

Title: TRAINING		Contents: P-4200
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
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Authority

Authority to approve training for County employees was delegated to department heads on the recommendation of the CAO and adopted by the Board of Supervisors on February 3, 1987.

Policy

Departments must procure training services using bidding guidelines established by the Purchasing Agent.

Bidding Guidelines

- \$2500 and less: One bid solicitation is required from a qualified source.
- Between \$2501 and \$10,000: Solicit written bids from at least three (3) qualified sources.
- Between \$10,001 and \$50,000: Department will issue a letter solicitation to at least five qualified sources.
- Above \$50,000: Department will develop a formal bid solicitation (IFB or RFP) and will mail the bid document or issue notification of bid availability to all known suppliers by postcard or fax and posting on the internet.

General Guidelines

1. Department to describe their requirements and the selection criteria to all bidders.
2. The selection process must be documented in writing and kept on file by the department. This is especially critical if other than the low bidder or highest rated bidders are rejected.
3. On formal bid solicitations, departments may establish a list of qualified vendors to provide training services as needed, over a period not to exceed one year. The vendors should be used on a rotational basis to allow all qualified vendors the opportunity to provide their services.
4. Prices charged for training services must be fair, reasonable and competitive.

Board Approval

The \$100,000 sundry service limitation of Government Code Section 25502.5 is not applicable to purchase orders issued by the Purchasing Agent to provide for payment of training.

Payment

Departments are responsible for processing payment to vendors. Low dollar requirements and training materials may be processed using petty cash or requisitions. Excluded from these guidelines are, travel expenses and per diem.