

## **Proposed changes to the Purchasing Ordinance – 2012**

Primary changes include the following:

- Add Local Vendor Business preference to Invitations to Bid (ITB)
- Add the use of a Request for Qualifications (RFQ) methodology to be used in certain procurements such as strategic partnerships, professional and managerial consultant selection, and Information Technology. A Request for Qualification (RFQ) is the same procurement methodology as currently used for the procurement of Architects and Engineers (A/Es). Under this method, the City first determines the top ranked firms based on qualifications only, and then enters into direct negotiations with the top ranked firm to establish the final scope of work, and fees.
- Amend change order and task order process to be consistent with Commission approved thresholds

By section the changes are as follow:

### 2-199.2 Local Business Preference

- Add Invitation to Bid (ITB) as an included procurement methodology for application of the Local Business Preference. Currently, the preference is only applicable to solicitations which are conducted by a Request for Proposal (RFP), and exceed \$100,000 in estimated value

### 2-173 Definitions

- Add Request for Qualifications (RFQ) to definitions of types of procurement solicitations

### 2-194 Competitive Negotiations

- Add Request for Qualifications (RFQ) as another means of Competitive negotiations

### 2-217 Approval of change orders, additions or task orders

- Adds task order to the code, to be in accordance with the practice of asking for approval of task orders by the Commission
- Changes the City Manager approval level from \$10,000 to \$50,000, to be in accordance with other City Manager approval values
- Defines change order and task order, which previously have not been defined in the code

### 2-193 Professional Services

- Changes professional services contracts competitive threshold from \$10,000 to \$25,000. Professional services contracts not exceeding \$25,000 may be awarded by the City Manager or his/her designee, without competitive bidding.