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I.    Purpose                    To provide the Purchasing Manager's authority as ex-officio, non-voting, Chair of the Committee(s) responsible for Proposal Reviews and Selection/Negotiations, and the designation of that authority.

II.   Scope                    This authority applies to the Purchasing Manager and his designation applies to all Purchasing Agents and Purchasing Supervisors.

III.   Responsibility

A.    The Purchasing Manager is the responsible authority as the Chair of all Proposal Review and Selection Negotiations Committees.

This non-voting member status is required to better service the role of impartial judge, on behalf of the County and vendor community, as it may relate to solving protests, and mediating contract disputes, enforcing contract provisions, or other issues involving a contractor.

The Purchasing Manager may designate this authority to Purchasing Agents, or Supervisors.

B.    Unless otherwise determined by the Purchasing Manager, the authority of the Purchasing Manager as ex-officio, non-voting, Chair of the Proposal Review Committee(s) and/or Selection/Negotiation Committee(s) is designated to the Purchasing Agent or Purchasing Supervisor who is actively responsible for the solicitation.

Reference this ex-officio, non-voting chair status in memorandum to the County Administrator on Proposal Review and Selection/Negotiations Committees.