



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. All review/approval processes are administered through Cobblestone, an electronic contract review software platform. Specific reviewers/approvers are determined by the Mendocino County Purchasing, Leasing and Contracting Policy (Policy No. 1).

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>

CONTRACT NUMBERS: Since April 1, 2024, the Contract Unit has administered review processes for over 1,800 contract items, including over 200 items with effective dates on or after July 1, 2025.

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).

OTHER PROJECTS:

PG&E Reallocation Agreements: The Board recently approved reallocation of certain PG&E Disaster Settlement Funds to be distributed evenly among the 23 local Fire and Emergency Medical Services (EMS) transport agencies. All 23 of these contracts have been fully executed.

Policy 1: The Contract Unit continues to work closely 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 No. 1). It is anticipated that the revised draft will be submitted to the Board for review during the first quarter of Fiscal Year 2025-26.