



# Albemarle County

## Legislation Text

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**File #:** 21-371, **Version:** 1

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**AGENDA DATE:** 8/4/2021

**TITLE:**

Amendment of the County's Purchasing Manual

**SUBJECT/PROPOSAL/REQUEST:** Approval of revisions to the County's Purchasing Manual Chapters 26 & 22.

**ITEM TYPE:** Consent Action Item

**STAFF CONTACT(S):** Richardson, Walker, Kamptner, Bessette, Birch, Usher, McNally

**PRESENTER (S):** Nelsie Birch, Allison McNally

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** In accordance with Virginia Code § 59.1-485, the Department of Finance & Budget's Office of Procurement adopted electronic signatures as a legal method of signature for procurement documents. Additionally, under the COVID-19 declaration of emergency, the County waived the requirement for contract signatures to be notarized. Although this was to support the continuity of operations during the COVID-19 pandemic, there are benefits to maintaining this process for the County and businesses after the declaration of emergency is rescinded.

**STRATEGIC PLAN:** Mission - To enhance the well-being and quality of life for all community members through the provision of the highest level of public service consistent with the prudent use of public funds.

**DISCUSSION:** After the declaration of emergency is rescinded, the Department of Finance & Budget's Office of Procurement will continue the use of electronic signatures and electronically routing contract documents through a secure platform that is compliant with the Uniform Electronic Transactions Act. Staff recommends permanently removing the requirement that contract signatures be notarized and that this requirement be removed from Chapter 26 of the Purchasing Manual (Attachment A). This will not change notary requirements for other documents, such as bonds.

In addition, staff recommend that the Board approve the following amendments to the Purchasing Manual:

- Chapter 26-2.6 page 1: The inclusion of hyperlinks to the Code of Virginia references for staff and community convenience.
- Chapter 26-2.6 page 6: The clarification of staff position titles in the chart of authorized signatories, the provision of Division Chiefs' authority for procurement approvals up to \$30,000 (tier 2), and the alignment of this tier from \$25,000 to \$30,000 with State threshold statutes.
- Chapter 22-1 page 2: A minor correction of a typographical error (Attachment B).

**BUDGET IMPACT:** There is no budgetary impact.

**RECOMMENDATION:**

Staff recommends that the Board adopt the attached resolution (Attachment C) to amend and re-adopt the Albemarle County Purchasing Manual by revising Chapter 26 as set forth in Attachment A and Chapter 22 as set forth in Attachment B.

**ATTACHMENTS:**

- A - Recommended Revisions to the County's Purchasing Manual Chapter 26
- B - Recommended Revisions to the County's Purchasing Manual Chapter 22
- C - Resolution