

E. HRPDC/HRTPO Procurement Manual

The Procurement Manual (Manual) is an internal document that sets forth procurement methods and establishes standards for obtaining goods and services for the HRPDC and HRTPO. The Manual was originally prepared by staff and approved by the Commission in 2010; it was amended in 2012 and 2014 to update the procedures required to purchase goods and services for the HRPDC/HRTPO.

To keep the Manual current, a 2020 review draft of the Manual (enclosed) was prepared and made available for public review and comment from August 11, 2020 to August 31, 2020. No comments were received.

Commission/Board approval is required for the implementation of new or amended policies and procedures. Staff recommends approving the changes shown in the Review Draft and the incorporation of the changes into the HRPDC/HRTPO Procurement Manual, amended 2020.

Enclosure 11-E: *HRPDC/HRTPO Procurement Manual (Amended 2020)*

RECOMMENDED ACTIONS:

- A.** Approve the changes to the Manual as shown in the Review Draft (August 2020)
- B.** Approve the HRPDC/HRTPO Procurement Manual (Amended 2020)