

Port of Seattle Procurement Reforms

Investigation Recommendations Status Report

November 30, 2009

Procurement Policy

B.2. Review procurement processes with respect to State and Federal law.

- Reviews are complete
- CPO-1 and Engineer Estimate procedures are in place
- Purchasing rewrite and consolidation and Small Works and Competition Waivers procedures will complete by 12/31

B.5. Provide training on all new policies and procedures.

- Complete: CPO-1, Source Selection, Small Works Roster
- Training on newer procedures will follow.

Legal Department Involvement

- C. Increase Legal Department involvement in procurement processes
 - Legal review requirements are included in CPO#1 Procurement Policy
 - CDD, CPO and Legal now meet every two weeks to identify and discuss key issues

- D. Ensure Legal department involvement is appropriately documented
 - Legal department has implemented a written procedure for delivering and recording legal opinions.

Contracting Procedures

E. Procurement Document Management System

- Policy published
- Locations identified

F.1. Standardize Project Manual

- Standard contract provisions are in place.
- Training will be accomplished by 12/31.

G.1. Include an enforceable audit provision.

- Interim provision in place.
- Permanent provision by 12/31.