



**Policy Type:** Board

**Category:** Procurement

**Policy Name:** Introduction - Board Policy 5.1

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## 5.1 INTRODUCTION

This Chapter of the Board's Policy Manual contains the policies relating to the County of Santa Clara's solicitation and contracting processes. These policies reflect the Board of Supervisors' commitment to:

- establishing an open and competitive process for individuals and organizations that do business with the County;
- ensuring fairness and equal access to business opportunities in the County;
- promoting the most cost-effective use of taxpayer dollars and County resources in its contracting and solicitation processes; and
- increasing social and environmental awareness and responsibility and environmental sustainability in the County.

By implementing these policies, the Board's goal is to ensure that Agencies/Departments comply with applicable laws, regulations, and contractual obligations and follow industry best practices that result in the best outcome for the County. These policies set the framework by



which the County, County Agencies/Departments, County officials and County employees should conduct their solicitation and contracting processes.

The County Executive's Office of Countywide Contracting Management ("OCCM") is responsible for reviewing these policies on an annual basis to ensure that they continue to comply with the Board's goals. Any proposed changes to these policies must be discussed with County Counsel and the Director of Procurement, prior to bringing the proposed changes to the Board for approval.

Procedures and guidelines related to some of these policies are contained in the OCCM's Administrative Guidelines, which may be issued from time to time, the Procurement Department's County Contracting Manual, and/or other procedures that may be developed by other Agencies/Departments relative to a particular subject area. These Guidelines, the Contracting Manual and procedures must be consistent with the policies contained in this Chapter, and all Agencies/Departments are required to follow these Guidelines, Contracting Manual and procedures, if applicable. If there is a conflict between any of the procedures or guidelines developed by Agencies/Departments and the County's Contracting Manual and/or the Administrative Guidelines, the Administrative Guidelines and Contracting Manual shall govern.

## **Related Policies**

None.

## **Related Forms and Information**

None.



## County of Santa Clara

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### History

Date	Changes Made
11/17/2015	Policy Amended. <a href="#">View legislative file.</a>
3/19/2014	Policy Uploaded. (Kyle Larson)