

2025-2026 KERN COUNTY GRAND JURY



KERN COUNTY GENERAL SERVICES PROCUREMENT/PURCHASING/AUDITING

How Are We Doing?

**Release Date
June 9, 2026**

KERN COUNTY GENERAL SERVICES PROCUREMENT/PURCHASING/AUDITING

HOW ARE WE DOING?



Picture of two interlocking gears with the words “procurement services”

Website: www.dream/time.com

SUMMARY:

Kern County’s General Services Department, Purchasing Division, supports Kern County (County) operations, by providing clear processes, practical guidance, and fair access to procurement opportunities. The County’s website www.kerncounty.com, states “We strive to make doing business with the County efficient, transparent, and accountable.”

The Purchasing Division assists County departments, agencies, and Special Districts in obtaining materials, supplies, furnishings, equipment, and services at the best possible price. Through fair and open competition, purchasing processes ensure that qualified companies have the opportunity to compete for the County’s business.

Kern County did not publish a single, consolidated “...procurement spending total...” for 2025. Instead, procurement expenditures are distributed across departmental budgets. The County’s Fiscal Year (FY) 2025–2026 budget is \$4.5 billion. Kern County does not individually publish totals for:

- Annual procurement spends
- Contracts spend
- Goods/services spend
- Purchasing card (P-card) spends
- Departmental procurement totals

All procurement spending is embedded within each department’s budget rather than reported centrally. During its inquiry into the day-to-day operations of the Kern County General Services Division (KCGS), the 2025–2026 Kern County Grand Jury (Grand Jury) observed that County departments rely on KCGS for the acquisition of goods and services. This allows them to procure goods and services independently, except for major acquisitions, which are handled by Central Purchasing. This reliance underscores the need for regular audits to ensure compliance with Ordinances, Policies, and Procedures. Departments such as Public Works and Human Services receive Purchase Orders funded by their departmental budgets.

Departmental credit cards, known as purchase cards (P-cards), are issued upon request by the Department head to facilitate smaller, immediate purchases. P-card transactions must be carefully audited to prevent

employees from splitting one transaction into several in order to override the limit. The benefit of P-cards is the rebate program; in FY 2024–2025, Kern County received \$261,021.40 in rebates.

The Auditor-Controller-County Clerk Office currently has three Auditor vacancies. Two existing Auditors were reassigned to work on the Kern360 Workday accounting system, leaving the division short of two staff members, with one funded vacancy. At present, the office has three auditors but requires three additional positions: Senior Accountant, Division Chief, and an Accountant/Auditor floating position. Without the additional staffing, the Auditor-Controller-County Clerk Office is unable to conduct departmental audits required by the County’s Policies and Procedures Manual. Currently, County mandated audit reporting requirements are at 75% of full compliance.

Some County departments operate fleet services and authorize Vehicle Home Retention for employees. There have been instances where home-retention policies were not followed, such as unauthorized use of the home-retention vehicle. These matters are handled on a case-by-case basis.

Kern County is in the process of implementing Kern360, a cloud-based accounting system, which includes several modules. With this system, employees can log in from any device with internet access, expected to go into full effect by early 2027. This system allows employees to submit their timesheets, request absences, and update personal/payroll information online. Currently, County employees are paid bi-weekly, and the timesheets do not show the time in and out, meal, or rest breaks. They are signed by both the employee and supervisor to confirm accuracy. This process functions largely on an “honor system.”

During interviews, the Grand Jury learned that some departmental staff occasionally skip breaks and lunches to help their department stay current on workload. Employees must be paid for time worked. If an employee works through lunch, they must be compensated for that time. Failure to actively track and enforce meal and rest break compliance exposes the County to potential State labor code violations.

PURPOSE OF INQUIRY:

The Grand Jury initiated this inquiry to evaluate the effectiveness of the procurement process and adherence to Kern County General Services Department’s Policies and Procedures. California Penal Code §925, authorizes the Grand Jury to investigate and report on the operations, accounts, and records of the KCGS, including its oversight of procurement activities. The KCGS Procurement Division is responsible for managing competitive bidding, issuing solicitations, and reviewing vendor submissions.

The Grand Jury also examined the County’s invoice-processing and payment-authorization workflow, including departmental verification of goods and services, approval of claims, and the issuance of vendor payments by the Auditor-Controller-County Clerk’s Office. This review included an assessment of Accounts Payable procedures and the role of the Internal Audit Section in monitoring compliance to safeguard public funds.

To research the County’s Auditor-Controller’s auditing of procurement procedures, the Grand Jury performed the following inquiry to determine whether procurement operations, invoice approvals, and audit oversight have been completed. All of which collectively function as an effective system of financial control, ensured accountability, and protection from County waste, inefficiency, or non-compliance with legal and policy requirements.

METHODOLOGY:

The Grand Jury:

1. **Reviewed procurement documentation** – Policies, procedures, solicitation templates, bid files, evaluation records, contracts, Board of Supervisors agenda items, and internal guidance materials.
2. **Reviewed financial control documents** – Accounts Payable procedures, departmental invoice- approval workflows, Auditor-Controller payment protocols, and Internal Audit standards.
3. **Conducted confidential interviews** — KCGS leadership, procurement staff, departmental purchasing liaisons, Accounts Payable personnel, and staff from the Auditor-Controller-County Clerk’s Internal Audit Section.
4. **Mapped procurement workflows** — From solicitation development through evaluation, award, and contract execution to assess consistency, transparency, and internal control integrity.
5. **Mapped the invoice lifecycle** — Vendor invoice submission, departmental verification of goods/services, claim approval, and payment issuance by the Auditor-Controller to evaluate segregation of duties and control effectiveness.
6. **Sampled procurement and invoice files** — Reviewed representative procurements and corresponding invoices across multiple fiscal years to assess documentation completeness, compliance with policy, and alignment between purchase orders, receiving records, and payments.
7. **Reviewed legal and policy requirements** — Kern County Ordinance Code 2.40, California Public Contract Code, county financial control policies, and prior audit findings.
8. **Evaluated audit oversight** — Examined the Internal Audit Section’s role in conducting compliance audits, internal-control reviews, and investigations related to procurement and payment processes, including follow-up on corrective actions.
9. **Reviewed FLSA**– Federal law as applied to County government.

DISCUSSION OF FACTS:

- A. The KCGS Purchasing Division is responsible for the following:
 - Establish price agreements for goods and services
 - Administer competitive bids for goods/services exceeding \$50,000
 - Issuing purchase orders
 - Approving inventory adjustment requests
 - Reviews Request for Proposals (RFPs) for fairness and compliance
 - Manages the Purchasing-Card (P-Card) program
 - Executes Personal/Professional Service Agreements (PPSAs)
 - Evaluates sole-source requests
 - Filing/Maintenance of all vehicle titles
- B. The bidder award rule in Kern County does not use a “lowest bidder wins everything.” The bid is not based solely on price.
- C. All countywide procurement flows through the Central Purchasing Division unless a department has procurement authority.
- D. All Kern County Departments are dependent on Central Purchasing including:
 - Public Works Department
 - Fire Department

- Sheriff's Office
- Airports Department
- Information Technology Services
- All Department are dependent on the Board of Supervisors for their budget

These departments maintain internal procurement or contract management but still coordinate with Central Purchasing for major acquisitions.

- E. The KCGS is responsible for establishing vendor price agreements by creating a vendor registration list.
- F. Kern County offers local vendors 5% low bidder preference. Local vendors within 5% of the lowest bid are allowed to rebid (excluding construction).
- G. Procurement approvals under \$50,000 can use a Blanket Purchase Order (standing purchase order for standard reorder), contract, or a P-card issued to County departments.
- H. Procurement for construction of over \$200,000 uses a Request for Proposal (RFP) and requires Board of Supervisors (BOS) approval.
- I. Kern County's procurement process involves several key steps:
 1. **Identification of Needs:** County departments identify their requirements and submit requisitions to the Purchasing Division.
 2. **Bid Selection:** The Purchasing Division evaluates available sources and determines the price based on bids or agreements.
 3. **Purchase Orders:** A purchase order is generated, submitted to the Auditor-Controller for encumbrance, and issued to the awarded vendor.
 4. **Vendor Registration:** Vendors must register on the Purchasing Agent's Bidders List to participate in County bids.
 5. **Procurement Services:** The County partners with Public Purchase for access to bid opportunities and e-procurement services.
- J. Personal/Professional Service Agreement (PPSA) are used for technical or unique functions performed by independent contractors or consultants. They are issued for goods or services for up to \$200,000.
- K. Request for Proposal (RFP) is a professional service contract for over \$200,000 and requires the Board of Supervisors' approval.

- L. Sole source acquisitions are those with no competitive bid process and require Board of Supervisors' approval. This situation exists when there is clearly and legitimately only one brand (product or service) available from only one source (vendor or manufacturer) that will meet essential requirements as follows:
1. One-time purchase of a single item or non-professional service which exceeds \$50,000.
 2. One-time purchase, in which the total costs of all goods or non-professional services exceed \$200,000.
 3. Blanket orders for goods or non-professional services which exceed \$200,000 annually.
 4. PPSA - Professional service agreements, TDSA - Technical Development Service Agreement, and ESA - Engineering Service Agreement which exceed \$200,000.
- M. Claim for Payment. A White Claim form is used by the Auditor-Controller-County Clerk's Office to process payments that do not have a Purchase Order to pay against.
- N. Purchasing Cards are issued to departments to streamline small dollar purchases up to \$5,000 and requires a 45-day reconciliation and approval process.
- O. The Purchase Card agreement provides an annual rebate to the County.
- P. Kern County's purchasing/procurement system does not require purchase orders for all acquisitions.
- Q. The Auditor-Controller-County Clerk's Office is currently short three staff members: Division Chief, Auditor-Controller Senior Accountant, and one floating position for an Accountant/Auditor.
- R. Due to three vacancies, the Audit section of the Auditor-Controller-County Clerk's Office is unable to fully audit all Departments. With this staff shortage, the County-mandated audit reporting requirements are at 75% of full compliance.
- S. Due to vacancies in the Accounts Payable section of the Auditor Controller-County Clerk's Office, they are unable to keep payables current without using overtime hours.
- T. Kern County Departments with Vehicle Home Retention of fleet cars is a problem when employees don't comply with set policies and procedures.
- U. Some Kern County employees elect to skip lunch and break times required by FLSA labor laws to try to catch up with their workloads.

FINDINGS:

- F1. Kern County procurement offers local vendors, who did not provide the lowest bid, but came within 5% of the lowest bid, an opportunity to submit a new bid within 48 hours. “Such new bids must be in an amount less than or equal to the low bid announced by the Purchasing Agent.”¹This provides preferential treatment to local vendors.
- F2. To expedite purchases of needed supplies/services, the KCGS issues P-cards with a limit set by individual departments, generally \$5,000. Limits may be adjusted depending upon the department’s needs.
- F3. If a P-Card user splits one large transaction into several smaller transactions for the purpose of evading the spending limit, it is a violation of the County Purchasing Card policy.
- F4. The Kern County Accounts Payable Section does not use Purchase Orders on all invoices, thereby making corrective action difficult.
- F5. The Audit and Special Accounting Section of the Auditor-Controller-County Clerk’s office is short three Auditors; thus, it is unable to complete the required audits for all departments.
- F6. The Accounts Payable Section of the Auditor-Controller-County Clerk’s Office does not have enough Fiscal Specialist Technicians to stay current with workload.
- F7. To meet deadlines and stay current with workload, some County department staff have been electing to work through their lunch and rest breaks.
- F8. Some Kern County departments do not record time-in/time-out on employee timesheets. Without accurate record keeping, hours worked are not shown. This creates a risk of underpayment, overpayment, inaccurate record keeping, and exposure in audits and grievances.
- F9. The Grand Jury has found that adding needed staff to the Auditor-Controller-County Clerk Office and the Accounts Payable Section saves money by highlighting and controlling departmental errors and eliminating mistakes in processing invoices (e.g., duplicate invoices, overpayments, unmatched invoices, and tracking difficulties).

¹ County of Kern - Invitation to Bid for Services. Appendix C, Local Vendor Preference

RECOMMENDATIONS:

The 2025-2026 Kern County Grand Jury recommends:

- R1. By August 31, 2026, to prevent errors the Kern County Accounts Payable Section should require the use of purchase orders on all invoices. This would reduce errors in:
- Duplicate invoices
 - Unmatched invoices
 - Overpayment to vendors
 - Invoice tracking difficulties
- (Finding F4)
- R2. By June 30, 2026, the Board of Supervisors should ensure all County departments adhere to P-card policies and procedures. (Findings F2 and F3)
- R3. The Auditor-Controller-County Clerk Office should secure funding and hire three Auditors to fully perform audits for all County departments by January 31, 2027. (Finding F5)
- R4. The Auditor-Controller-County Clerk Office should secure funding to hire additional Fiscal Specialist Technicians to keep accounts payable current by January 31, 2027. (Finding F6)
- R5. By June 30, 2026, the Kern County Human Resources Department should request approval from the Board of Supervisors to include the following line items to the Kern360 - Time Tracking Workstream, which would allow accurate tracking of:
- Start time
 - End time
 - Meal in/out
- Kern County is planning to go live with Kern360 Human Resources module in FY 2026-2027 (Findings F7 and F8).

COMMENTS:

The Grand Jury commends the Kern County General Services Department and the Auditor-Controller-County Clerk Office for their continued dedication conducting County business efficiently, while upholding the principles of transparency and accountability. The Grand Jury further expresses its appreciation to all staff members who participated in interviews and provided detailed information regarding the daily operations of the accounting and auditing divisions. Their professionalism, cooperation, and subject-matter expertise were essential to the Grand Jury's review of internal processes, financial controls, and departmental practices.

NOTES:

- The Kern County Board of Supervisors and Kern County General Services should post a copy of this report where it will be available for public review.
- People wishing to receive email notification of newly released reports may sign up at: www.kerncounty.com/grand-jury
- Present and past Kern County Grand Jury Final Reports and Responses can be accessed on the Kern County Grand Jury website: www.kerncounty.com/grand-jury

RESPONSE DEADLINES:

- **REQUIRED WITHIN 90 DAYS FROM:**

Board of Supervisors
Findings F1 to F9
Recommendations R1 to R5

- **REQUESTED WITHIN 90 DAYS FROM:**

Kern County General Services
Findings F1 to F9
Recommendations R1 to R5

Kern County Human Resources Division
Finding F5
Recommendations R3 and R5

RESPONSES ARE REQUIRED PURSUANT TO PENAL CODE §§933(c) AND 933.05:

- **PRESIDING JUDGE
SUPERIOR COURT OF CALIFORNIA
1415 TRUXTUN AVENUE, SUITE 212
BAKERSFIELD, CA 93301**
- **FOREMAN
KERN COUNTY GRAND JURY
1415 TRUXTUN AVENUE, SUITE 600
BAKERSFIELD, CA 93301**

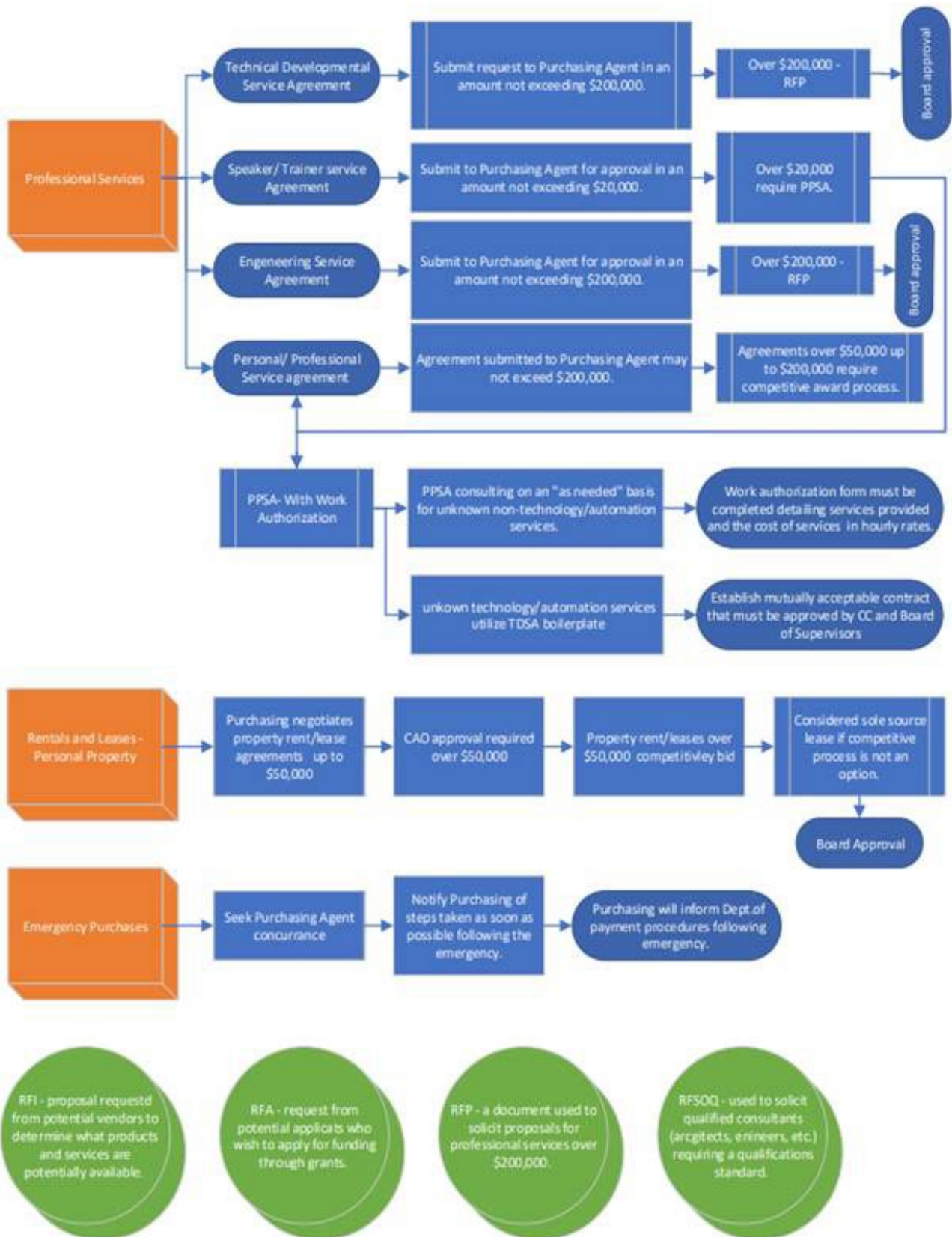
Reports issued by the Grand Jury do not identify individuals interviewed. Cal. Penal Code §929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

APPENDICES:

APPENDIX A:

KERN COUNTY PROCUREMENT FLOW CHART





APPENDIX B

County of Kern - Invitation to Bid for Services

(Such as vehicle repairs, IT equipment repairs, printing, etc)

BID DUE no later than 11:00 A.M. on: _____, 2020

Bid response may be returned using:

Fax Number: (_____) _____ OR E-Mail to: _____

OR Deliver to: _____ Bakersfield, CA

County Contact: _____ Phone: (661) _____ Email: _____

Bid Issue Date: _____

Instructions to Bidder: Review description of services requested, and all County requirements described below. Provide a lump sum (LS) quote which includes all costs that may be associated with the project (labor, materials, taxes, shipping costs etc.) in the UNIT COST box below and calculate the extended cost. Unit Cost quoted is used to calculate extension costs.

Item No.	Description	Quantity	Unit	Unit Cost	Extension
1	All labor, materials and equipment required to _____. The project includes: _____ (list details and requirements)	1	LS		
2	The work required shall be performed at the following location: _____				
3	Itemize the labor and materials costs for your quote: Labor: \$ _____ Materials: \$ _____ Taxes: \$ _____ Freight, if applicable: \$ _____				
4	The successful vendor shall complete all work described above within _____ working days from start of project.				
5	INSURANCE: Vendor must have a current insurance certificate on file with the County of Kern, meeting all County requirements, prior to performing any service(s). All insurance coverage requirements shall be maintained by Vendor until completion of all of Vendor's obligations to the County, and shall not be reduced, modified or canceled without thirty (30) days prior written notice to the County Purchasing Agent. The certificate(s) shall state that there shall be at least 30 days notice to the County if the insurance is to be				

Item No.	Description	Quantity	Unit	Unit Cost	Extension
	canceled, non-renewed or if there is any material change in coverage.				

QUOTE TERMS – TO BE COMPLETED/SIGNED BY VENDOR

	COOPERATIVE AGREEMENTS: The County of Kern participates in cooperative agreements such as NASPO-Value Point; U.S. Communities, NJPA, NPP and others. Please provide the best pricing available to the County.				
	FREIGHT/SHIPPING/HANDLING COSTS: If you are not quoting F.O.B. Destination in the unit cost, please indicate the freight, or a freight not-to-exceed amount. This cost will be considered in the award basis	1	LS	\$ _____	\$ _____
	CALIFORNIA TAXES: Include the current sales tax amount in your lump sum amount quote for item no. 1 or detail it here. The County pays sales tax at the rate of _____ % for items delivered in Kern County	1	LS		\$ _____
	PAYMENT TERMS: Please provide your payment terms (i.e. "Net", "Net 30", etc.):	_____			
	DELIVERY DAYS: Delivery will be made in _____ days after receipt of purchase order	_____ days			
	VENDOR QUOTE NOTES: Please provide any notes or details with regard to your quote that the County needs to be aware of.				

I (We) agree to supply or perform the above subject to the printed terms and conditions noted in the Kern County Purchase Order Terms & conditions and Appendix A attached to this Quotation request.

Submitted by: _____ Company: _____

(Print or type name)

Address: _____

Signature: _____ Email: _____

Phone: _____

Fax: _____

TAX ID: _____

APPENDIX C

Local Vendor Worksheet

If you wish to claim Local Vendor Preference & Local Employee Ratio, you must fill out the requested information below and return with bid documents

Local Vendor Preference (LVP)

Per County Ordinance 2.38.31, the Local Vendor Preference will be implemented. This ordinance allows local vendors a 5% preference in a competitive bid process. If the low bidder is not a local vendor, any local vendor who submitted a bid that is within five percent (5%) of the low bid shall have the option of submitting a new bid within 48 hours (not including weekends and holidays) of the time indicated in the bid documents of the bid opening. Such new bids must be in an amount less than or equal to the low bid announced by the Purchasing Agent. If the Purchasing Agent receives any new bids from local vendors who have the option of submitting new bids within said forty-eight (48) hour period, the Purchasing Agent shall award the contract to the local vendor submitting the lowest bid. If no new bids are received, the contract shall be awarded to the original low bidder as announced by the Purchasing Agent. If more than one new bid is received from local vendors, and there is a tie for the low bid, the contract shall be awarded to the local vendor whose original bid was the lowest.

Local Employee Ratio

A local employee ratio shall be defined as the ratio of Kern County residents currently employed and working full-time equivalent for a local vendor; to local vendor's total number of full-time equivalent employees statewide. This ratio when applied shall give local vendors that hire and employ full-time equivalent local residents a higher preference over other vendors considered local by the definition above.

Bids awarded low bid to specification: After application of the 5% LVP, all vendors with a Local Employee Ratio of 50% or higher will receive an additional 2% preference; those with a ratio of 100% will receive a 3% preference. If there is a tie for the lowest price after the preference is applied, the award will go to the local vendor whose original bid was the lowest.

RFPs: In addition to the 5% LVP score increase, if the vendor's Local Employee Ratio is 50% or higher, they will receive an additional 2% score increase, and those with a ratio of 100% will receive a 3% increase to their score.

Best Value Bids: Qualifying local vendor with a Local Employee Ratio of 50% or higher will be elevated one(1) ranking position, and those with a ratio of 100% will be elevated two (2) ranking positions.

Vendor shall supply the following qualifying information:

Vendor holds any required business license by the County or a City within the County.

Vendor Initials _____

Kern County Business License: Kern County or City within Kern County Business License Number
(state license number below):

1. Vendor has had a fixed office or distribution point located in and having a street address within the county for at least six (6) months immediately prior to the issuance of the request for competitive bids by the purchasing agent. Vendor Initials: _____

Local Office Address within Kern County for Six Months Prior to Bid Request (state office address below):

2. Vendor employs at least one (1) Full-time or two (2) part-time employees whose primary residence is located within Kern County, or if the business has no employees, is at least fifty percent (50%) owned by one or more persons whose primary residence is located within Kern County. Vendor Initials

(state qualifying information below).

4. Vendor shall credit all sales taxes generated pursuant to the contract awarded as a result of the application of this local vendor preference to its business location in Kern County. Vendor Initials: _____

Vendor shall calculate and provide your local employee ratio:

The ratio of Kern County residents currently employed and working full-time equivalent for a local vendor to local vendor's total number of full-time equivalent employees statewide.

1. Number of full-time equivalent Kern County residents currently employed by your company: _____

2. Total Number of Full-time equivalent employees statewide for your company:

3. Calculate ratio: Divide Number from item 1 by Number from item 2

= _____ Local Employee Ratio

Please sign a copy of this sheet acknowledging that you meet all the criteria for Local Vendor Preference and Local Employee Ratio and submit with your return bid.

BY: _____

SIGNATURE: _____

APPENDIX D

Sole Source Board Letter **Documentation of Research**

Requester: _____

Department/Division: _____

Board Agenda Date: _____

Proposed Vendor: _____

The following sole source acquisitions (those with no competitive bid process) require Board of Supervisors' approval. To place a sole source item on the Board's agenda requires a review and approval by the County's Purchasing Manager for:

- One-time purchase of a single item or non-professional service which exceeds \$50,000
- One-time purchase in which the total costs of all goods or non-professional services exceed \$200,000
- Blanket orders for goods or non-professional services which exceed \$200,000 annually
- Professional service agreements (PPSA /TDSA/ESA) which exceed \$200,000

A Sole Source situation exists when there is clearly and legitimately only one brand (product or service) available from only one source (vendor or manufacturer) that will meet your essential requirements.

Purchasing's decision on the rationale of sole source procurement will be based on the requester's investigations, evaluation and documentation of alternate sources of supply. The decision to reject using a similar product(s) or service(s) is based solely on the failure of the product or services under consideration to meet the specific and necessary specifications required and listed with details by the department

In cases where an alternate supplier **cannot** be identified, the requester must document that a good faith effort has been made to seek other sources.

The department representatives must complete and submit the attached document to the County Purchasing Manager prior to placing the department's letter on the Boards agenda for approval:

Using the attached worksheet, prepare:

- A list of the specifications required of the good or service needed
- List potential companies contacted by the department in the search for other companies who can supply what is needed.
- Purchasing may use this information in conducting its own market search.

It is important to remember that a sole source justification cannot be based on quality or price, because quality is subjective, and price must be evaluated via competitive bidding.

Please provide accurate and specific information to the questions on the following pages. Ensure that you have funding approval from the department's Budget Analyst. Once funding is approved, you may submit a signed copy of this form along with your Board Letter to the County Purchasing Manager for sole source review and concurrence 10 working days prior to the date required to submit the Board letter packet to the Clerk of the Board.

1. **NEEDS STATEMENT:** A Needs Statement simply and clearly describes the need (reason, current situation etc.) the department has to acquire a good or service. Don't identify the brand or make or vendor/manufacturer product in this section. **Describe the need within your department that this good or service will satisfy.** *This question provides you the opportunity to simply explain the need for the good or service regardless of whether or not it is sole source.*

2. **ESSENTIAL REQUIREMENTS:** An Essential Requirement is a very specific and well-defined criterion that must be satisfied by the procurement of this product or service. The essential requirement may be required to fulfill the mission or function of your department.

Describe 2-4 requirements (criterion) that must be met and explain why each is essential or needed.

This question is designed to show the objective criteria you are trying to satisfy. Be very specific about the requirement and the reason(s) why this is essential or needed. Do not include 'optional' or 'nice-to-have' features.

a-

b-

c-

d-

3. **SEARCH FOR GOODS / SERVICE PROVIDERS:**

What steps were taken to search for specific brands or service providers to satisfy the Essential Requirements listed above? Provide detailed information.

This question provides you the opportunity to show that you did an in-depth search for a brand/provider that satisfies the criteria listed above in step 2. A good answer would include sources of investigation, such as: other agencies i.e. counties, cities, school etc.; trade shows, internet searches, professional journals, colleagues, etc.

4. **COMPETING BRANDS INVESTIGATED:**

What are the unique performance features or qualifications of the brand or provider that make it the ONLY product or provider among all the brands/providers that meet your department's list of Essential Requirements stated in item 2 above?

List and compare all brands' or service providers against the Essential Requirements listed in question 2. A good answer compares features related to your Essential Requirements for all the brands considered.

Vendor(s) compared:

	Performance features & qualifications required	Vendor A	Vendor B	Vendor C
	insert essential requirements from item 2 in this column	List features:	List features:	List features:
1				
2				
3				

5. PRICING:

Why do you feel the price or fee is fair and reasonable? Include price comparisons with like or similar brands and services. You may use the table below to demonstrate price comparisons.

This question asks you to justify the price. It's best to use price comparisons of products or services that are similar in some way.

Vendor(s):				
	Item Description:			
1		\$ _____	\$ _____	\$ _____
2				
3				
4				

Justification Statement:

FUTURE COMPETITION:

6. What can and/or is being done to foster future competition?

County policy requires that materials, goods and services are to be procured via competitive means whenever possible. What steps, if any, can be taken to competitively bid this good or service in the future?

By submitting this form to Purchasing, I, the Requester as identified above, hereby certify that:

- a. I am an approved department representative and am aware of the County's requirements for competitive bidding, as well as, the criteria for justification for sole source brand purchasing.
- b. I have researched and gathered the required information and have made a concentrated effort to review comparable and/or equal products and/or services.
- c. The information contained herein is complete and accurate.
- d. There is justification for this sole source brand described above as it meets the County's criteria and nothing else will do.
- e. This sole source/sole brand justification would withstand a possible audit or a vendor's protest.

Sole Source Board Letter Documentation of Research – rev 4/2020

APPENDIX E

COUNTY OF KERN
DEPARTMENT OF _____
REQUEST FOR PROPOSAL

to provide _____ services

DUE , 2021

TIME Before 11:00 a.m.

ii

COUNTY OF KERN
DEPARTMENT OF _____

Request for Proposal to Provide: _____

The County of Kern is seeking qualified _____ consultant to develop/provide

Proposers are specifically directed not to contact any County personnel, other than the Contact Person indicated below, for any purpose related to this RFP. Unauthorized contact of any County personnel may be cause for rejection of a vendor's proposal. All inquiries concerning this RFP should be directed to the following Contact Person:

Kern County _____ Department

Bakersfield, CA 93301

Telephone (661) 868-_____

Email address for contact

Envelopes containing the Proposals are to be marked:

PROPOSAL: " _____ "

Projected Timetable

The following dates are set forth for information and planning purposes only. These dates may be changed by County upon notice to prospective proposers:

Issuance Date , 2021

Pre-Proposal Meeting , 2021

Proposal Due Date , 2021

Proposal Due Time Before 11:00 a.m.

Postmark date will not constitute timely delivery. Responses received after the above time will not be considered. Proposers are solely responsible for ensuring timely receipt of their Proposals. If hand delivery is planned to our offices, please be aware that delays through building security protocol should be planned for by the proposer since timely receipt of all Proposals is required.

APPENDIX F

Procurement Threshold Cheat Sheet Chapter 5 Quick Reference

General Goods and Services

\$0 – \$4,999 Department Purchase	\$5,000 – \$49,999 Fast Track / Informal Bid (Department Managed)	\$50,000 and Above Formal Solicitation Through Purchasing
- No bid required Total amount includes tax, shipping, and all costs - Department may purchase directly using P-Card or requisition - Pricing should be reasonable and documented	- Department conducts the fast-track quote process - Competitive quotes required - Documentation of quotes must be retained - Requisition submitted with all documentation after vendor selection - Department shall not notify the vendor of an award; - Purchasing must review documentation and issue the official award/PO	- Department submits requisition with full scope of work/specifications - Invitation for Bid (IFB) or other formal solicitation issued by Purchasing - Evaluation and award handled through Purchasing

Board Approval Required

When the agreement exceeds \$200,000 or exceeds delegated authority

When vendor terms and conditions require Board approval as determined by County Counsel

Alternative Procurement Methods

Cooperative / Piggyback Contracts	Sole Source/Sole Brand	Emergency / Urgent Operational Necessity
- Use of competitively bid contracts from other public agencies - Contract must allow cooperative use - Requires Purchasing & Counsels review and approval - Not permitted for Construction / Public Works / CUPCCAA projects	- Written justification required - Must demonstrate only one vendor or Brand can provide the goods or services - Not permitted for Construction / Public Works / CUPCCAA projects	Used when immediate procurement is necessary and competition cannot occur upon Purchasing & Counsel approval

CUPCCAA Public Works Projects

\$74,999 or Less Department Selects Vendor	\$75,000 – \$219,999 Informal Bid Process	\$220,000 and Above Formal Public Works Bid
- No formal bid required - Department should obtain quotes when possible to ensure the lowest responsible bid is selected	- Department submits requisition with full scope of work and project details to Purchasing - Purchasing conducts the informal bid process in accordance with CUPCCAA procedures	- Project information and scope sent directly to Construction Services - Construction Services manages the formal construction bid process and advertisement

What Counts Toward the Dollar Threshold

- Total purchase amount includes tax, shipping, freight, installation, and all associated costs
- Total project value must be considered when determining the procurement method
- Departments may not split purchases to avoid bidding thresholds
- Multi-year agreements must consider the total contract value

Common Procurement Mistakes

- Not including the full scope of work when submitting a requisition
- Not obtaining quotes for fast-track purchases
- Not submitting documentation with the requisition
- Not allowing Purchasing to issue the award before notifying vendors
- Attempting to use sole source or cooperative contracts for construction/public works projects

For questions regarding procurement procedures, contact General Services – Purchasing Division before proceeding.

APPENDIX G

BREAK TIME TO EXPRESS BREAST MILK

Every employer, including the state and any political subdivision, must provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission need not be paid. The employer shall make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this section. An employer is not required to provide an employee break time for purposes of lactating if to do so would seriously disrupt the operations of the employer. (See Labor Code § 1030)

Failure to comply with this requirement may result in civil penalties.

If you feel your employer is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code section 1030, you may file a report with the DLSE Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. See <http://www.dir.ca.gov/dlse/HowToReportViolationtoBOFE.htm>.

The DLSE may, after an inspection, issue to an employer who violates any provision of this chapter, a civil citation (\$100.00 for each violation) that may be contested in accordance with the procedure outlined in [Labor Code Section 1197.1 \(Labor Code Section 1033\)](#).

In addition, any employee who is a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the DLSE about the failure of an employer to provide this accommodation may file a retaliation claim with DLSE pursuant to [Labor Code Section 98.7](#).

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