

**IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AND COMMUNITY SERVICES AGENCY
OF LANE COUNTY, OREGON**

ORDER 20-09-12-03H

**JOINT ORDER OF THE BOARD OF
DIRECTORS AND LOCAL CONTRACT
REVIEW BOARD OPTING OUT OF
THE ATTORNEY GENERAL'S MODEL
PUBLIC CONTRACTING RULES AND
AMENDING STATE PUBLIC
CONTRACTING RULES FOR THE
HOUSING AND COMMUNITY
SERVICES AGENCY OF LANE
COUNTY, OREGON**

WHEREAS, it is the policy of the Housing and Community Services Agency of Lane County, Oregon (Homes for Good) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinances, orders or resolutions; and

WHEREAS, in 2018, Homes for Good opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own rules; and

WHEREAS, the Public Contracting Code divides powers and duties for contracting into two categories: those that must be performed by the "Local Contract Review Board"; and those that must be performed by the "Contracting Agency"; and

WHEREAS, pursuant to ORS 279A.060, Homes for Good Board is the Local Contract Review Board for Homes for Good and, as such, is authorized to act on all such matters on behalf of Homes for Good, adopt Public Contracting Rules, and establish procedures for amendment of such rules; and

WHEREAS, Homes for Good recognizes that it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, Homes for Good Board additionally requests that Homes for Good's Local Contract Review Board approve the classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW IT IS HEREBY ORDERED:

1. Homes for Good Board of Commissioners (Homes for Good Board) is hereby designated to continue as the Local Contract Review Board of Homes for Good and shall have all of the rights, powers and authority necessary to carry out the

provisions of Chapters 279A, 279B, and 279C (the “Public Contracting Code”) and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term “Contracting Agency” as used in the attached Rules includes Contracting Agency’s executive director, his or her designee, or any other purchasing agent, as designated by Homes for Good policy. Those individuals are hereby designated as Homes for Good’s Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by Homes for Good policy.

2. The above recitals and Exhibit A are hereby adopted by Homes for Good Board, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Directors’ request for classes of special procurement and public improvement contract exemptions.

3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including those effective January 1, 2020, do not apply to Homes for Good. Instead, Homes for Good hereby prescribes the following Rules, which include portions of the Attorney General’s Model Rules, as the Rules of Procedure that Homes for Good will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General’s Model Rules, they incorporate Homes for Good changes to the Model Rules, and, therefore, are not the Attorney General’s promulgated administrative rules. Homes for Good exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.

4. In accordance with ORS 279A.065(6)(b), Homes for Good shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules in order to determine whether amendments are required to ensure statutory compliance.

5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.

6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as Homes for Good’s Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with Homes for Good’s own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, Homes for Good shall also comply with the requirements of ORS 279C.305.

7. Purchasing Authority. Spending authority for Homes for Good contracts is hereby delegated to Homes for Good staff, as listed below:

Updated: 11/30/2020

Unit		Authorized Employee	Purchasing		Purchase Auth. Form/	Contracting			
Division	Department	Position	Card Limit (monthly)	Account Limit (monthly)	Check Issuance Limit (per transaction)	Contract Coordinator for	Contract Executor	Risk Manager	Work Requester for
Executive & Communications	Agency-Wide	Board of Commissioners	-	-	Above 150,000	-	-	-	-
		Two Signers: Executive Director + Communications Director	-	-	150,000	-	-	-	-
		Executive Director	2500	-	7500	-	Primary	-	-
		Communications Director	5000	-	7500	PR, Legal, Other Professional Services	Backup	-	-
		Office Administrative Coordinator	5000	-	1000	-	-	-	-
		Communications Admin Specialist	5000	-	-	-	-	-	-
	Information Services	Information Technology Director	5000	-	500	Computers, Software	-	-	-
	Human Resources	Human Resources Director	4000	-	5000	Training, Temps, Benefits Insurance	-	Primary	-
		ADA / HR Coordinator	1000	-	-	-	-	-	-
	Community Services	Division-Wide	Community Services Director	2500	-	5000	-	-	-
Service Contracts		ASA - 3	-	-	-	Service Contracts	-	-	-
		Maintenance Services Manager	-	-	2500	-	-	-	Service Contracts
		Maintenance Mechanic	1000	-	-	-	-	-	-
Fee for Service		Maintenance Worker	-	-	-	-	-	-	-
		Maintenance Worker	-	-	-	-	-	-	-
		Painter	1000	-	-	-	-	-	-
		Painter	-	-	-	-	-	-	-
Real Estate Specialist - Maintenance		-	1000	-	-	-	-	-	-
Resident Services		Resident Services Manager	1000	-	-	-	-	-	-
		Resident Services Assistant	1000	-	-	-	-	-	-
		Resident Services Specialist	2000	-	-	-	-	-	-
Property Management		Portfolio Manager	2000	3000	2500	-	-	-	-
		Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts
AMP 100/AMP 500/FW Team		Maintenance Mechanic	1000	1000	-	-	-	-	-
		Site Maintenance Specialist	-	500	-	-	-	-	-
		Site Maintenance Specialist	-	500	-	-	-	-	-
		Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts
AMP 200/AMP 300 Team		Maintenance Mechanic	-	1000	-	-	-	-	-
		Maintenance Mechanic	-	1000	-	-	-	-	-
		Site Maintenance Specialist	-	500	-	-	-	-	-
		Site Maintenance Specialist	-	500	-	-	-	-	-
AMP 400/AMP 600 Team		Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts
		Maintenance Mechanic	-	1000	-	-	-	-	-
		Site Maintenance Specialist	-	500	-	-	-	-	-
		Site Maintenance Specialist	-	500	-	-	-	-	-
ALVO/14 P Team		Property Management Supervisor	1000	3000	2500	-	-	-	Service Contracts
	Maintenance Mechanic	-	1000	-	-	-	-	-	
	Site Maintenance Specialist	-	500	-	-	-	-	-	
Rent Assistance	Division-Wide	Housing Assistance Director	3000	-	5000	-	-	-	-
		Rent Assistance Supervisor	3000	-	500	-	-	-	-
		Office Assistant/Bilingual	-	-	-	-	-	-	-
	Office Supplies	Office Assistant	5000	500	-	-	-	-	-
Landlord Liaison	Landlord Liaison	1000	-	-	-	-	-	-	
Energy Services	Division-Wide	Energy Services Director	2500	-	5000	-	-	-	-
		Intake Coordinator	2500	1000	-	Weatherization/ Energy Services	-	-	-
		Energy Auditor	-	-	-	-	-	-	WZ/ES
		Energy Auditor	18000	-	-	-	-	-	WZ/ES
		Energy Auditor	-	-	-	-	-	-	WZ/ES
Development	Division-Wide	Real Estate Development Director	8000	-	5000	-	-	-	-
		Project Coordination Specialist	-	-	-	-	-	-	-
	CAP	CAP Project Manager	-	-	500	-	-	-	-
		Contract Administrator	2500	-	-	CAP	-	-	-
		Contract Administrator	-	-	-	CAP	-	-	-
	Development	Project Developer	5000	-	-	Development	-	-	-
		Project Development Manager	1500	-	-	Development	-	-	-
		Project Developer	-	-	-	Development	-	-	-
Asset Management	Asset Manager	1000	-	500	Property Mgmt, Agency Insurance	-	Backup	-	
Finance	Division-Wide	Finance Director	-	-	500	Financial Services	-	-	-
		Accounting Technician	-	-	-	Purchasing Cards & Purchasing Accounts	-	-	-

Classified staff shall only exercise delegated spending authorities for programs under their supervision.

Payments over \$7,500 require the signature of the Executive Director (or Acting ED in his absence), the Communications Director and a third signature from an Agency Division Director/Manager.

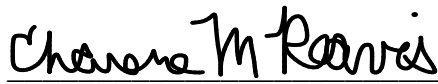
Delegated spending limits apply to executed contracts for goods, services and public improvements. Amendments to such contracts remain within the signer's authority up to a total contract amount of 125% of the signer's spending authority.

Payments over these delegated spending limits extend to interim/acting staff members, in the absence of the classified staff member.

8. All portions of previously adopted resolutions or board orders establishing state procurement public contracting rules for Homes for Good, including Order No. 18-27-06-01H, are hereby repealed. Orders, or portions thereof, establishing Federal Grant Procurement Policy rules shall remain in full force and effect.

9. Effective Date. This Order and associated rules shall go into effect on December 9th, 2020.

DATED this 9th day of December, 2020.



Chair
Board of Commissioners



President
Local Contract Review Board

ATTEST:



Secretary
Board of Commissioners

ATTEST:



Secretary
Local Contract Review Board