

*Yours Truly*

# **Procurement Policy Update**

**Finance and Budget  
Committee**

**December 5, 2022**

# Goal

Present a policy that:

- Reinforces the City's Core Values:
  - Integrity
  - Stewardship
  - Service Excellence
- Encourages innovative solutions, and
- Provides transparency to the Public

# Background

- Current policy was adopted by the City Council November 5, 2019
  - To be reviewed every three years per the policy
- January 2022 to Summer 2022 deep review and revision of the proposed policy
- Fall 2022 draft shared and input sought from across all City Departments

# Additions, Changes, and Updates

1. Definitions: clean up and addition of a couple new terms
2. Authority and Enforcement
  1. Contracting (Signature) Authority (2.6) resides with the Mayor and City Manager (Parks Administrator)
  2. Updated renewal section (2.7) to recognize the various processes the City uses to renew contracts

# Additions, Changes, and Updates

## 3. General Requirements

1. Moved to Section 3 – 3.6 Product Testing/Demo and 3.18 Purchase Orders
2. Added clarifications to 3.11 Licenses and 3.16 Contract Total Cost
3. Purchase Orders – added clarifying language on when a PO needs to be used and use of a P-card. (*A decision tree is in development to help staff*)

# Additions, Changes, and Updates

## 4. Approval Levels (Contract Total Cost-annual spend)

### 1. Approval Levels

1. Level I – Discretionary up to \$5,000 (4.1)
2. Level II - Quotes \$5,000 up to \$20,000 (4.2)
3. Level III – Informal solicitation \$20,000 up to \$75,000 (4.3)
  1. one-time goods purchase –quotes
4. Level IV – Formal solicitation \$75,000 or more (4.4)

## 5. Solicitation Processes

1. Quotes (5.1) – Split Goods and Goods and Services or Service Only *New forms for Quotes*
2. On-call contracts for Goods and/or Services (5.6)  
clarifications

# Additions, Changes, and Updates

## 6. Alternative Procurement Methods

1. Cooperative Purchasing (6.1) additional clarifications
2. Convenience Contracts (6.2) additional clarifications

## 7. Non-Solicitation Type of Processes

1. Sole Source (7.2) added one criteria to qualify
2. Exempt Expenditures list (7.3) added two items
3. Original Equipment Manufacturer Agreement(OEM) (7.4)

# Additions, Changes, and Updates

## 8. Contract Amendments

1. Non-Construction (8.1) updated
2. Construction (8.2) updated Change Order approval levels

## 9. Project Delivery Methods

1. Added Missouri statute references

## 10. Real Property Processes

1. Aligned with Charter and practice (10.1)
2. Added clarification to the policy

# Additions, Changes, and Updates

## 11. Disposal of Property

1. Allow donation of Public Safety materials/equipment to other agencies with City Manager Approval
2. Reinforce following the Capital Asset policy for retirement of an asset before contacting Procurement

## 12. Receiving, Delivery, and Freight

1. Clarification on timing and responsibility of staff
2. Moved Testing /Demo to section 3.6

# Additions, Changes, and Updates

## 13. Protests

1. Adjusted the timelines to be more realistic
2. Clarified the process so it is easier to follow
3. New forms developed for the processes

## 14. Disputes with Contract Performance

1. Clarified Procurement can assist with Contract or Purchase Order issues

## 15. Procurement Policy Review

1. Aligned document with actual process

# Questions?