

Assists County departments in contracting for cost-effective services.



ISD Purchasing and Contract Services

# Contracts Services



Internal Services Department

## SERVICES INCLUDE



### Solicitation process assistance

Assist departments with the entire contract process for the solicitation and award of service contracts.



### Bid evaluation

Develop solicitation evaluation criteria and work with departments to prepare vendor selection reports and conduct proposer/bidder conferences.



### Contract compliance

Monitor contracts to ensure vendor compliance and assists in developing and securing corrective action for non-compliance with contract provisions.

In compliance with State and County laws and Board policy, ISD Contracts services helps County departments develop various contract mechanisms including Requests for Proposals, Master Agreements and Statements of Work. ISD Contracts staff also assist departments in the entire solicitation process such as meeting with proposers/bidders, evaluating proposals/bids, handling solicitation protests and drafting contract awards for presentation to the Board of Supervisors for approval. ISD Contracts services include:

- RFP specifications development, distribution and evaluation
- Scheduling and conducting proposer and bidder conferences
- Proposal/bid evaluation, selection reports development and participation in evaluating vendor proposals
- Investigation and resolution of issues related to contract compliance
- Coordinate Contractor Hearing Board, Retroactive Contract Review Committee and County Independent Review meetings

## PCS CONTRACTS SERVICES BENEFITS

### ENSURES ADHERENCE TO PURCHASING POLICY

ISD staff help to ensure that all departments understand and follow County, state and federal laws and policies to provide a fair and productive procurement process.

### COST-EFFECTIVE SERVICES

Solicits, negotiates and awards master agreements to help departments maximize budget services by providing contracted services at the best possible price without lengthy solicitations.

### ENSURES CONTRACTOR COMPLIANCE

Contractor compliance monitoring helps departments get the most value from contracts, secure quality workmanship and ensures fulfillment of contract terms as well as regulation compliance.

### PROVIDES EXPERTISE IN CONTRACTS

ISD Contracts staff brings decades of experience and knowledge of County contracting requirements to help departments identify and utilize the most appropriate solicitation process.

FOR QUESTIONS REGARDING CONTRACTS SERVICES | email [YYOUNG@ISD.LACOUNTY.GOV](mailto:YYOUNG@ISD.LACOUNTY.GOV)