

SECTION 1: FORWARD

1.0 Contracts Management Mission Statement

- 1.0.1 The goal of Contracts Management (hereinafter referred to as Contracts) is to: (1) provide clear and concise guidelines on acceptable procurement methods; (2) provide training classes (when needed) to equip our sponsoring departments with the tools needed to obtain services; (3) provide professional guidance and assistance; (4) procure services through a competitive process when requested; and (5) monitor services made to insure compliance with established policies and procedures and to determine the areas where additional training is needed.

1.1 Overview

- 1.1.1 This “Contract Manual” (hereinafter referred to as Manual) will serve as the basis for Contract Management’s policies and procedures for Lee County (hereinafter referred to as the County). The contract function involves the procurement of construction, professional and other professional services at the lowest and best possible cost, consistent with the quality needed to meet required standards established and approved by the Lee County Board of County Commissioners (hereinafter referred to as the Board).

- 1.1.2 Since rules and regulations are necessary for the proper operation of the contracts function and since it is essential that all who are involved in the contract operation be well-informed, this manual has been developed to aid all employees directly or indirectly associated with the function of the contracts office.

- 1.1.3 The Board recognizes competitive services. **Projects/services are reviewed by Contracts on a county-wide basis as “a project” and not accumulative with respect to same services or a single contractor/ consultant.**

1.2 Various Roles Involved in the Contract Function

The contract function can be divided into three main sections as follows:

1.2.1 Role of Contracts

The role of Contracts in the contracting process is to:

- Maintain an up-to-date Contract Manual as a guide for all contracts procedures
- To maintain departmental authorization dollar levels
- Maintain the master consultant/contractor Address Book database

1.2.1 Role of Contracts (Continued)

- Procure services when requested by the departments and divisions
- Provide training on acceptable contract policies and procedures

- Monitor services made by departments and divisions for compliance with the policies and procedures established in this Manual and any other applicable Resolutions, Administrative Codes, Ordinances, Florida Statutes, etc.
- Prepare and/or process annual bids/services
- Advise departments and divisions upon request in the preparation of documents
- Competitively procure services over the formal procurement level

1.2.2 Role of Operating Departments and Divisions

The role of the operating departments and divisions in the contract process is to utilize the services of Contracts and to be responsible for:

- Identifying, as soon as possible, and sufficiently in advance, their needs for services in their County operations and activities
- Notifying Contracts of their contracting needs and utilizing the proper forms and procedures as described in this manual
- Providing clear and precise technical specifications for each service requested
- Determining that sufficient funds are available in their authorized budgets to pay for each service that is requested
- Inspecting and monitoring all services requested
- Adhering to proper contract procedures as outlined in this manual and any applicable Resolutions, Administrative Codes, Ordinances, Florida Statutes, etc.

1.2.3 The Role of Finance

The role of Finance, as an agent of the Clerk of the Board, is to serve as the accountant and treasurer to the Board. In the contract process, Finance is responsible for:

- Pre-auditing all payments prior to disbursement, to review for accuracy and determining whether or not they are legal and proper, and that appropriate policies and procedures have been followed
- Rejecting any payments for transactions where the policies and procedures outlined have not been followed
- Disbursing of funds for contract transactions which are legal and proper and in compliance with all appropriate policies and procedures
- Recording all disbursements in the County's accounting records