



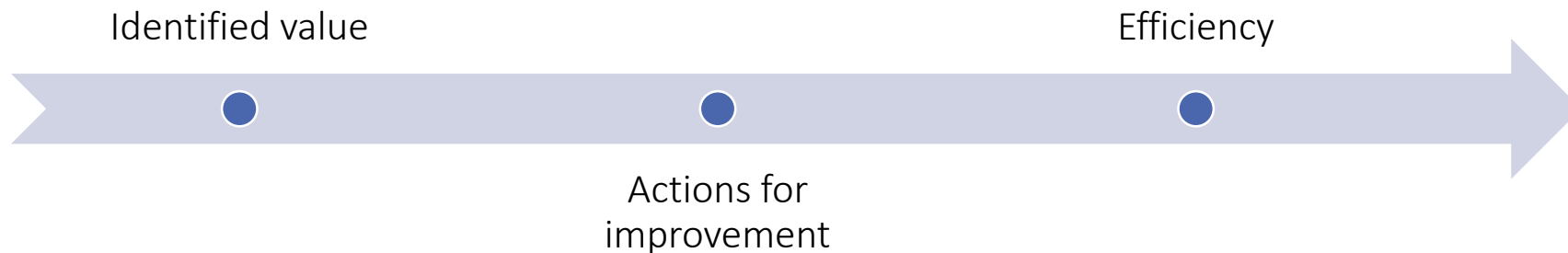
WC Purchasing Code: Contract Thresholds

March 25, 2025, Council Finance and Administrative Services Committee

Presenter: Aly Pennucci, Deputy Executive & Director of Administrative Services

Recognized opportunity to improve

- *Increase thresholds*
- Purchasing code complete revision within 6-12 months
- Procurement manual
- Standardized contract formats / templates
- Internal training for each Department



Proposal for discussion (AB2025-264)

Proposed changes (current):

- Increase the threshold for contracts that require council approval to \$250,000. ORD on Council agenda for introduction.
 - Opportunity to revisit when considering complete revision in 6-12 months.
- Add a quarterly reporting requirement on all contracts issued in the previous quarter
- Enhance public contract search database (administrative change)



Potential Benefits of Proposed Changes

Increase the efficiency in executing contracts to delivering services

- Raising the threshold to \$250,000 allows for ~65% of contracts to be executed more efficiently while retaining approval authority by the Council on 88% of the awarded funds.
- Reduces the staff time associated with preparing for council approval of contracts:
 - Based on 2024 contract numbers, we estimate this would free up staff hours equivalent to 30-60% of 1.0 FTE .
- Provides more time in committee to focus on other items, including budget decisions that are necessary before a contract can be executed.


Other Charter Counties (with council-exec form of government)

County	Summary of Threshold for contracts that require council approval	Frequency of Council Meetings
Clark County	>\$100k for contracts funded by the General Fund >\$200k for other funds <i>Contracts in the CIP and included in adopted budget, and from the Dept of Community Services and Health to implement state or federal grants, do not require council approval</i>	First and fourth Tuesdays of every month
King County	n/a	Weekly
Pierce County	n/a	Weekly
Snohomish County	>\$500k for public work, supplies, materials, and equipment >\$250k to extend or renew contracts for IT or maintenance services >\$50k for most other contracts	Weekly

Example Quarterly Report

Link to Full Contract	Contract No.	\$ Amount	Originating Department	Expiration of Contract	Contractor	County Council	Date Exec Signed
Link to contract	202407019-1	5,720	Parks	7/31/2025	RMC Architects, PLLC	n/a	1/3/2025
Link to contract	202501007	5,000	Health	12/31/2025	Compass Health	n/a	1/6/2025
Link to contract	202501008	1,003,932	Health	6/30/2025	Opportunity Council	12/3/2024	1/6/2025
Link to contract	202501009	20,000	Health	6/30/2025	Max Higbee Center	n/a	1/6/2025
Link to contract	202411016-1	0	AS-Facilities	3/31/2025	PBS Engineering and Environmental LLC	n/a	1/6/2025
Link to contract	202207001-8	648,568	Health	6/30/2025	Opportunity Council	12/3/2024	1/6/2025
Link to contract	201902003-6	22,000	Sheriff	12/31/2025	Cordant Health Solutions	n/a	1/15/2025

Current Search Tool - Public Contract Database



WHATCOM COUNTY
WASHINGTON

More ▾

Contracts

Contract #
(e.g., 202112345)

Amendment #

Department

Vendor Name


Signed Date -

Search Text

Interlocal

Sort results by:


Results 1 - 10 of 12

 [202205018-2](#)

Fields

AB Number:AB2023-209 Amendment No:2 Contract No - Original:202205018 Contracts - DAN:G550-01-11 Contracts - Department:County Council Contracts - Division:County Council Contracts - Program:210000 County Council Council Verified:3/31/2023 Expiration Date:12/31/2023 Signed Date:3/29/2023 Vendor Name:Pyramid Communications


Contracts - 7 pages

 [202211017-1](#)

Fields


Amendment No:1 Contract No - Original:202211017 Contracts - DAN:G550-01-11 Contracts - Department:County Council Contracts - Division:County Council Contracts - Program:210000 County Council Council Verified:11/6/2023 Expiration Date:12/31/2024 Signed Date:10/24/2023 Vendor Name:Code Publishing, LLC, a General Code Company


Contracts - 4 pages


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Enhancements to search tool


**WHATCOM COUNTY**
WASHINGTON

Search in WebLink 

Customize Search 

Template 

Template

Contracts 

Contract No - Original

Amendment No

Signed Date
from


01/01/2023

to

Expiration Date
from
to

Vendor Name

Contracts - Department

County Council 

Submit

Reset

12 Results

8

Thank you