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PROCUREMENT PRACTICES SEMINAR

COUNTY-APPOINTED AGENCIES

October 21, 2013 - 9:00 a.m.

**Jack T. Knuepfer Administration Building
421 N. County Farm Road, Wheaton, IL 60187
Room 3500B**

Staff from the County Board Office, Procurement Services Division and State's Attorney's Office were in attendance at the seminar.

Board members and staff from the following County-appointed agencies were present at the training:

- Lisle Woodridge Fire Protection District
- West Chicago Fire Protection District
- Warrenville Fire Protection District
- Downers Grove Sanitary District
- Wheaton Sanitary District
- Salt Creek Sanitary District
- Wheaton Mosquito Abatement District

John Meneghini, Chief Procurement Officer for DuPage County, welcomed the attendees and opened the floor to public comment. No public comment was offered. Mr. Meneghini then led introduction of County staff and asked that each participant introduce themselves by name, title and agency they represent.

Mr. Meneghini outlined the basic objectives of the training and explained that nothing presented in the seminar was intended to replace advice from legal counsel at each agency. Mr. Meneghini proceeded to introduce procurement staff and outline their presentation topics.

Maria Calamia of the County Procurement Services Division gave a presentation on bid processes and thresholds, and provided guidance on quotations from vendors.

Glenda Vasak of the County Procurement Services Division provided an overview of the e-quotes process followed by the County.

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Debby Thompson of the County Procurement Services Division proceeded to review RFI's, RFQ's and RFP's and their important role in the vendor evaluation and selection process.

Tina Snyder of the County Procurement Services Division then delivered a presentation on professional services and how they are treated within the procurement process.

Joan Morange of the County Procurement Services Division provided an overview of intergovernmental contracts and reviewed the use of various intergovernmental purchasing websites on the County Procurement page. Ms. Morange provided several examples of intergovernmental purchasing used by the County and stated that she was open to assist the agencies anytime they had a question or needed assistance.

Chad Shaffer, Policy and Program Administrator, briefly noted that the County Board and its Chairman remain committed to finding efficiencies in government, and that each agency is encouraged to partner with the County or other bodies, where possible, to make the best use of taxpayer dollars.

Mr. Meneghini explained that an open and transparent procurement process is fundamental to doing business in government. He added that each agency should follow sound procurement practices and utilize its resources as effectively as possible.

Following a question and answer session with the participants, Mr. Meneghini concluded the meeting and asked the attendees to please contact his office if they require additional help or guidance.