

CALIFORNIA COASTAL COMMISSION

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January 26, 2023

TO: California Coastal Commissioners and Interested Public

FROM: Kate Huckelbridge, Executive Director
Madeline Cavalieri, Deputy Executive Director
Jessica Chan, Fiscal & Business Services Manager
Sophia Mak, Fiscal & Business Services Analyst

SUBJECT: **Authorization to approve and sign procurement documents without further Commission approval – February 8-10, 2023, Coastal Commission Meeting**

RECOMMENDATION

Upon consultation with the Department of General Services/Office of Legal Services (DGS/OLS), staff recommends that the California Coastal Commission (Commission) authorize the Executive Director, Kate Huckelbridge or designee, to approve and sign procurement documents for routine operational needs without further review by the Commission, when all State requirements for procurement have been fulfilled.

MOTION

"I move that the Commission authorize the Executive Director, Kate Huckelbridge, or designee, to approve and sign procurement documents for routine operational needs, when in accordance with the Department of General Services' requirements."

Staff recommends a **YES** vote.

BACKGROUND

The Department of General Services' (DGS) State Administrative Manual requires a resolution, order or motion by the Commission authorizing the Executive Director to approve and sign any procurement document totaling over \$5,000. Most of the procurement documents such as contracts and interagency agreements that staff currently executes are routine. This delegation for the Executive Director, Kate Huckelbridge, or designee, to approve and sign procurement documents when all Department of General Services requirements are met would continue to expedite the procurement process and

eliminate the need for the Commission to review and approve routine contracts and other routine procurement documents in the future.

In August 1995 and March 1996, the Commission approved a similar resolution for procurement under the dollar limits and procurement regulations that were in effect at the time. In September 2017, the Commission approved a similar resolution for procurement for the former Executive Director, John Ainsworth. DGS/Office of Legal Services (DGS/OLS) recommends that we obtain a resolution for routine procurement over \$5,000, as most other State Boards and Commissions have similar resolutions with no dollar limit. DGS/OLS also recommends that a new authorization resolution should be obtained each time there is a change in the Executive Director. This authorization will be effective for the current Executive Director, Kate Huckelbridge.

DGS sets the Commission's Purchasing Authority limit each year in different procurement categories, and any procurement over these limits must be completed in coordination with DGS/Procurement Division (DGS/PD) and/or DGS/OLS.

This authority would not exempt the staff from meeting all other requirements of the state procurement procedures, including competitive bidding requirements and small business/disabled veteran business enterprise participation programs. Commission procurement staff completes DGS procurement training classes and attends quarterly State Contracting Advisory Network meetings to remain apprised of any new or changed procurement rules.

Examples of recent procurement which would fall under this authorization are as follows:

- Interagency agreement with Department of Water Resources for network services
- IT procurement for monitors, computer equipment, and software licenses
- IT service agreement for audio, video, and webstreaming services
- Non-IT goods procurement for folding machines
- Non-IT service agreement for written Spanish translation services
- Non-IT service agreement for workgroup facilitation services
- Procurement for staff training and/or travel
- Reimbursement agreements

Certain types of procurement are excluded from this authorization and will still be presented to the Commission for authorization. The types of procurement which would be excluded from this authorization are as follows:

- Local Assistance Grant Awards such as the Whale Tail, Protect Our Coast and Ocean, and Local Coastal Program grant awards
- Interagency agreements to pass through Federal funds such as the current agreements with the San Francisco Bay Conservation and Development Commission and the Coastal Conservancy
- Non-routine contracts

The motion is on page 1 of this staff report.