

Division: Finance & Risk Management

Program Characteristics:

Program Description

The County’s Contract Administration Program, a centralized framework established in FY 2025, ensures fiscal responsibility, legal compliance, and operational excellence for all County contracts. Created in response to internal audits, consultant recommendations, and feedback from Community-Based Organizations (CBOs) and Suppliers, the program provides the necessary structure, oversight, and professional development to effectively manage the County’s contractual obligations.

Key activities include:

- **Policy & Governance:** Developing and maintaining comprehensive policies, procedures, and standards for all business relationships.
- **Quality Assurance:** Implementing a rigorous spot-check audit system to ensure departmental compliance with established guidelines.
- **Expert Consultation:** Serving as the County’s primary subject matter resource and researching industry best practices to continuously improve the contract lifecycle.
- **Operational Tracking:** Developing a transparent system of record to track the status of active obligations and ensure every contract has a designated Contract Administrator.

The program administers an educational curriculum with core and elective courses, from entry-level to advanced techniques, to maintain a high standard of expertise. Mandatory Certification requires all Contract Administrators to complete the core training every two years, with compliance tracked via Workday.

Equity Statement

Staff maintain compliance and apply the County’s core values of equity and inclusion. This program addresses Community Based Organizations’ (CBOs) concerns about inconsistent Contract Administration practices. We do this by creating Countywide Contract Administration Standards, policies, training to reduce administrative barriers, and improve communication and support for CBOs and Suppliers.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$470,059	\$0	\$505,827	\$0
Contractual Services	\$0	\$0	\$0	\$0
Materials & Supplies	\$15,480	\$0	\$15,000	\$0
Total GF/non-GF	\$485,539	\$0	\$520,827	\$0
Total Expenses:	\$485,539		\$520,827	
Program FTE	2.00	0.00	2.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Maintain agency-wide Contract Administration training curriculum, manual, & policy appropriate to the County's range of contracts (1-Yes, 0-No)	1	1	1
Develop & maintain operational tracking through a system of record to track the status of contract obligations (1-Yes, 0-No)	0	1	1