

CENTRALIZED SB854 REPORTING & DECENTRALIZED MANAGEMENT OF MODULAR OFFICE SYSTEM INSTALLATION

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- **Butte County General Services has implemented a new process that allows:**
 - Decentralized management of small dollar public works projects involving assembly/disassembly of modular office systems (more than \$1k but less than \$25k)
 - Centralized reporting to the DIR
- **Through the use of:**
 - Countywide contracts we call Managed Procurement Contracts (MPC)
 - Online request form and automated workflow

• What did SB854 do?

- Enacted on June 20, 2014, it made several significant changes to the administration and enforcement of prevailing wage requirements for public works projects by the Department of Industrial Relations (DIR), including:
 - Establishment of a public works contractor registration program. (LAB 1725.5)
 - Establishment of new solicitation and contract language requirements. (LAB 1771.1(b) & 1773.2 & 1776(i))
 - Establishment of online reporting (PWC100) by the awarding body of public works projects with a cost greater than \$1,000. (LAB 1771 & 1773.3)

• What's a public works project?

- Projects involving, "Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds."
 - "Construction" includes work performed during the design and preconstruction phases of construction, including, but not limited to, inspection and land surveying work, and work performed during the postconstruction phases of construction, including, but not limited to, all cleanup work at the jobsite.
 - "Installation" includes, but is not limited to, the assembly and disassembly of freestanding and affixed modular office systems.

(LAB 1720)

- **What does that mean for Butte County?**
 - Pretty much every thing the County asks a vendor to do to a facility that costs more than \$1,000 has to be:
 - Done by a contractor that is registered with the DIR.
 - Reported to the DIR within 5 days of, “contract award” through their online system.

• What was the challenge for Butte County?

- Long history of departments managing modular office system projects.
- Departments have authority to spend up to \$2,500 without centralized oversight of the methods used to procure those goods/services.

• What did we *have* to do?

- Ensure that all modular office system projects (more than \$1k) are performed by registered contractors.
- Ensure that all public work (more than \$1k) is reported as required.

• What did we *want* to do?

- Allow departments to continue to manage the simple modular office system projects

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- How did Butte County do that?

MPC

- Control
- Compliance
- Simplicity

- How did Butte County do that?

Release Request

- Oversight
- Tracking
- Autonomy

GS Posts MPC

GS Posts
MPC



Dept.
Selects MPC

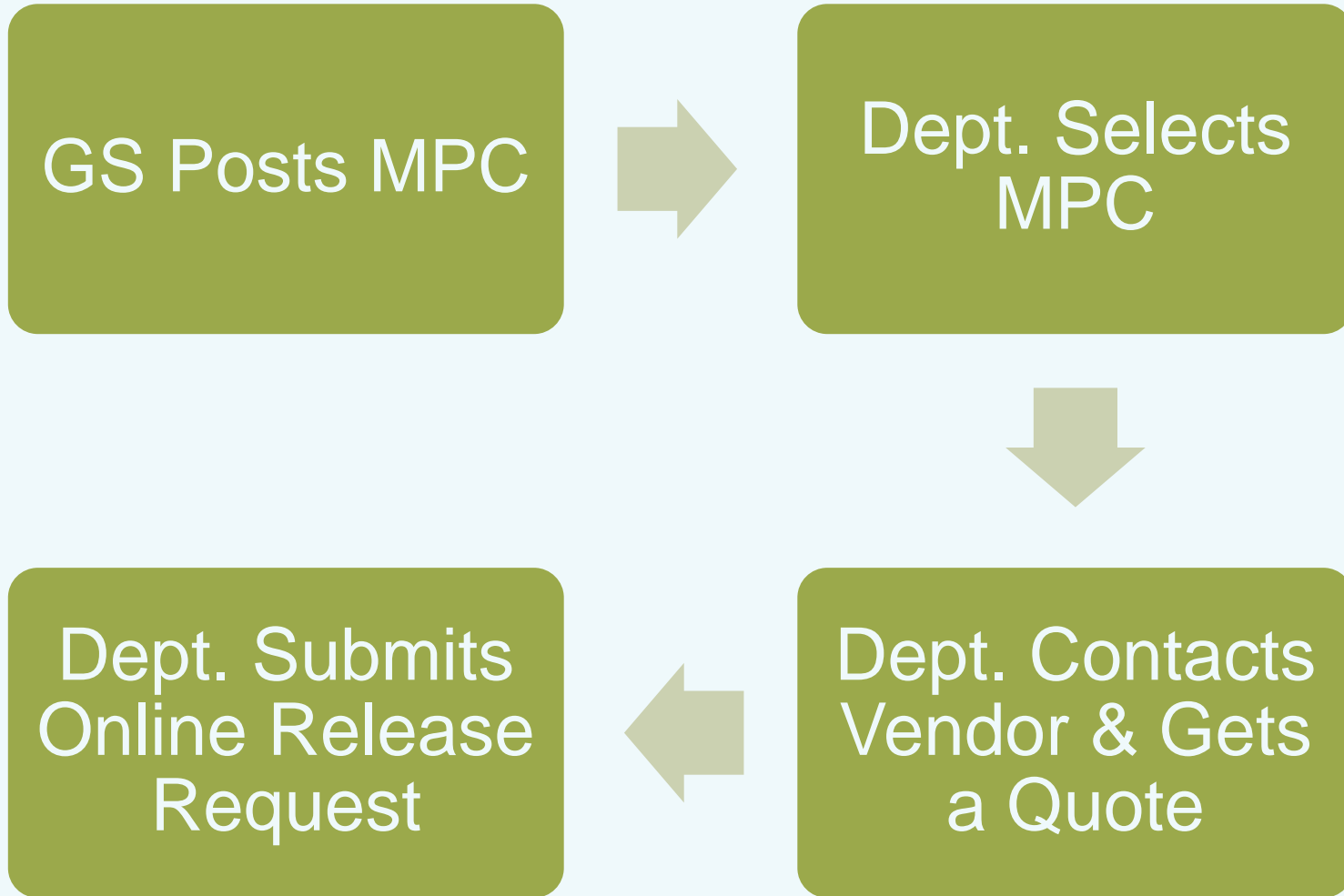
GS Posts
MPC



Dept. Selects
MPC



Dept. Contacts
Vendor & Gets
a Quote

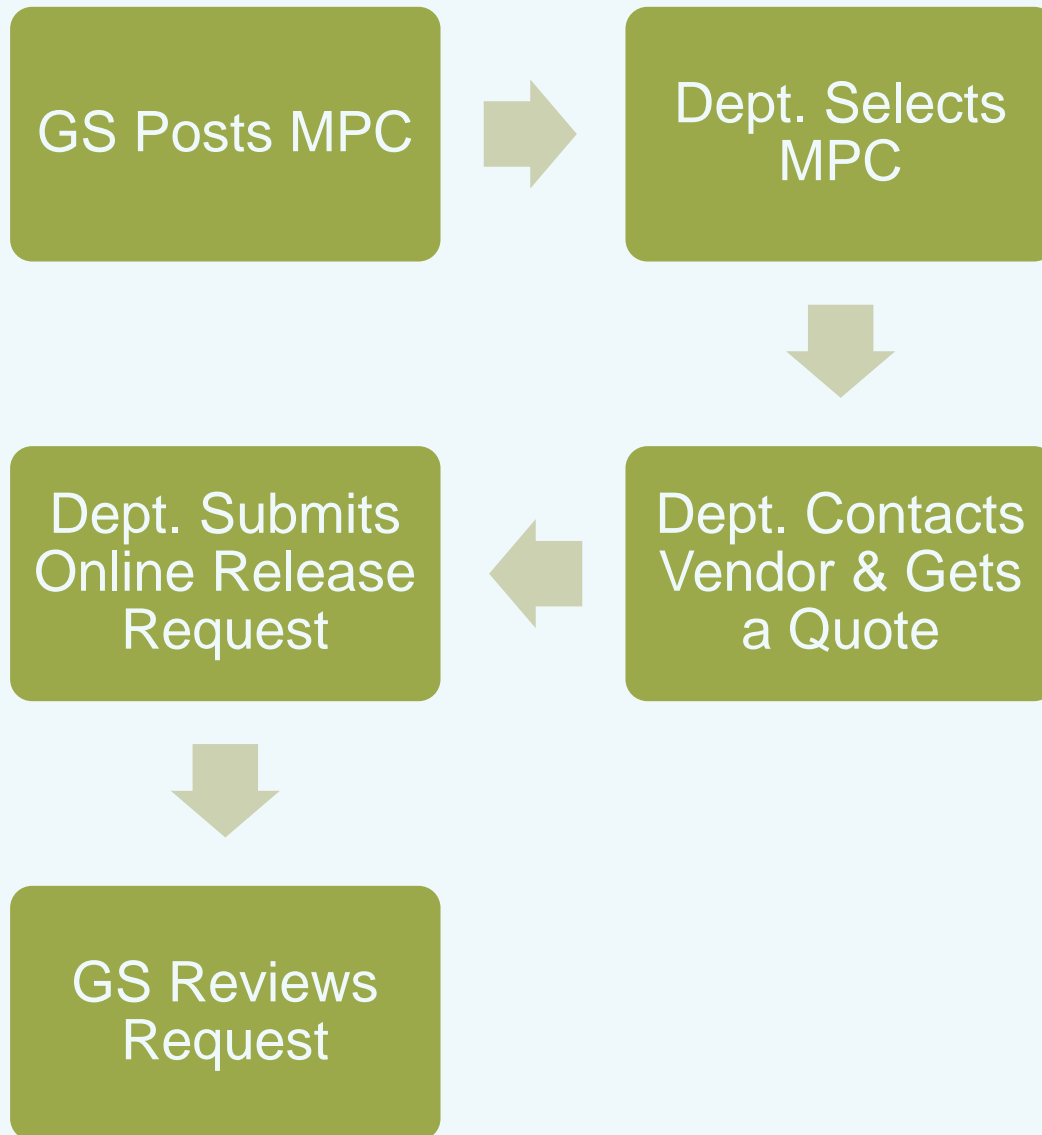




Butte County Draw Request

Use this form to submit a draw request against any executed Managed Procurement Contract (MPC). You will need the quote provided by the Contractor to complete this form.

Contract#*	Select MPC Number from Dropdown. <input type="text"/> Please select an option.
Contractor	<input type="text"/>
Contact Name*	Enter First & Last name of person completing the draw request <input type="text"/>
Department*	Select Department from Dropdown <input type="text"/>
Quote Price*	Enter Amount of Quote. Dollar amount only (commas optional) <input type="text"/> Example 1,500 or \$1,500
SOW*	Describe General Scope of Work related to this request. <input type="text"/> Enter any information that may assist General Services in processing your request. <input type="text"/> Enter any information the Contractor may need related to your request. <input type="text"/> Example: Special delivery instructions or contact information
Vendor Quote*	Please upload the quote as one PDF file <input type="button" value="Upload"/>





Fri 10/30/2015 9:00 AM

noreply@buttecounty.net

LFWorkflow - Draw Requests waiting for approval

To Abouzeid, Kate

You forwarded this message on 10/30/2015 9:39 AM.

Message

sskinner.lfe (399 B)

Workflow Notification

There is 5 draw request(s) waiting for your approval. Click the attached shortcut to your approval folder.

Location: DR10\Draw Requests\02. Approval\sskinner

Go | Search: Enter a search term

Folders	Name	Creation Date	Last Modified
Laserfiche Repositories	Townsend tire - Contract:DT1234 Quote (4)	10/30/2015 8:16:14 AM	10/30/2015 8:16:14 AM
DR00	food place - Contract:dt 1254 Quote (5)	10/30/2015 8:16:08 AM	10/30/2015 8:16:08 AM
DR10	food place - Contract:dt 1254 Quote (4)	10/30/2015 8:16:02 AM	10/30/2015 8:16:02 AM



Electronic File

Metadata

Fields Tags Links: 1 Versions Signatures

Template: BC-Draw Request

Draw Approval

Approve

Approver

jwoods

Contractor (required)

Townsend tire

Contract# (required)

DT1234

Contact

Kate

Request Amount

12

Contract Balance

1750

Request Date

11/4/2015

Department

General Services

RequestID

CC: Diane Lewellen
Barbara Norman
Merv Fiori
file

COUNTY OF BUTTE
AUDITOR - CONTROLLER
ACCOUNTING TRANSACTION JOURNAL

TRANSACTION CODE:
X - EXPENDITURE GL - GEN. LEDG.
R - REVENUE C - CASH

Revised 9/20/2013

Journal created (date): 7/9/15 J-

ACCOUNT TITLE	FUND # or BUDGET UNIT	ACCOUNT NUMBER	PROJECT TASK NUMBER	T/C	AMOUNT	
					DEBIT	CREDIT
I/F Exp-Dev Services	170063	554440		X	36,576.97	
I/F Exp-Dev Services	170063	554440		X	20,721.78	
Treasury Cash	0041	101001		C		57,298.75
Treasury Cash	0010	101001		C	57,298.75	
Planning Applications	440001	4210900		R		57,298.75

Example Image

Release Denial
Butte County Managed Procurement Contract

[Redacted]

Conditional Release
Butte County Managed Procurement Contract
No Product Can Be Ordered and No Work Can Begin Until A Release Approval Can Be Issued.

Conditional Release against MPC Number: [Redacted]

Release Number: [Redacted]

Vendor Name and Address: [Redacted]

Release Approval
Butte County Managed Procurement Contract

Release against MPC Number: [Redacted]

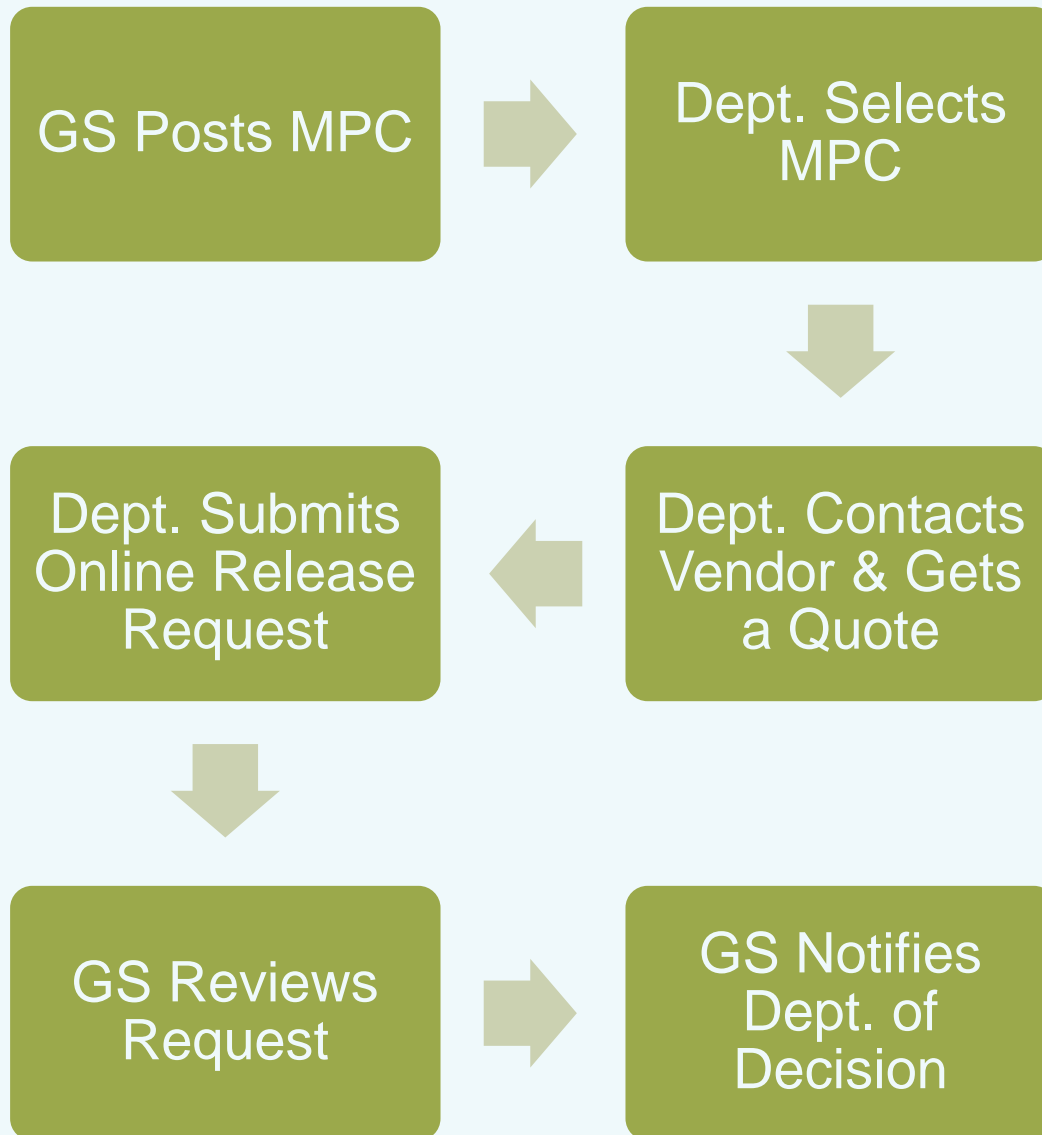
Release Number: [Redacted]

Release Date: [Redacted]

Amount Released: [Redacted] (includes all applicable taxes, freight, installation and any other fees)

County Department and Contact: [Redacted]
Department
Contact/Project Manager

[Redacted]
Email
Phone



Approval

Dept. sends Release to Vendor

Work is scheduled & performed

Conditional

Dept. submits requested information

GS Approves / Denies Request

Denial

Dept. & GS work together to determine next steps

Bonus!

- Government Code 25502.5 (a) states:
“In counties having a population of 200,000 or more, the board of supervisors may authorize the purchasing agent to engage independent contractors to perform services for the county or county officers, with or without the furnishing of material, when the **annual aggregate** cost does not exceed one hundred thousand dollars (\$100,000).”

• Why was this an issue?

- Purchasing Agent has delegated authority to execute service contracts of up to \$25,000
- Rural County = Limited Vendor Selection
- No way to track type of expense when looking at vendor history in Financial System

- **How did the MPC address these issues?**
 - Created MPCs for commodities as well as services with or without commodities
 - Request process allows tracking of usage and remaining balance
 - All MPCs are for high dollar amounts (at least \$100k) and are executed by the Board

Questions?