

Jefferson County Purchasing Policy

Proposed Revision and Improvements

May 13, 2025



JEFFERSON
COUNTY COLORADO

Why Update the Purchasing Policy?

- Last updated in 2019
- Intended revision planned for 2020 – not completed
- Misalignment with current ERP (Workday, implemented in 2021)
- Resulting in inefficiencies, confusion, and rework



A Collaborative, Strategic Update

- 2-year effort led by Vera Braeckman and Chandra Hardwick
- Cross-departmental Policy & Procedure Team
- Extensive engagement with internal stakeholders
- Focus on operational alignment, efficiency, and best practices



Countywide Outreach





Policy and Procedure Team

- Vera Braeckman – Purchasing Operations Manager
 - Chandra Hardwick – Project Lead
 - Christine Perry – Senior Purchasing Agent
 - Greg Draughon – Purchasing Supervisor
 - Eric Garcia – ERP Sr. Systems Analyst
 - Mary O’Neil – Director
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Objectives



Ensure all impacted parties had input



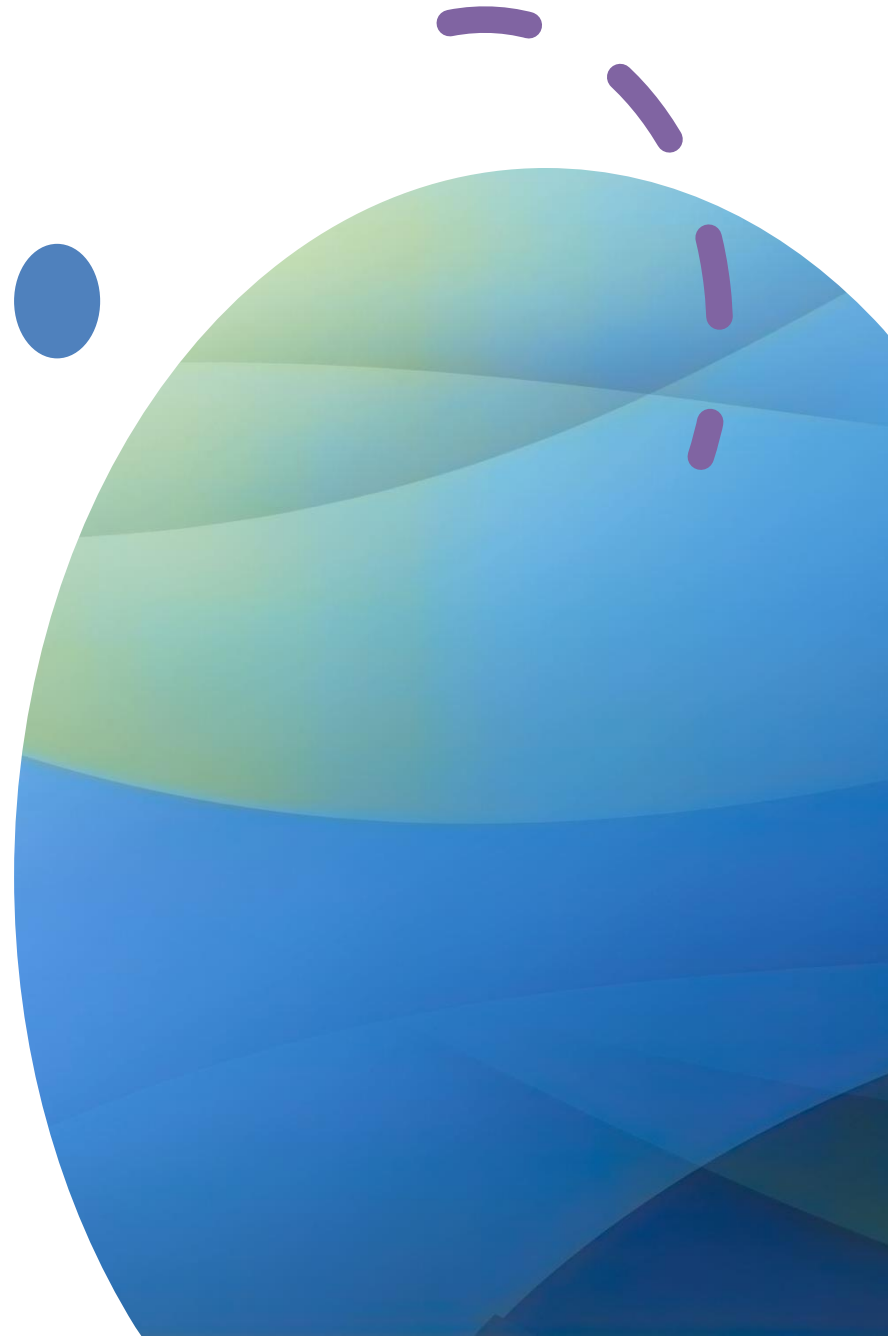
Streamline Purchasing processes



Align with Workday ERP



Modernize and clarify outdated policies



Department and Role Updates

- Updated name from “Purchasing Operations” to “SIF-Procurement”
- Designated Purchasing Operations Manager as recipient for supplier protests
- Added Emergency Leader as signatory for declared disasters (per BCC designation)

Process and Procedure Clarifications

- Removed “best value” definition to streamline terminology
- Clarified manager authority to sign purchase order change orders and terminations
- Updated Special Notification and Review Requirements chart

Thresholds and System Alignment

- Revised contract/purchase order approval thresholds to align with Workday
- Introduced Appendix C for detailed procedures and guidance
- Updated Special Authority Change Orders:
 - Capped at $\leq 10\%$ of original value
 - Removed outdated change order chart
 - More scenarios added to Appendix C

Administrative and Ethical Clarifications

- P-Card program now administered by Finance, not Purchasing
- Added clarification allowing conflict of interest exclusions from purchasing activities
- Strengthened Code of Ethics with language on financial interests

Looking Ahead



Additional efficiencies under review



Could reduce processing times by 4–10 weeks



Potential savings: \$300,000+ annually in staff time



Next phase planned for early 2026

Staff Recommendation



Move the updated
Purchasing Policy forward



Schedule for formal approval
at Board of County
Commissioners hearing



Begin implementation upon
approval

Thank you for the opportunity to present these
recommended changes.

We are happy to answer any questions.

