



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).

CONTRACT NUMBERS: Since April 1, 2024, the Contract Unit has administered review processes for over 1,050 contract items, including over 700 items with effective dates on or after July 1, 2024.

CONTRACT REVIEW TIMES: For items routed since May 1, 2024, the average review time as processed through Cobblestone was approximately ten (10) 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).

POLICY/PROCEDURE UPDATES:

Policy 1: The Contract Unit has been working 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 before the end of the fiscal year.

Leasing: Historically, leases have been tracked by the initiating department, which has made maintaining a list of all leases Countywide difficult. The Contract Unit has begun working with EO staff, Central Services, and the Auditor-Controller's Office to update leasing procedures and create a centralized lease routing/tracking system in Cobblestone.