



Baltimore County Commission on Procurement, Purchasing and Contracting

Executive Order No. 2020-024

WHEREAS, Baltimore County's mission is to deliver the highest standard of service to residents, businesses, and visitors and to ensure effective, efficient, and ethical stewardship of County resources, and

WHEREAS, government contracting and procurement are fundamental to ensuring effective, efficient, and ethical stewardship of County resources, and

WHEREAS, Baltimore County's Enterprise Strategic Plan calls for an evaluation and modernization of procurement and contracting policies, practices and processes, and a comprehensive review of procurement and contracting trends for small and MBE/WBE businesses, property management and fleet management systems, and the on-call contracting process; and

WHEREAS, the fiscal challenges brought about by the pandemic require Baltimore County to do even more to be creative and to adopt innovative practices in order to minimize any cuts to the County's workforce or the services provided;

Now, therefore, it is this 24th day of November 2020, by the County Executive of Baltimore County, Maryland, ordered that the Baltimore County Commission on Procurement, Purchasing and Contracting shall be created and charged as follows:

Section I: Goal of the Commission.

The purpose of the Commission is to perform a comprehensive review and evaluation of County procurement and contracting trends and policies including small, minority and women-owned businesses, property and fleet management systems, and on-call contracting. The Commission will develop recommendations for review by the County Executive and the County Council.

Section II: Membership, appointment, terms of office, officers, and compensation of members.

- A. Membership. The Baltimore County Commission on Procurement, Purchasing and Contracting shall consist of ten (10) voting members appointed by the County Executive.
- B. Terms. The term of a member appointed under subsection A of this section is one year. Members of the Commission shall receive no salaries but shall be reimbursed for all expenses necessarily incurred in the performance of their duties in accordance with appropriations approved by the County Council. All members of the Commission shall serve at the pleasure of the County Executive. At the end of a term, a member continues to serve until a successor is appointed.
- C. Chair. The Chair of the Commission shall be appointed by the County Executive.

Section III: Meetings, quorums.

- A. Meetings. The Baltimore County Commission on Procurement, Purchasing and Contracting shall meet at the request of the Chair as frequently as required to perform its duties, with no fewer than 10 meetings through November 2021 Meetings will be conducted virtually as long as necessary

due to the ongoing COVID-19 pandemic. In the event that in-person meetings are scheduled, members may attend electronically as needed.

- B. Quorum. A majority of voting members shall constitute a quorum for the transaction of business and an affirmative vote of the majority of those present at any meeting shall be sufficient for any official action.

Section IV. Duties and Responsibilities.

The Baltimore County Commission on Procurement, Purchasing and Contracting shall perform the following duties:

- Study Baltimore County's existing procurement, purchasing and contracting policies, practices and business processes, and formulate recommendations for streamlining and improvement of functions and outcomes;
- Evaluate trends in procurement and contracting which affect small and MBE/WBE businesses, and formulate recommendations for improvement;
- Issue an interim report to the County Executive and County Council not later than May 31, 2021;
- Issue a final report to the County Executive and County Council no later than November 30, 2021.

Section V. Staff Assistance.

Staff assistance shall be provided by the Office of Government Reform and Strategic Initiatives. That Office may call on other departments and offices as needed.

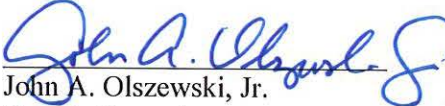
Section VI. Public Input.

The Commission shall create a webpage and publish its criteria and process, and shall create an e-mail address to receive written comments from members of the public.

This Executive Order shall take effect IMMEDIATELY according to its terms.

ATTEST:


Secretary to the County Executive


John A. Olszewski, Jr.
County Executive

Reviewed for Form and Legal Sufficiency and
Approved for Execution


James R. Benjamin, Jr.
County Attorney