COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences

ADM-14 Contracted Services from County Employees' Companies Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to provide a transparent process for contracting services or purchasing products from County employees or employee-owned businesses.

POLICY STATEMENTS:

1.0 General Matters

1.1 It is recognized that some County employees operate businesses outside of their duties as a County employee.

1.2 On occasion the County may contract or purchase services or products from these employees or employee-owned businesses.

1.3 Prior to approving purchases from employees or employee-owned businesses, Administration will obtain quotes for comparable products or services to ensure that the County is getting the best, price, product, or service.

1.4 The CAO or designee can authorize purchases of these services and products within the budget.

1.5 Significant purchases of products or services for employees or employee-owned businesses will be noted in the County's audited statements as per the County's appointed Auditor.

Council Approval: July 8, 2011