Personal and Professional Consulting Services
CPO-1

April 21, 2009

Introduction

Focus on Service Agreements First

- **Audit Findings**

- **PUR-2 high level document – lacked detail**

- **Greater Risks & Exposure**

  - Past Practices & Culture

  - Accountability for Under $50,000 with Departments

CPO-1

1/29/09: Port issued new detailed procedures

– **Comprehensive document dealing with:**

- **Contract formation**
- **Contract administration**

– **Applies to Personal and Professional Consulting Services**

– **Effective procurements initiated after 1/31/09.**

– **Apply procedures regarding contract administration on existing contracts to extent practical**

Implementation

Port of Seattle

Goal: Ensure CPO-1 understood and implemented

– Day-long training seminar

– 13 training sessions – complete on 5/21/09

– Approximately 350 attendees

– Training Guide & Reference Manual

Focus Areas

– Competitive Process

- **Providing opportunities**

- **Promoting fair and transparent process**

– Acquisition Planning

– Resolution 3605 and EX-2

– Establishing Accountability & Responsibility

- Assignment of a Requesting Department Representative (RDR)

Categories & Contract Types

– Procurement Categories

  - **< $50,000 – RDR responsible for process**

  - **$50,000 - $200,000 – RDR responsible with CPO oversight**

  - **> $200,000 – CPO manages procurement process**

– Contract Types

  - **Project Specific**

  - **Indefinite Delivery/Indefinite Quantity (ID/IQ)**

Legal & RM Involvement

– Legal Department

- Met every 2 weeks to review issues

- Legal concurrence requirements

– Risk Management (RM)

- Established insurance requirements for all contracts => $200,000

- RM Insurance Matrix

OSR Involvement

– Office of Social Responsibility

- Acquisition Planning

- Small Business Opportunity Analysis - every procurement over $50,000

- Small Business Evaluation Criteria – evaluation points for utilization of small businesses

Next Steps

- Future Training
- Review & Revise procedures for Goods & Services & Construction
- RCW 53.19.090 - Commission Policy on Personal Services
- Contracts Internet Database
- New Roster Software Application Process