \$1,000,000 Aggregate DUTIES Include: appraisers, notaries, software programmers</p> | <p>STANDARD Risk Professional liability (E&O) \$1,000,000 per Claim; \$2,000,000 Aggregate. DUTIES Include: analytical chemists, Auditors, custom software design / development, insurance agents, lawyers, laboratories (research, development or testing), surveyors</p> | <p>HIGH Risk DUTIES Include: ambulance services, dentists, doctors, druggists, nurses, counselors, psychiatrists, psychologists, other health or cosmetic services, engineers, architects, construction management</p> |
|--|---|---|

PLEASE READ

Automobile Liability insurance is not required if the vendor does NO traveling in providing services for completion of the Agreement. (e.g. telecommuting). If the vendor has employees but no vehicles registered to the business (personal vehicles only), the non-owned and hired automobile liability coverage might be included in their Commercial General Liability policy.

Workers Compensation insurance is not required if the vendor is a sole proprietor/partner/corporate officer with no employees. Otherwise, it is required under CA Labor Code Section 3700. **A letter on vendor's letterhead is required stating vendor is a sole proprietor/partner/corporate officer with no employees.** This letter is to be included with the other submitted documents.

(RISK-IMX 06-03)

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