To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: May 15, 2015
Re: Approval of Standardized Language for Contract Authorizations

Recommendation:

The VRE Operations Board is asked to approve a resolution requiring staff to include in all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, language stating the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to the action in the development of its recommendation to the VRE Operations Board.

Background:

The Commissions have delegated to the Operations Board the authority to execute most contractual agreements. The Operations Board reviews and recommends to the Commissions, contractual agreements not included in the delegation of authority. The VRE Operations Board Chairman has sought clarification on the role of the Operations Board in the procurement process and a more thorough understanding of the extent to which they rely on staff to have complied with all applicable laws, regulations, policies and procurement procedures when developing recommendations to authorize execution of contracts.

Staff, including legal counsel, held several discussions with the Operations Board on their role in the process and to what extent they rely on staff. After these
discussions, the Chairman wishes to memorialize the Operations Board's understanding by including the following “Whereas” clause in all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, that states their understanding.

**WHEREAS**, the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to this action in the development of its recommendation to the VRE Operations Board;

**Fiscal Impact:**

There are no funding implications associated with this change.
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WHEREAS, The VRE Operations Board Chairman has sought clarification and a more comprehensive declaration of the extent to which the Operations Board relies on staff in the procurement process;

NOW, THEREFORE, BE IT RESOLVED THAT, all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, will include the language in Attachment 1.

Approved this 15th day of May 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary