

AGENDA: April 6, 2006

TO: Regional Transportation Commission
FROM: Daniel Nikuna, Fiscal Officer
RE: FY 2006-2007 Open Purchase Orders

RECOMMENDATIONS

Staff recommends that the Commission:

1. Approve the Open Purchase Order list for FY 2006-2007 (Attachment 1); and
 2. Approve the attached resolution (Attachment 2) authorizing issuance of the Open Purchase Orders and approving payment of related invoices in FY 2006-2007.
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BACKGROUND

Open purchase orders (Open POs) are used for purchases which will occur several times over the course of the fiscal year. The purpose of the Open PO is to improve efficiency by reducing paperwork for frequently required goods and services. Absent the Open PO mechanism, too much time would be spent issuing a regular purchase order for each transaction. For example, for duplicating services alone, staff would need to issue through the County General Services Department well over 32 individual purchase orders each year.

Consistent with the County's Purchasing Procedures, all Transportation Commission Open POs are closed at fiscal year end and must be renewed each year. The paperwork for renewing or setting new FY 2006-2007 open POs is due in the Purchasing Section of the County's General Services Department (GSD) in early May 2006.

DISCUSSION

Attachment 1 is the recommended Open POs for FY06-07. Staff analyzed actual expenditures for the current fiscal year as of March 22, 2006 and projected costs for the balance of the fiscal year to develop the recommended budget for each individual PO (maximum amounts) for next fiscal year. Except for Print Shop Santa Cruz, the list is basically a renewal of FY 2005-2006 approved vendors.

Consistent with County purchasing procedures, vendors at the Commission are selected through a competitive process. When a sole source is used, a justification for the selected vendor is required. Corporate Express has a multi-year contract with the County for office supplies. As

with other County departments, the Transportation Commission uses Corporate Express for its general office supplies and does not need to be listed on this Open PO list.

When the Regional Transportation Commission separates from the County in the fall, the RTC will have its own Open PO process.

Staff recommends that the Commission approve the list of Open POs and authorize the Executive Director to negotiate, execute, and amend agreements with vendors, if needed; and to increase, during the fiscal year, the dollar limit of smaller Open POs as long as annual costs do not exceed \$5,000 per vendor

SUMMARY

Staff recommends that the Commission review and approve the attached resolution approving the FY 2006-2007 list of Open POs.

Attachment: 1. FY 2006-2007 List of Open POs
2. Resolution

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