

Legislation Text

File #: 2017-1398, **Version:** 1

Presentation and discussion of the new Procurement Policy.

Key Issues:

- Continue competitive procurement processes.
- Continue to provide the necessary checks and balances to ensure fiscal responsibility in the utilization of public funds including disciplinary action for violation of policy.
- Create thresholds in line with comparator municipalities.
- Increase efficiency and effectiveness of the procurement process and maximize use of City resources by updating and streamlining processes.

Background:

A need to have the current Purchasing Policy revised was identified by the Finance Director and most recently in the procurement audit performed by Rubin & Brown. The Procurement and Contract Services Manager formed a Procurement Policy Committee to review and revise the current policy. The committee was made up of representatives from the majority of City departments. Meetings were held until the proposed Procurement Policy was finalized.

Current policy deficiencies:

- Minimal definitions to aid staff in understanding of policy.
- Out of date terminology.
- No reference to Enterprise Resource Planning (ERP) system (INFOR)
- Lack of procedures for use of term professional services agreements/construction contracts.
- Confusing policy organization, descriptions and methodology making it difficult to find needed information.
- Inefficient dollar thresholds for efficient procurement.
- Does not address the semi-decentralization of Procurement.
- Does not have disciplinary action for policy violation.

Impact/Analysis:

The significant changes of the proposed updated Procurement Policy:

- Continue competitive procurement processes.
- Continue to provide the necessary checks and balances to ensure fiscal responsibility in the utilization of public funds including disciplinary action for violation of policy.
- Create thresholds in line with comparator municipalities.
- Increase efficiency and effectiveness of the procurement process and maximize use of City resources

by updating and streamlining processes.

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