

COUNTY ADMINISTRATOR'S OFFICE

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COUNTY OF SOLANO



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June 27, 2011

To: Honorable D. Scott Daniels  
Presiding Judge

From: Birgitta E. Corsello  
County Administrator

Re: *Response to Grand Jury Report of April 27, 2011 – Justice Detention Facility (Main Jail) and Claybank Detention Facility (Claybank)*

Honorable Judge Daniels:

As mandated by California Penal Code sections 933(c) and 933.05, the Solano County Administrator's Office responds to the findings and recommendations pertaining to matters under its control contained in the 2010/11 Grand Jury Report of April 27, 2011 concerning the *Justice Detention Facility (Main Jail) and Claybank Detention Facility (Claybank)*.

**Finding 4**

The Solano County Sheriff's Office is using seven-year old purchasing and contracting policy manuals.

**Response to Finding 4**

The County Administrator's Office partially agrees with this finding. While the date on the Solano County Purchasing and Contracting Policy Manual is July 2004, it has been updated several times.

**Recommendation 4**

The Grand Jury recommends the County consider reviewing the current edition of the County of Solano Purchasing and Contracting Policy Manual – Issued July 2004\* for any required revisions. If the July 2004 version is not the latest edition, the County should ensure that the departments are using the latest edition.

#### **Response to Recommendation 4**

The recommendation has been implemented. As stated in Finding 4, the Solano County Purchasing and Contracting Policy Manual – Issued July 2004 (Manual) has been updated several times since it was initially approved by the Board of Supervisors on July 27, 2004.

One of the recommendations for approval was to provide authority to the County's Purchasing Agent to make technical, not substantive, changes as warranted and update the Manual whenever the Board adopts policy changes as they apply to purchasing and contracting.

With each revision and update to the Manual, departments were notified electronically of all changes. The changes were incorporated into the master document and made available to all departments on the County's Intranet Central Services webpage.

Additionally on an annual basis, County Counsel hosts a workshop entitled, *Nuts and Bolts of RFPs and RFQs*. This workshop is largely facilitated by the Central Services Manager and focuses on why and how to conduct a solicitation. The workshop reviews the Manual and provides direction on the preparation and processing of Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) in accordance with County Code and state and federal law.

A full scale revision to the Manual is in process and is scheduled to be presented to the Board of Supervisors in late July/August 2011.

#### **Finding 5**

By circuitous interpretation of the *County of Solano Purchasing and Contracting Policy Manual – Issued July 2004*, the County departments can avoid the competitive bidding process without written justification.

#### **Response to Finding 5**

The County Administrator's Office does not agree with this finding.

#### **Recommendation 5**

The Grand Jury recommends the County consider reviewing the policy stated in the *County of Solano Purchasing and Contracting Policy Manual – Issued July 2004* to ensure it is consistent with the County's intent regarding competitive bidding. The Manual should also be re-written to eliminate policy modification by linking various portions of the Manual.

**Response to Recommendation 5**

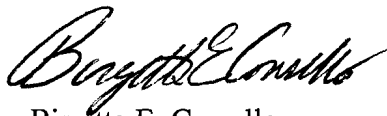
This recommendation has been implemented in part and will not be implemented in part because it is not warranted. The Manual details the policies and procedures of Solano County's purchasing authority and is clear and concise when a competitive solicitation is necessary.

Actual purchasing authority is set forth in Chapter 22 of the Solano County Code which allows, pursuant to County Code Section 22-26(d), for certain types of professional service contracts to be let without competitive solicitations and/or allows Solano County to "piggyback" off of other governmental contracts for the same services and/or commodities. This Code Section is explained in the Manual Section 2.11, Exceptions to the Competitive Bid Process.

Departments are not permitted to modify or interpret the Manual upon their discretion or for their convenience.

The master document is housed on the Central Services webpage via the following link:  
<http://www.solanocounty.com/depts/genserv/purchasing/vendorguide.asp>.

Respectfully submitted,



Birgitta E. Corsello  
Solano County Administrator