

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