



COUNTY OF MENDOCINO

Executive Office

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The Contract Unit works directly with departments Countywide to execute contracts and amendments to ensure alignment with County Policy. The following list highlights some of the Contract Unit's accomplishments during calendar year 2025:

- Administered review processes for over 1,200 contract items Countywide.
- Processed and finalized contracts with the twenty-one local fire districts/agencies that receive funding from Measure D, Measure P, and Prop 172 for all four quarters of FY 2024-25.
- Processed and finalized contracts with the twenty-three local Fire and Emergency Medical Services (EMS) transport agencies to distribute reallocated PG&E Disaster Settlement Funds.
- Collaborated with the CEO, Purchasing, the Auditor-Controller's Office, County Counsel, and other County staff to revise the County's Purchasing, Leasing and Contracting Policy (Policy 1).
- Updated Cobblestone to reflect revisions to Mendocino County Policy 1. These updates included adding new data fields, reconfiguring approval workflows to incorporate additional review requirements, and consolidating the documentation process for competitive bidding to combine that data with the related contract record, which eliminated a secondary paperwork process that had become outdated.
- Worked with the Executive Office to update lease routing and tracking systems.
- Explored purchase options for Cobblestone's Procurement Module, which could potentially simplify some bidding processes and increase efficiency.

PUBLIC RESOURCES:

Mendocino County maintains a publicly accessible portal where fully executed contracts can be viewed. The initial search screen of the portal allows users to search all County contracts by Department, Contract Number, Approving Authority, Contractor, and/or Keyword. The list generated by the initial search request can be further refined if needed.

<https://contracts.mendocinocounty.org>

PROJECTS:

Policy 1: In January 2026, the Contract Unit finalized adjustments to Cobblestone to reflect updates to Policy 1 that the Board approved on December 16, 2025. The Contract Unit also assisted the Purchasing Agent and the Purchasing Division to train staff on the revisions to Policy 1. Additional trainings will be offered as needed.

CONTRACT REVIEW TIMES:

For items routed since May 1, 2024, the average review time as processed through Cobblestone was approximately eleven (11) working days (not counting weekends or holidays). This timeframe is from the day the Department Head electronically approves execution of a contract to the day it's released from Cobblestone with County Counsel, Risk, and Executive Office signatures. It does not include any additional time required for departmental processes either before or after routing through Cobblestone (e.g., RFP administration, contract negotiation, vendor pre-approval and signing, or the time required to submit a contract to the Board of Supervisors for approval).