

Yours Truly

Procurement Policy Update

Finance and Budget

October 14, 2019

Background

- Current policy was adopted by the City Council October 5, 2017
 - To be reviewed every two years per the policy
- Early 2018 to summer 2018 work began on revisions and updates
- January 2019 the process started back up

Background

Reviewing Groups

- ✓ Procurement Staff
- ✓ Law, Finance, Parks & Recreation
- ✓ Department Review
- ✓ City Manager Review
- ✓ Supervisor Review
- ✓ Management Team
- Finance and Budget Committee
- City Council

Additions, Changes, and Updates

1. Definitions pg. 1
2. Authority and Enforcement
 1. Update of Conflict of Interest by Council (2.8) pg. 8
3. General Requirements
 1. Local, Woman Owned, Minority(3.2 & 3.5) pg. 8
 2. Construction projects coordinate with Public Works(3.9) pg. 9
 3. Prevailing Wage update reference (3.14) pg.9
 4. Contract Total Cost (3.15) pg. 10
 5. Funding (3.16) pg. 10

Additions, Changes, and Updates

4. Approval Levels (Contract Total Cost-annual spend)
 1. Approval Levels pg. 10
 1. Level I – Discretionary up to \$3,000 (4.1)
 2. Level II - Quotes \$3,000 up to \$10,000 (4.2)
 3. Level III – Informal solicitation \$10,000 up to \$50,000 (4.3)
 1. one-time commodity purchase –quotes
 4. Level IV – Formal solicitation \$50,000 or more (4.4)
 2. Revenue contract levels follow Approval Levels (4.5)
5. Solicitation Processes
 1. On-call contracts for Services (5.6) pg. 13

Additions, Changes, and Updates

- 6. Alternative Procurement Methods
 - 1. Cooperative Purchasing (6.1) pg. 13
 - 2. Convenience Contracts (6.2) pg. 14
- 7. Non-Solicitation Type of Processes
 - 1. Exempt Expenditures list (7.3) pg. 15
- 8. Contract Modifications
 - 1. Non-Construction (8.1) pg. 15
 - 2. Construction (8.2) pg. 16

Additions, Changes, and Updates

9. Project Delivery Methods

1. Engineering Procurement Construction (EPC) (9.5) pg. 17

10. Real Property Processes

1. Administrative process clean up (10.2) pg. 17

Additions, Changes, and Updates

13. Protests

1. Filed with the City Clerk and Procurement and Contract Services Manager (13.1) pg. 19
2. Review by Procurement and Contract Services Manager (13.2) pg. 19

14. Disputes

1. Contract vs. non-contract (14.1/14.2) pg. 19

16. Procurement Policy Review

1. Three (3) year review cycle pg. 20

Questions?