

Contracting Process:

1. For a Public Contract for Services (PCS), the Department identifies need and releases open bid. [link to Procurement Process] Department reviews responses and selects vendors.
2. Department drafts a PCS or Amendment, and vendor provides input and feedback.
3. Department and vendor agree on PCS or Amendment. Vendor signs and notarizes PCS or Amendment.
4. If PCS or Amendment is for \$100,000+ (or any combination of Contracts or Amendments with Douglas County Government is \$100,000+), the PCS or Amendment is added to a Board of County Commissioners Business Meeting. [link to BOCC BM page] Vendor attendance is generally not required.
5. Vendor receives copy of fully executed PCS or Amendment via DocuSign.