

Legislation Text

File #: BILL NO. 17-212, **Version:** 1

AN ORDINANCE REPEALING THE CURRENT CITY OF LEE'S SUMMIT PURCHASING POLICY MANUAL AS ADOPTED BY RESOLUTION NO. 99-04 AND ADOPTING IN LIEU THEREOF A NEW POLICY ENTITLED THE CITY OF LEE'S SUMMIT PROCUREMENT POLICY. (F&BC 9-18-17)

Key Issues:

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

Proposed Committee Motion:

I MOVE TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF AN ORDINANCE REPEALING THE CURRENT CITY OF LEE'S SUMMIT PURCHASING POLICY MANUAL AS ADOPTED BY RESOLUTION NO. 99-04 AND ADOPTING IN LIEU THEREOF A NEW POLICY ENTITLED THE CITY OF LEE'S SUMMIT PROCUREMENT POLICY.

Background:

The need for revisions to the City's current Purchasing Policy was previously identified by the Finance Director and was most recently identified 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 New 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- Out of date terminology.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.

Presentation and discussion of the New Procurement Policy occurred at the August 17, 2017 City Council Work Session where the presentation was received and filed.

Impact/Analysis:

The significant changes of the proposed New Procurement Policy:

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

Timeline:

Other Information/Unique Characteristics:

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Ben Calia, Procurement and Contract Services Manager

STAFF RECOMMENDS APPROVAL OF AN ORDINANCE REPEALING THE CURRENT CITY OF LEE'S SUMMIT PURCHASING POLICY MANUAL AS ADOPTED BY RESOLUTION NO. 99-04 AND ADOPTING IN LIEU THEREOF A NEW POLICY ENTITLED THE CITY OF LEE'S SUMMIT PROCUREMENT POLICY.