### KITSAP COUNTY PURCHASING MATRIX

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RESPONSIBLE PARTIES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$0 - $3,500</td>
<td>Orders may be placed by the Departments.</td>
<td>Both individual Departments and Purchasing.</td>
<td>The Department issues a Requisition and obtains approvals</td>
<td>All Departments.</td>
</tr>
<tr>
<td>$3,501 – $25,000</td>
<td>Department: Orders may be placed by the department directly. Contract compliance maybe required.</td>
<td>Department: Prepares a requisition, includes the product description or specifications if known, obtains approvals, and forwards to Purchasing.</td>
<td>Department: Prepares a requisition, includes the product description or specifications if known, obtain approvals, and forwards to Purchasing.</td>
<td>All Departments.</td>
</tr>
<tr>
<td>Over $25,001</td>
<td>Purchasing: A purchase order must be issued for all electronic purchases and may be used in lieu of a contract for services.</td>
<td>Purchasing: Obtains 3 to 5 quotes, issues a purchase order and places the order.</td>
<td>Purchasing: Formal Bid process.</td>
<td>All Departments.</td>
</tr>
<tr>
<td>Local Preference</td>
<td>Exceptions: See footnote.</td>
<td>Exceptions: Interlocal Agreements and State Contracts are exempt from the quote process. Contract compliance is required. See footnote.</td>
<td>Exceptions: Interlocal Agreements and State Contracts. Contract compliance is required. See footnote.</td>
<td>Approximately 1.1%.</td>
</tr>
</tbody>
</table>

* A purchase order must be issued from the Kitsap County Purchasing Office for all electronic purchases. Exceptions, Letter dated 01/14/2009.

**Public works projects.**
- RCW 39.04
- RCW 39.30.040
- Kitsap County Code: 3.56, 4.116

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<td>Order may be placed by Departments.</td>
<td>Both individual Departments and Purchasing.</td>
<td>The Department issues a Requisition and obtains approvals</td>
<td>All Departments.</td>
</tr>
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<td>Department: Order may be placed by the department directly. Contract compliance required, prevailing wages, Certificate of Insurance and Performance Bond or 50% retainage required.</td>
<td>Department: Prepares a requisition, includes the project specifications if known, obtains approvals, includes contract sample, and forwards to Purchasing.</td>
<td>Department: Prepares a requisition, includes the project specifications if known, obtains approvals, includes sample contract, and forwards to Purchasing.</td>
<td>All Departments.</td>
</tr>
<tr>
<td>Exceptions: Contracting for road construction projects Architect and Engineering services and Personal Services acquisition related to road construction projects. This exception applies only to the Wastewater and Road Division of Public Works.</td>
<td>Prevailing Wage, Certificate of Insurance and Performance Bond or 50% retainage required. No advertising required.</td>
<td>Prevailing Wage, Insurance and Bonding required.</td>
<td>Approximately 1.1%.</td>
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<td>Exceptions: Contracting for the road construction projects, Architect and Engineering services and Personal Services acquisition related to road construction projects. This exception applies only to the Wastewater and Road Division of Public Works.</td>
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</tbody>
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| Personal Services  
RCW 36.32.245  
RCW 39.04.190  
Kitsap County Code: 3.56  
4.116 | RESPONSIBLE PARTIES: All Departments.  
Personal services are selected by qualifications only.  
Local Preference Non-applicable |
| Department  
The document preparation and contract process is the department’s responsibility. The contract review procedures must be observed.  
Purchasing  
None.  
Exceptions  
Contract compliance is required. See footnote |

| Request For Proposal (RFP)  
RCW 36.32.245  
Kitsap County Code: 3.56  
4.116  
Kitsap County Ordinance: 255-2001  
306-2003 | RESPONSIBLE PARTIES: All Departments.  
Request for Proposals are a qualifications and negotiation process.  
Local Preference Non-applicable |
| Department  
The proposal preparation and contract process is the department’s responsibility.  
Purchasing  
After the proposal is prepared Purchasing will advertise, print, distribute the Request for Proposal (RFP), and collect all responses. The responses will be turned over to the department for review and the contract process.  
Exceptions  
See footnote |

| Architect and Engineers  
RCW 39.80.  
Kitsap County Code: 3.56  
4.116 | RESPONSIBLE PARTIES: All Departments.  
Architect and Engineering services are selected by qualifications and negotiation.  
Local Preference Non-applicable |
| Department:  
The proposal preparation and contract process is the department’s responsibility. The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the County determines are fair and reasonable.  
Purchasing:  
After the proposal is prepared Purchasing will advertise, print, distribute the Request for Qualifications (RFQ), and collect all responses. The responses will be turned over to the department for review and the contract process.  
Twice annually Purchasing will advertise in the County’s legal newspaper requesting professionals practicing this profession to submit a statement of qualifications and performance data.  
Exceptions: None. |

| Electronic Information Systems.  
RCW 39.04.270  
Kitsap County Code: 3.56  
4.116 | RESPONSIBLE PARTIES: All Departments.  
Electronic Data Processing &Telecommunications Systems are selected by qualifications and negotiation.  
Local Preference Non-applicable |
| Department  
After the procurement process formal bid or proposal process the Agency shall negotiate a contract with the most qualified firm for electronic data processing and telecommunications systems at a price which the County determines is fair and reasonable.  
Purchasing  
After the proposal is prepared Purchasing will advertise, print, distribute the RFP and collect all responses. The responses will be turned over to the department for review and the contract process.  
Exceptions  
See footnote |

| County Leases  
RCW 36.34.205  
Kitsap County Code: 3.56  
4.116 | RESPONSIBLE PARTIES: All Departments.  
Local Preference Non-applicable |
| Department  
1. When a Department is looking for a property or space or lease they use the contract review process.  
2. When a Department has County owned property to be leased they need to use the formal bid process.  
Purchasing  
1. None.  
2. After specifications or request is received from the department Purchasing uses the formal bid process highest responsible bidder.  
Exceptions  
1. None.  
2. None. |

Information Services is required to review all proposed procurements of data processing hardware, software, data telecommunications, automated record storage systems and computer services contracts.