



AGENDA ITEM

TITLE

Revisions to County Procurement Manual

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BRIEF OVERVIEW

Hernando County’s Purchasing and Contracts Policies and Procedures manual was last revised November 9, 2020. At the direction of the BOCC, the manual has been updated and is being recommended for approval.

This revision rescinds all policies and procedures included in the current manual, which includes:

Procedure Name	Procedure #
Purchasing Procedures Manual	010b
Delegation of Commitment Authority	020g
Approval Requirements for Purchases	030e
Requisition/Purchase Order Processing	040f
Purchasing Cards	050i
Blanket Purchase Orders	055b
Emergency Purchases	060f
Sole/Single Source	070a
Change Orders	080f
Purchase Order Expediting & Cancellation	090b
Processing Receiving Reports	100b
Procurement of Professional Services	120k
Procurement of Consulting Services (Non-CCNA)	125c
Contract Administration	130g
Bids and Quotation Processing & Evaluation	140i
Surplus Property	160g
Grant-Related Procurements 1	80
Hernando County FTA Procurement Procedures	185
Vendor Performance Evaluations	200a
Contracting Professional Services	18-02

FINANCIAL IMPACT

NA

LEGAL NOTE

The Board has the authority to act on this matter pursuant to Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended that the Board approve the revised Hernando County Procurement Manual to be effective upon BOCC approval.

REVIEW PROCESS

Carla Rossiter-Smith	Approved	01/11/2024	11:03 AM
Albert Bertram	Approved	01/12/2024	4:41 PM
Pamela Hare	Approved	02/14/2024	12:32 PM
Melissa Tartaglia	Approved	02/14/2024	5:14 PM
Heidi Kurppe	Approved	02/19/2024	5:43 PM
Toni Brady	Approved	02/20/2024	9:27 AM
Jeffrey Rogers	Approved	02/21/2024	11:37 AM
Colleen Conko	Approved	02/21/2024	11:45 AM