



# OFFICE OF THE COUNTY ADMINISTRATOR

---

## COUNTY OF SONOMA

575 ADMINISTRATION DRIVE – ROOM 104A  
SANTA ROSA, CALIFORNIA 95403-2888  
TELEPHONE (707) 565-2431  
FAX (707) 565-3778

**M. CHRISTINA RIVERA**  
COUNTY ADMINISTRATOR

**PETER BRULAND**  
DEPUTY COUNTY ADMINISTRATOR

**BARBARA LEE**  
DEPUTY COUNTY ADMINISTRATOR

**CHRISTEL QUERIJERO**  
DEPUTY COUNTY ADMINISTRATOR

**PAUL GULLIXSON**  
COMMUNICATIONS MANAGER

## PROCUREMENT AD HOC CHARTER

### Charter

At the January 24, 2023 Board of Supervisors meeting, the Chair formed a Procurement Ad Hoc Committee. The Ad Hoc will receive information and provide feedback to staff throughout the countywide procurement review.

### Committee Members

David Rabbitt, Second District Supervisor  
James Gore, Fourth District Supervisor

### Committee Duration

The Procurement Ad Hoc Committee will convene for at least the duration of the procurement review, which is expected to continue through January 2024. Implementation of proposed and accepted recommendations will commence and continue after January 2024.

### Procurement Working Group

Christel Querijero, County Administrator's Office  
Yvonne Shu, County Administrator's Office  
Monique Chapman, Public Infrastructure  
Signe Sugiyama, Public Infrastructure  
Tambra Curtis, County Counsel

### Outcomes

The consultant will provide a prioritized list of projects and an associated implementation schedule, and the County will determine which priorities to pursue. Additionally, data and process recommendations from the assessment will support other procurement-related policies, including the County's living wage program.

### Deliverables and Timeline:

Findings from the "current state discovery" phase will be available in May 2023. Subsequent deliverables are a gap analysis and needs assessment, a transformation roadmap, spend analysis and procurement manual.