



**Office of Inspector General
Palm Beach County**

PUBLIC PROCUREMENT MEETING NOTICE GUIDE

The Palm Beach County Office of Inspector General (OIG) promotes integrity, accountability, transparency, and public trust in government. This guide answers frequently asked questions regarding notice of public procurement meetings.

Who is required to provide notice to the OIG?

Governmental entities subject to the Palm Beach County OIG's jurisdiction that are conducting public procurement meetings shall provide notice to the OIG.

Why do I need to notify the Office of Inspector General?

Pursuant to Article XII, Section 2-423 of the Palm Beach County Code, the OIG monitors certain procurement activities to promote integrity, transparency, and public trust in the procurement process. The Inspector General shall be notified in writing prior to any duly noticed public meeting of a procurement selection committee where any matter relating to the procurement of goods or services is to be discussed.

How do I provide notice?

Email meeting notices to: igcontracts@pbc.gov

When should I notify the Office of Inspector General?

Provide notice as soon as possible after the meeting has been scheduled.

What types of public meetings require notice?

- Selection Committee Meetings
- Evaluation Committee Meetings
- Oral Presentations
- Vendor Interviews

What information should be included?

- Agency name
- Solicitation number
- Solicitation title

- Date and time
- Meeting location
- Contact person
- Public meeting notice or agenda (if available)

Does the OIG attend every procurement meeting?

No. Providing notice does not mean the OIG will attend every procurement meeting. The OIG determines which meetings to observe based on available resources, risk factors, and other operational priorities.

Will the OIG participate in the evaluation process?

No. The OIG provides independent oversight. OIG personnel do not score proposals, interview vendors, participate in committee deliberations, or influence procurement decisions. The Inspector General's decision to attend or not attend does not constitute grounds for protest, delay any procurement, or provide a basis to overturn a contract award.

What should I expect if the OIG attends?

OIG personnel generally observe procurement meetings. They do not direct the committee, participate in deliberations, or interfere with the procurement process. Consistent with the authority granted under the Palm Beach County Code, the Inspector General may ask questions or raise concerns regarding the procurement process when appropriate.

Enhancing Public Trust in Government