

# **CONTRACT TRANSPARENCY POLICY – DRAFT**

Huntington County, Indiana

## **Purpose**

To ensure taxpayer dollars are spent transparently, contracts are awarded fairly, and the public can easily see how their money is being used.

## **Policy Summary**

### **1. Public Contract Summary**

Within 30 days of any county contract being approved, a one-page public summary will be posted online showing:

- Vendor name
- Service or product provided
- Total contract amount
- Contract duration (start and end date)
- Whether the contract was competitively bid
- If not competitively bid, a brief explanation why

### **2. Quarterly Contract Report**

Every quarter, the County Auditor will publish a report listing all active contracts over \$10,000, including:

- Payments made during that quarter
- Remaining contract balance
- Any amendments or changes

### **3. Contract Review Process**

Before any contract over \$25,000 is approved:

- A cost-benefit analysis will be prepared

- At least three competitive bids will be solicited whenever feasible (exemptions allowed when only one viable vendor exists, with explanation provided)
- The contract will be posted online for public review at least 5 business days before the vote

#### 4. Post-Completion Review

Within 90 days of a major contract's completion, a brief summary will be published:

- Was the project completed on time and within budget?
- Were there any issues or disputes?

### Exemptions

Contracts involving:

- Personnel/employment matters
- Pending litigation
- Attorney-client privileged communications
- State or federal confidentiality requirements

*These exemptions will be noted with a brief public explanation.*

### Implementation

This policy will take effect 90 days after adoption. The County Attorney's office will draft formal language for inclusion in county procurement procedures.