



PINAL COUNTY
PROCUREMENT CODE

ARTICLE 2 -PROCUREMENT ORGANIZATION

PC1-201

AUTHORITY OF THE DIRECTOR

- A. Except as related to construction and specified professional services in Article 5, the director may adopt policies and procedures, consistent with this code, governing the procurement and management of all commodities and services procured by Pinal County.
- B. The director shall serve as the Chief Procurement Officer/Purchasing Agent for Pinal County.
- C. It shall be the director's responsibility to perform or supervise the following:
 - 1. Procure all commodities, and services for all using agencies.
 - 2. Prepare and issue solicitations and insure that the selection process is in compliance with this code.
 - 3. Issue purchase orders for commodities and services.
 - 4. Provide Print Shop services.
- D. The director may delegate authority to a procurement officer within any county governmental unit as follows:
 - 1. In making the decision to delegate procurement authority, the director shall consider:
 - a. The procurement expertise, specialized knowledge, past experience, and performance of the county governmental unit;
 - b. The impact of the delegation on procurement efficiency and effectiveness; and,
 - c. The abilities and resources of the county governmental unit to exercise the authority if it is delegated.
 - 2. Delegation or any modification of authority shall be in writing and shall specify:
 - a. The scope and type of authority delegated or modified;

- b. Any limits or restrictions on the exercise of the delegated authority;
 - c. Whether the authority may be further delegated; and
 - d. The duration of the delegation.
 - 3. Authority delegated by the director may be suspended, revoked, or modified by the director.
 - 4. The procurement officer and county governmental unit receiving a delegation of authority shall exercise that authority according to the Pinal County Procurement Code, and applicable Pinal County policies and procedures, and the terms of the delegation.
- E. The director shall have the authority to approve all requests to contract with Pinal County employees for commodities or services outside the scope of their assigned work responsibilities and work hours. Contracting directly with individuals currently employed by Pinal County shall be avoided to the extent possible and only considered when no other reasonable alternative is available. All requirements for commodities or services shall be fulfilled using the appropriate solicitation method specified in the Pinal County Procurement Code. Solicitations shall be issued to interested vendors contained in the County's vendor list and any other vendors identified by the requesting using agency. Only after this requirement has been satisfied and determined to be unsuccessful will consideration be given to entering into a contract with an employee of Pinal County. Once it has been determined that no other reasonable alternative exists, the following reviews and approvals must be obtained.
- 1. The using agency will prepare written justification substantiating why it is advantageous to Pinal County to contract with an employee. This justification will include the following information:
 - a. A summary of the commodities or services required.
 - b. An explanation as to why none of the responses to the solicitation, if any, cannot fulfill the requirements and why it is advantageous for Pinal County to contract with an employee.
 - c. Name, work title, hourly rate and job description of the employee being considered for a contract.
 - d. How work activities of the employee will be monitored and documented to provide a detailed record to strictly differentiate between employment and contract activities.
 - e. The proposed hourly pay rate or project price for commodities or services identified in the contract.

2. The using agency shall forward the written justification to the director for consideration. The request will be returned to the using agency indicating either approved or disapproved
3. If approved, the procurement officer will negotiate the final contract award, obtain any required legal review, and process the final contract award.

PC1-202 VIOLATION OF DELEGATED PROCUREMENT AUTHORITY

Unless the director specifies, the delegation of procurement authority is for one (1) fiscal year or the balance of the fiscal year for which delegation is approved and is annually renewable per criteria outlined in PC1-201.D. The director reserves the right to suspend and/or revoke delegation subject to formal written notification stating that procurement procedures have not been adhered to therefore constituting a violation of authorized County Board of Supervisors procurement policy and procedures.

PC1-203 AUTHORITY TO CONTRACT FOR PROFESSIONAL SERVICES

- A. For the purpose of procuring professional services, any using agency may be delegated authority to act as a purchasing agency and negotiate contracts for their own behalf subject to the Board of Supervisors approval.
- B. Procedures for negotiating professional service contracts are described in detail in PC1- 345 or PC1-504.D.
- C. For purposes of this Code, professional services as determined by the Board of Supervisors are:

- Appraisers	- Archaeologists	- Lobbyists
- Naturopathy	- Hydrologist	- Clergy
- Landscape Architects	- Optometrists	- Chiropractors
- Dispensing Opticians	- Physical Therapists	-Physician's assistants
- Podiatrists	- Pharmacist	- Dentist
- Respiratory Therapists	- Architects	- Attorneys
- Teachers	- Engineers	- Veterinarians
- Psychologist	- Nurses	- Assayers
- Occupational Therapists	- Geologists	- Mediators
- Arbitrators	- Certified Public Accountants	
- Physicians: Medical, Surgical, Psychiatrist		-Dialysis Centers
-Morticians	-Hospitals	-Speech Therapists
-Certified Planners		

For purpose of the Pinal County Procurement Code, services not specifically included in the above list of professional services shall be considered contractual services and shall be procured in accordance with Section PCI-328 of the code.

PC1-204 COUNTY PROCUREMENT POLICY AND PROCEDURES

- A. The director may issue policies and procedures to carry out the purposes of this code as necessary.
- B. The director may issue standard forms and guidelines in compliance with the code to facilitate and standardize county-wide application of the code.

PC1-205 COLLECTION OF DATA CONCERNING PUBLIC PROCUREMENT

All using agencies shall furnish such reports as the director may require concerning usage, needs and stocks on hand, and the director may prescribe forms for use by the using agencies in requisitioning, ordering and reporting of commodities and services.

PC1-206 PROCUREMENT COMMITTEES

- A. The director may appoint committees as necessary to carry out the purposes of this code, including evaluation committees, standards committees, and advisory committees, to assist with respect to any procurement or areas within the authority of the director. A committee member who participates in any aspect of a specific procurement shall be prohibited from receiving any benefits directly or indirectly from a contract for such procurement.
- B. Specifications prepared by a procurement committee shall comply with Article 4 of the Pinal County Procurement Code.

PC1-207 AUTHORIZATION OF ELECTRONIC TRANSACTIONS

- A. An electronic media transaction, involving an electronic record or electronic signature, is authorized if the transaction is consistent with state law.
- B. The director may limit the use of electronic transactions, based on consideration of the best interest of the County.