

Association of Bay Area Governments

Executive Board

September 17, 2020

Agenda Item 8.b.

Executive Director Purchasing and Contracting Authority

Subject: Adoption of Resolution No. 18-2020—Executive Director’s Purchasing and Contracting Authority

Background: The Association of Bay Area Governments (ABAG) Executive Director is currently authorized to execute contracts, purchase orders and funding agreements up to \$50,000 without prior Executive Board approval if the work is included in ABAG’s annual Budget and Work Plan. When acting on behalf of the Metropolitan Transportation Commission (MTC), however, the Executive Director is authorized to sign off on contracts up to \$200,000 without prior Commission approval.

To streamline the contracting process, improve staff efficiency and shorten the time it takes to process ABAG purchase orders, contracts and funding agreements, staff recommends standardizing the Executive Director’s purchasing and contracting authority at up to \$200,000 for both ABAG and MTC, raising the ABAG Executive Director’s purchasing and contracting authority from \$50,000 to \$200,000 for consistency with MTC procedures and greater efficiency for ABAG programs and staff.

The proposed resolution (Attachment A) authorizes the ABAG Executive Director to approve purchasing and to sign contracts up to \$200,000 if the work is included in ABAG’s annual Budget and Work Plan. Furthermore, it requires that all actions taken by the Executive Director approving purchasing and contracts up to \$200,000 be reported in writing at the next ABAG Finance Committee and ABAG Executive Board meetings as part of our regular monthly financial reporting procedures.

Issues: None

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Recommended Action: The Executive Board is requested to adopt Resolution No. 18-2020 authorizing the Executive Director of the Metropolitan Transportation Commission, or her designee, on behalf of the Association of Bay Area Governments, to approve purchasing and to sign contracts and amendments to contracts totaling up to \$200,000.

Attachments: Resolution No.18-2020

Reviewed:



Therese W. McMillan