



COUNTY OF VENTURA
General Services Agency
Procurement Services

RAPID ACQUISITION PROGRAM (RAP) PROCEDURES

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For more information on County of Ventura Procurement Processes & Procedures, please visit our website:

<https://www.ventura.org/general-services-agency/procurement-services/>

Background

To improve operational efficiency, GSA Procurement Services initiated the Rapid Acquisition Program (RAP). Eliminating processing delays caused by redundant data entry, RAP will enable County Agencies/Departments to quickly process small purchases up to \$10,000. Participating Agency/Department users will receive Ventura County Financial Management System (VCFMS) authorization to create RAP purchase order documents for small purchases.

The authority to create RAP's burdens the user with the responsibility of selecting vendors that offer the best value for the County. Selection factors include cost and past performance. To encourage economic vitality for our community, users are encouraged to select vendors who reside in the County of Ventura.

Use Policies

Except as otherwise directed by the GSA Procurement Services Purchasing Agent, all Agencies/Departments are authorized to use the RAP as described in this document. The Purchasing Agent may revoke authorization for noncompliance with these procedures. All County Agencies/Departments must adhere to all acquisition regulations, policies and procedures. The following conditions must be met when using the RAP process:

- RAP is not to be used for fixed assets. Single items over \$10,000 that fall into fund level 4000 are to be submitted on a requisition through VCFMS.
- Items currently on contracts or price agreements are excluded.
- Each single purchase may be comprised of multiple items, but the total, including tax, shipping and handling **cannot** exceed \$10,000.
- Continue to transmit requisitions (RQS's) to Procurement for orders over \$10,000.
- The least expensive item or service that meets your basic needs must be ordered.
- Purchases must not be divided to circumvent the standard procurement process.
- Obtain Human Resources (HR) and Information Systems Department (IT) review/approval and insurance certificates as required by County policy.
- The RAP process must **not** be used for orders that would create a conflict of interest. An example is a purchase where the employee or the employee's immediate family has a financial interest.
- The RAP process is for one-time orders and is **not** to be used in lieu of master agreements.
- The requesting department will need to verify that public projects costing more than \$1,000, including alteration, demolition, repair or maintenance work are paid at the prevailing wage.
- Living wage requirements apply when there is contracting for services (e.g., landscape, moving services) with expenditures of \$25,000 or more in a 12-month time period. This excludes those services subject to federal or state laws (e.g., prevailing wage).

- The requesting department will need to request Proof of Insurance whenever service is performed on-site or for certain occupations even if service is not provided on-site.

Restricted Uses

The following items or services are restricted from the RAP:

- Architects, engineers, map checking services, inspection and lab testing services, plan checking services, land surveys, etc.;
- Hazardous waste disposal;
- Items that require the signing of agreements; e.g., maintenance, license, lease, etc.;
- Items on master County contracts or price agreements; e.g., office furniture, office supplies, personal computers, janitorial supplies, etc.
- Public works projects for new construction of public buildings.

Agency/Department specific regulations may further restrict the list.

Security

Agency/Department authorized users will be established in VCFMS with the appropriate security levels. Changes to users must be reported immediately to the Auditor-Controller's Office.

OBTAINING VENDOR QUOTATIONS

Purpose

Vendor quotations are optional, but recommended, for orders up to \$10,000. However, if your Agency/Department requires quotes, use a form similar to the Tabulation of Quotation Form (Attachment "B").

Procedures

Clearly state to vendors that a price quote is requested. The quote does not constitute an order. The following procedures will be followed:

A. Vendor Selection Process

If required by Agency/Department, obtain quotes from a minimum of three vendors, otherwise you are encouraged to rotate vendor selection

B. Identification of Parties

Tell the vendor that you are with the County of Ventura and provide your name, telephone number, and agency. Speak with a representative authorized to give quotations and ask the vendor representative to identify him/herself and annotate the representative's name.

C. Identification of Minimum Requirement

Give the vendor a clear and concise specification of what you require. A specification is defined as “a concise statement of a set of requirements to be satisfied by a product, material or service.” The purpose, location, mechanical connections, size, color and weight are typical factors that must be defined prior to seeking vendor quotations.

D. Shipping and Handling/F.O.B. Destination

Be sure to address the issue of shipping and handling charges when obtaining vendor quotes. Determine whether the costs of shipping and handling are included in the cost.

Every effort should be made to designate “FOB-Destination” which means title passes only upon proper delivery. If you must use “FOB-Shipping Point,” the County is responsible for the items once they are shipped from the vendor’s premises.

If the vendor is unable to furnish exact shipping charges, obtain an estimated amount. Add the estimated amount to your quote. If tax, shipping and handling charges bring your lowest acceptable bid over the \$10,000 limit, the requirement must be submitted on a VCFMS RQS document to GSA Procurement Services.

E. Delivery

Obtain delivery information from the vendor. Note the agreed upon delivery date.

F. Uniformity of Quotations

Make sure you give the exact same specifications to each vendor. Verify that quotations given to you completely meet the specifications. Note quotations for products that are “equal to” those specified.

G. Documenting Quotations

All quotations, including those for “equal” products, must be fully documented upon receipt. Whenever possible, obtain written vendor quotes through fax or e-mail to prevent delays in processing and to confirm that the vendor understands all the specifications you have provided, including delivery terms and payment discounts. Retain written quotes in your agency files as a public record for three years.

Document the following information for all quotes:

1. **Vendor name** – name of company, store, etc.
2. **Quoter’s name** – name of the person who gave you the quote
3. **Date of quote** – in some circumstances, prices may change from day to day. It is important to identify the date that you were provided with the quote

4. **Vendor's telephone** number – you may need to contact the vendor for additional information
5. **Price quotes** – be clear, concise and accurate
6. **Delivery date** – as discussed with vendor when obtaining quote
7. **Shipping/handling charges** – if included in price of the item, note “shipping/handling included in price of goods” otherwise, annotate shipping/handling costs.

H. Payment Discounts
Ask vendors about payment discounts. If the vendor offers a discount, take the appropriate measures to ensure prompt vendor payment so that the County receives the discount.

I. Recommend the Lowest Bidder Meeting Specifications
An evaluation of vendor quotations is necessary to assure that a recommended low bidder meets specifications. Items “equal to” the brand specified must be considered in your evaluation. All additional costs, such as shipping, must be considered in determining the total cost of each bid. Be sure you are comparing quotations for equal products/services.

J. Sharp Practices
An example of sharp practices is price shopping. Giving a vendor’s price to another vendor and asking the second vendor to “beat it” is a typical example. The vendors must be given a fair and equal opportunity. This is an unfair practice in government purchasing. Such actions are usually designed for short-term gain, but typically act to the detriment of good long-term supplier relations based on honesty, truth, and respect.

Insurance

Proof of insurance is required whenever service is performed on-site or for certain occupations even if service is not provided on-site. Attachment “C” lists the guidelines for insurance. The insurance liability limits have been set to match the vendor’s scope of work (risk exposure). Some of the more common services are listed to make classification easier. For vendor services in the “low” risk exposure, deviation from these limits can be approved by the Agency/Department with completion of “Request Waive/Alter Insurance Requirements” (Attachment “D”). Note that completion of this form acknowledges your Agency/Department’s acceptance of increased liabilities and potential claims costs created by change(s) in the standard insurance liability limits.

It is important to assess a vendor’s ability to meet the standard insurance provisions when first contacting them. It is best to confirm they have insurance when requesting a quote. You may tell them the issuance of a purchase order is contingent upon receiving all necessary insurance forms.

Ordering Process

- A. Obtain quotes for delivered pricing, part number, proper description and current price. (If multiple vendor quotations are required by your Agency/Department, list quotes on Tabulation of Quotations form). All purchases should be within County guidelines.
- B. Obtain HR and/or IT review/approval according to County policy.
- C. Confirm vendors' insurance meets County requirements; Check GSA Intranet for insurance status. If not on the intranet, obtain proof of insurance from the vendor in accordance with Attachment "C". The RAP will not be approved until the proof of insurance is received in Procurement Services.
- D. Create the RAP in VCFMS, Validate and Submit the RAP for approvals (agency/department, HR, and IT if necessary). Once all approvals have been given the RAP will flow into GSA Procurement for review and approval.
- E. Orders may be placed verbally after the document has been approved by the Auditor-Controller's Office in VCFMS.
- F. Once the RAP is fully approved and goes 'FINAL' the RAP will print after the nightly batch run. Procurement will attach required documents and will mail to the vendor.

RECEIPT OF GOODS AND SERVICES

Procedure

- A. Open and inspect all packages immediately upon receipt. Delay may affect payment.
- B. If no damage is detected, follow your department procedures for processing the receiving documents.
- C. If external damage appears on the package, contact the vendor immediately to report the damage and ask for instructions regarding the return and replacement of the goods. Document damage and note who was contacted.
- D. If concealed damage is discovered after opening the box or package, call the vendor to report the damage. Ask vendor for instructions regarding return and replacement of the goods. Document damage and note who was contacted.

RESPONSIBILITIES

Record Keeping

Each Agency/Department is required to maintain quotations and quotation recaps with the department copy of the RAP.

Reviews

Random reviews of Agency/Department's use of RAP procedures will be performed using appropriate VCFMS reports to monitor patterns of use. If misuse is suspected, GSA

Procurement Services will notify the using Agency/Department head. If misuse continues, the RAP authorization will be canceled.

Attachment B

Tabulation of Quotation Form (sample)

Vendor				I		II		III	
				ALLSTAR FIRE EQUIPMENT		MES		CURTIS TOOLS FOR HEROES	
Line No	Description	Qty	U/M	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	293039 CMC 9MM ORA RESCUE PRUSIK	3762	FT	\$0.71	\$2,671.02	\$0.70	\$2,633.40	\$0.84	\$3,160.08
2	293038 CMC 8MM RED RESCUE PRUSIK	1400	FT	\$0.60	\$840.00	\$0.59	\$826.00	\$0.70	\$980.00
3	293018 CMC 8MM GRE RESCUE PRUSIK	860	FT	\$0.60	\$516.00	\$0.59	\$507.40	\$0.70	\$602.00
4	201020 CMC BLUE PROSERIES 3'-7' VARIABLE ANCHOR STRAP	116	EA	\$70.00	\$8,120.00	\$75.15	\$8,717.40	\$79.20	\$9,187.20
5	300189 CMC PROTECH ALUM MANUAL LOCK CARABINER W/KEEPER	110	EA	\$25.45	\$2,799.50	\$27.32	\$3,005.20	\$28.80	\$3,168.00
6	382121 CMC 1/2" GALVANIZED STEEL DELTA 2 RAPIDE QUIK LIN	110	EA	\$12.30	\$1,353.00	\$12.05	\$1,325.50	\$12.15	\$1,336.50
7	294032 CMC SLEEVE ANCHOR STRAP SM	92	EA	\$30.25	\$2,783.00	\$32.45	\$2,985.40	\$34.20	\$3,146.40
8	K00160 CMC 1/2" WHI/BLUE NE KM3 STATIC KERN ROPT	320	FT	\$1.02	\$326.40	\$1.06	\$339.20	\$1.26	\$403.20
9	201106 CMC PROSERIES PICK OFF STRAP	18	EA	\$48.15	\$866.70	\$46.95	\$845.10	\$49.50	\$891.00
10	201102 CMC PROSERIES ADJUSTABLE STRETCHER STRAP 30" MAX	36	EA	\$38.70	\$1,393.20	\$40.15	\$1,445.40	\$42.30	\$1,522.80
11	200106 CMC 1" GRE TUBULAR WEBBING FT	260	FT	\$0.39	\$101.40	\$0.38	\$98.80	\$0.44	\$114.40
12	200102 CMC 1" BLUE TUBULAR WEBBING	1032	FT	\$0.39	\$402.48	\$0.38	\$392.16	\$0.44	\$454.08
13	200103 CMC 1" RED TUBULAR WEBBING	1980	FT	\$0.39	\$772.20	\$0.38	\$752.40	\$0.44	\$871.20
14	200107 CMC 1" YELLOW TUBULAR WEBBING	1720	FT	\$0.39	\$670.80	\$0.38	\$653.60	\$0.44	\$756.80
15	201171 CMC YEL RESCUE ETRIER 60" LONG	11	EA	\$38.70	\$425.70	\$40.15	\$441.65	\$42.30	\$465.30
	Sub Total				\$24,041.40		\$24,968.61		\$27,058.96
	Freight						\$0.00		
	Discounts								
	Tax	7.75%			\$1,863.21		\$1,935.07		\$2,097.07
	Total				\$25,904.61		\$26,903.68		\$29,156.03
	COMMENTS:					Quote QT1168989	Quote 83016		

ATTACHMENT C

Insurance Requirements

**COUNTY OF VENTURA
VENDOR INSURANCE GUIDELINES
(INTERNAL USE ONLY)**

Contractors doing work for or on behalf of the County of Ventura must be held responsible for their work. To protect the County against loss due to accidents or injuries caused by contractor operations, the County has established vendor insurance guidelines. In general, contractors, are required to protect their own workers with workers' compensation insurance, and protect their own company and the County with general liability insurance, as well as other coverages needed for the particular risk posed by the contractor's work. This could include commercial auto, professional liability, and security & privacy (cyber) coverage, as well as others.

Establishing insurance levels cannot be held to hard and fast rules, and that the document provides "guidelines" applicable about 90% of the time.

RISK EXPOSURE - EXAMPLES

<u>Low Risk Exposure</u>	<u>Standard Risk Exposure</u>	<u>High Risk Exposure</u>
Seminars, workshops, classroom training, low to moderate physical activity training (yoga, light exercise), clerical or office duties.	Equipment maintenance or repair, equipment rental with operator (excluding cranes), towing, filming projects, most lessees, software development for County of Ventura stored data, Drone use, facility repairs, construction, cell towers, mechanical equipment purchase, equipment installation on County property, design professional, software purchase or license with electronic data storage (cloud), professional services.	Hazardous materials abatement/ disposal, road design, building design, construction projects, crane operations, aircraft repair, aviation, fuel suppliers, health care services, pyrotechnics, food services for the public, any services provided to minors.
<u>Insurance Requirements</u>	<u>Insurance Requirements</u>	<u>Insurance Requirements</u>
Commercial General Liability	Commercial General Liability	Commercial General Liability
\$500,000 per Occurrence	\$1,000,000 per Occurrence	Specific Insurance Requirements
\$500,000 Annual Aggregate	\$2,000,000 Annual Aggregate	determined by Risk Management
(Including an additional insured endorsement naming the County of Ventura and any Special Districts as an additional insured.)		
Workers' Compensation (statutory)	Workers' Compensation (statutory)	Workers' Compensation (statutory)
Must include a Waiver of Subrogation. Workers' Compensation is not required if the vendor is a sole proprietor or partner.		

Commercial Auto Insurance defined by the DMV is insurance designed for vehicles used for business purposes.

Commercial Auto Liability

\$1,000,000 each accident

In some cases, professional liability coverage will be required. Some professionals that require this type of coverage include: licensed health care providers, surveyors, attorneys, architects, engineers and IT design.

Professional Liability (Errors & Omissions/Medical Malpractice) Coverage

\$1,000,000 per Occurrence/\$2,000,000 Annual Aggregate (\$1,000,000 per Occurrence/\$3,000,000 Annual Aggregate for Physicians)

Contractors developing or maintaining software, or accessing or storing data that contains private information, such as medical records, social security numbers or financial data, require protection against losses such as damage or theft of data, release of private info, and breach of network security.

Cyber Liability (Security & Privacy) Coverage

\$1,000,000 per Occurrence/\$2,000,000 Annual Aggregate

If a Contractor's business generates hazardous waste *Pollution Coverage* will be needed in the amount of

\$1,000,000 per Occurrence/\$2,000,000 Annual Aggregate

F:\risk\ADMIN\INSURANCE\Insurance (Excel)\Vendor Insurance Guidelines 6-26-23

ATTACHMENT D

Request to waive / Alter Insurance Requirements

REQUEST TO WAIVE / ALTER VENDOR INSURANCE REQUIREMENTS

Please submit completed/approved form with Purchase Requisition and Scope of Work

Agency/Department: _____ Date: _____

Requestor: _____ Phone #: _____

Vendor Name: _____ RQS No: _____

<input type="checkbox"/> Low Risk	<input type="checkbox"/> Standard Risk
Seminars, workshops, low to moderate physical activity training (yoga, light exercise), clerical or office duties, etc.	Equipment maintenance or repair, equipment rental with operator (excluding cranes), towing, filming projects, most lessees, software development for COV stored data, Drone use, facility repairs, construction, cell towers, mechanical equipment purchase, equipment installation on county property, design professional, software purchase or license with electronic data storage, etc.
Insurance Requirements: <ul style="list-style-type: none">• Commercial General Liability: \$500,000 per Occurrence/\$500,000 Annual Aggregate	Insurance Requirements: <ul style="list-style-type: none">• Commercial General Liability: \$1,000,000 per Occurrence/\$2,000,000 Annual Aggregate
Additional risk may be posed depending on the contractor's work. This could include the following: <ul style="list-style-type: none">• Commercial Auto Liability: \$1,000,000 each accident• Professional Liability (Errors & Omissions/Medical Malpractice) Coverage: \$1,000,000 per Occurrence/\$2,000,000 Annual Aggregate• Cyber Liability (Security & Privacy) Coverage: \$1,000,000 per Occurrence/\$2,000,000 Annual Aggregate	

Requested change to Posted Insurance Guidelines/Recommendations:

	<u>Waive</u>	<u>Alter/ Reduce</u>	<u>Explanation of Alteration (if applicable)</u>
General Liability	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial Auto	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	
Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

Reason for Request: _____

Department/Agency Head Signature: _____

*Signature acknowledges Department/Agency acceptance
of increased liability and potential claims costs.*