

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
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**Agenda Number:**  
**Prepared on:** 6/21/06  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** 07/11/06  
**Placement:** Administrative  
**Estimate Time:** 20 min on August 1, 2006  
**Continued Item:** No  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Bob Nisbet, Director  
General Services Department

**STAFF CONTACT:** Luci Rogers, Assistant Director, Finance (568-2628)  
General Services Department

**SUBJECT:** Local Vendor Outreach Program

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## Recommendations:

That the Board of Supervisors:

Set a hearing to:

- A. Approve a definition of "Local Vendor" that will be used for all decisions concerning the Local Vendor Outreach Program.
- B. Per County Code 2-46, authorize the Purchasing Manager to implement the attached "Protest and Appeals Procedure" and apply it to all protests of Bid procedures and decisions of the Purchasing Manager regarding the previously adopted Local Vendor Outreach preference.
- C. Receive the annual report on the County's Local Vendor Outreach Program.

## Alignment with Board Strategic Plan:

*The recommendations are primarily aligned with Goal No. 4: A Community that is Economically Vital and Sustainable.*

## Executive Summary and Discussion:

On December 13, 2005, the Board of Supervisors approved a definition of "Local Vendor" and a 6% preference for Local Vendors. After several months of use, it has become apparent that the Local Vendor definition, as approved, was inadequate to meet the intent of the policy and needs to be improved. In particular, a large national firm with its local operations headquartered in Ventura County presented what staff felt to be an inadequate business location (see attached photograph) as their "Place of Business" in this County and insisted that it met the definition as written. The Purchasing Manager and Director of General

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Services did not agree with the vendor's point of view and the bid in question was awarded to a Local Vendor with a more robust local operation. On the advice of Counsel, our written definition of "Local Vendor" has been revised and should be added to the policy adopted on December 13<sup>th</sup> in order to preclude similar challenges in the future.

Section 2-46 of the County Code requires that procedural regulations issued by the purchasing agent be approved by the Board of Supervisors. The Local Vendor Outreach Policy adopted in December states that the appeal procedure should follow the appeal policy used for the protest of bid awards. Since this procedure was not presented to the Board for approval, Counsel has advised that it be approved by the Board so that it can be implemented.

The Board has directed that each year, the Purchasing Manager present a report outlining the activities of the Local Vendor Outreach Program and the amount of discretionary funds expended with local vendors each year. The report for fiscal year 2005/2006 will be presented at this hearing.

**Mandates and Service Levels:**

No change in service levels.

**Fiscal and Facilities Impacts:**

NONE

**Concurrences:**

County Counsel

**Attachments:**

Definition of Local Vendor

Protest and Appeals Procedure

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