Spring is in the air, threatening to turn into Florida summer far too early. And with the change in seasons comes the opportunity for a new grants cycle to begin, and an opportunity for city grant administrators to revisit the in’s and out’s of grant policy:

1) **KNOW** what you’re getting. The governing rules of your grant award are covered in the award document. It tells you exactly what the grantor’s expectations are for successfully completing the award, and what you can and cannot do with the grant funds.

2) **DEVELOP** a plan of action for managing your grant award, outlining when technical and financial reports are due.

3) **TIMELINESS** is of the essence when submitting reports and deliverables—it is important to meet grant prescribed deadlines.

**IN THIS ISSUE**

This issue covers two important areas causing problems for CSP grant administration staff—subcontracting on grants, and grant funds received in advance.

When utilizing subcontractors through grants, or making large purchases, general CSP purchasing policy still prevails.

Sometimes, we receive grant funds in advance of the work being completed or even implemented. There are certain steps that must be followed to ensure proper accounting of the award. These topics are covered in the following pages.

City grant awards have exploded in both number and dollar amount over the last five years, greatly enhancing our municipal projects, yet also highlighting the need for adequate management. The city currently has a grants portfolio valued over $90M among 128 awards; 56% federal, 14% state, and 30% from other sources.

As always—need help? Please call me at 893-7087

**M. Wayne Finley**
CSP Contracts & Grants Coordinator
Purchasing and Grants

The purchasing process begins with the determination of need, and ends with the payment of the bill.

Even purchases made with grant funds come with the same purchasing requirements as non-grant expenditures. We must always practice applicable CSP policy and procedure and “best-practices” for making municipal purchases. The following procedures highlight some of the basics for making purchase on grants (taken from CSP Purchasing User’s Guide 06-07):

SELECTING THE VENDOR

Source selection is based on the either the dollar amount of the purchase or the technical complexity of the supplies or services that are to be procured, or both. Selection methods are:

- small purchases
- competitive sealed bids
- competitive sealed proposals
- multi-step sealed bidding
- sole source
- Emergency purchases

Small Purchases -- Under $10,000

Purchases under $10,000 are made through a request for quotations:

- Under $3,000
  Purchasing card
- $3,001 – 4,999
  Best quote

- $5,000 – 9,999
  Three telephone quotes

Small Purchases -- $10,000 to $49,999

Purchases over $10,000 require a minimum of five written requests for quotations:

- A minimum of five written quotes are solicited.
- As quotes are received, they are tabulated and evaluated.
- The lowest and best quote is selected and an award made.
- A Purchase Order (PO) is prepared and issued to the vendor via email, facsimile or mail.

Competitive Sealed Bids

For purchases of $50,000 or more, the competitive sealed bidding process is required:

- The procurement analyst prepares an invitation for bids (IFB) and a bidders list.
- A public notice or notice to bidders is published in a newspaper of general circulation.
- The IFB is solicited from all prospective bidders in the city’s vendor database registered for that commodity or service.
- Bids are secured and only opened at the time and date designated in the IFB.
- The lowest responsive and responsible bidder is selected.
- If the purchase exceeds $100,000, City Council approval is required.
- A purchase order and/or contract is prepared and issued to the successful bidder.
- Copies of the contract are forwarded to the City Clerk’s office and the requesting department.
Competitive Sealed Proposals

This method is for purchases $50,000 or more that are technical or complex where competitive sealed bidding is neither practicable nor advantageous to the city.

Depending on the complexity of the supply or service to be purchased, an evaluation team may be formed to handle the procurement. The procedure is as follows:

- The requesting department prepares a technical specifications/statement of work that is reviewed by the evaluation team.
- The procurement analyst and/or the evaluation team reviews the technical specifications or statement of work, prepares the evaluation criteria and schedule with milestones.
- The procurement analyst prepares the RFP documents and a list of prospective offerors.
- A public notice or notice to offerors is published in a newspaper of general circulation.
- The RFP is solicited from all prospective offerors on the mailing list.

As proposals are received, they are secured and opened at the time and date designated for the closing.
- Proposals are evaluated by the evaluation team and classified as acceptable or unacceptable. At this time, an award may be made to the lowest acceptable offeror. If an award is made, the unsuccessful offerors are notified and debriefed. If no award is made, then the competitive range is determined.
- Acceptable offers in the competitive range are invited to oral and written discussion (negotiation).
- After discussion is completed, best and final offers (BAFO) are requested.
- The BAFOs are evaluated and the award made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the city, taking into consideration price and the evaluation factors set forth in the request for proposals.
- If the purchase exceeds $100,000, City Council approval is required.
- A purchase order and/or contract is prepared and issued to the successful bidder.
- Copies of the contract are forwarded to the City Clerk’s office and the requesting department.
- Unsuccessful offerors are notified and debriefed.

Multi-step Sealed Bidding

Multi-step sealed bidding may be used when available specifications or purchase descriptions are not definite or complete to permit an award based on price. This process is done in two phases. In phase one offerors are asked to submit unpriced technical offers. Acceptable offerors from phase one are invited to submit priced sealed bids in phase two.

(continued next page)
Sole Source Purchases

A contract may be awarded without competitive bidding if it is determined in writing that there is only one source for the required supply or service. For purchases of $100,000 or more, City Council's approval is required before entering into a contract. The procedure is as follows:

- The requesting department prepares a purchase request along with a written sole source justification.
- The procurement analyst requests a technical and cost proposal from the sole source vendor.
- The proposal is evaluated. If acceptable, an award made.
- If the purchase exceeds $100,000, City Council approval is required.
- A purchase order and/or contract is prepared and issued to the successful bidder.

Copies are forwarded to the requesting department.

Emergency Purchases

On rare occasions, an emergency purchase over $10,000 may be declared by the Mayor or designee. Refer to the CSP Purchasing User’s Guide*** for purchasing emergency supplies or services.

PURCHASING EXCEPTIONS

The provisions of the CSP Purchasing User's Guide*** does not apply to:

- the purchase of groceries, foodstuffs, alcoholic beverages and expendable items of supplies used in connection with a restaurant or lounge business operated by the City;
- the purchase of merchandise for resale in City-operated retail shops;
- the leasing of concessions within City buildings;
- expert witness and other legal services procured through the City Attorney's Office in furtherance of anticipated or pending litigation;
- professional services;
- artistic services or works of art; AND
- purchases of goods and services used in connection with the acquisition (including acquisition through means other than direct purchase), demolition, new construction, rehabilitation, marketing and maintenance of properties identified in the Neighborhood Housing Strategy.

***The full CSP Purchasing User’s Guide is attached at the end of this issue.
Advance Grant Funding

Routinely there are times when a grant is awarded and the funds are immediately paid by the granting agency in advance of the work being performed. In such cases the accounting of the award expenditures must be handled differently than normal.

To create a proper audit trail for expending the advance:

- A new award number must be established upon an appropriation resolution from City Council.
- The advance funds are deposited into a liability account in the applicable fund.
- Tasks should be created in the project that are exclusively for the grant work and related administration. The new award will be restricted to those task numbers.
- A monthly internal award invoice should be prepared to record revenue to the account, and indicating it is funded from the established liability account.

That’s the nutshell version—new procedures are presently being formulated by Finance and will be highlighted in the next quarterly newsletter. Please contact the CSP Grants Compliance Officer Lorrie Reed (893-7110) presently in order to ensure current proper accounting.

Updating Award Records in Oracle

It is the responsibility of departmental grant administration staff to maintain the integrity of grant records data in Oracle. As Lorrie and myself have gone through award records in the system, we have discovered a number of awards wherein the record data is not current and therefore incorrect. This has been most prevalent with personnel changes. In many cases the Award Manager and other associated award personnel are no longer valid, and it becomes onerous for us to locate new award managers—casting concern that other critical award data may be erroneous or outdated.

As personnel changes occur, please include award record updating as an essential task so that records reflect current award contacts. This is necessary also for name changes!
**News & Kudos from Your Colleagues**

After many years with the city, Suzanne Howell with Water Resources has left for new opportunities. Pat Vasil and Evelyn Rosetti may be calling upon you for your assistance!

A big thank you goes out again to Erin Johansson in Capital Improvements for her incredible expertise in Oracle and her willingness to assist her CSP colleagues whenever called upon. Thanks Erin!

Todd Yost, former ICS business analyst for Project Contracts and Grants Accounting, has been promoted to Assistant Director for the Codes Compliance Assistance Department. Congratulations Todd, you will be sorely missed.

**Questions/Comments**

This newsletter is your forum to address your questions and present your comments. Please email me your:

- Ideas for topics
- Questions regarding contract and grant management in the city
- Kudos to your colleagues for their contract or grant related help

**Coming Soon...**

The **CSP Grants Administration Manual** has been under review and revision over the past few months and will be completed shortly. Once completed training will be held to introduce CSP contracts and grants administrators to the new changes. Stay tuned!

**Credits**

Thank you to Barbara Grilli and Michael Schlesinger, Purchasing Dept. (892-7220), for their help in crafting the Purchasing User Guide, and Lorrie Reed in Finance (893-7110) provided insight into the issue of receiving Grant Funds in Advance. Your help is sincerely appreciated!
INTRODUCTION

It is the purpose of this user guide to describe policies and procedures for purchasing of supplies and services. All policies and procedures described in this guide are made in accordance with the St. Petersburg City Code Chapter 2, Article V, Division 3, Procurement Code Section 2-232 (a) Competitive sealed bidding; (a)(7) Multi-step sealed bidding; (b) Competitive sealed proposals/competitive negotiations; (c) Small purchases; (d) Sole source procurement; and (e) Emergency procurement. The purchasing process begins with the determination of need and ends with the payment of the bill. The following activities constitute the purchasing process:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting</td>
<td>-Determine need&lt;br&gt;-Prepare purchase request in iProcurement (under $10,000 auto create Purchase Order)&lt;br&gt;-Direct or designee approves purchase request</td>
</tr>
<tr>
<td>Budget</td>
<td>-Approve purchase requests over $10,000</td>
</tr>
<tr>
<td>Purchasing</td>
<td>-Receive and review purchase request over $10,000&lt;br&gt;-Assign request to procurement analyst&lt;br&gt;-Determine procurement method&lt;br&gt;-Solicit bids or proposals for purchase over $50,000&lt;br&gt;-Receive and evaluate quotes, bids or proposals&lt;br&gt;-Award and prepare the purchase order and/or contract&lt;br&gt;-Approve and distribute purchase order</td>
</tr>
<tr>
<td>City Council</td>
<td>-Approve awards over $100,000</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Activity</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Vendor</td>
<td>-Ship product or perform service</td>
</tr>
<tr>
<td></td>
<td>-Submit invoice for payment</td>
</tr>
<tr>
<td>Requesting Department</td>
<td>-Receive and inspect product or service</td>
</tr>
<tr>
<td></td>
<td>-Receive item in Oracle iProcurement</td>
</tr>
<tr>
<td></td>
<td>-Enter invoice for payment in Oracle AP module</td>
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<tr>
<td></td>
<td>-Submit payment documents to Finance</td>
</tr>
</tbody>
</table>

VISION, MISSION, VALUES

Vision

To be recognized by our customers as a value-added resource for obtaining supplies and services.

Mission

To procure for our customers supplies and services at the best value utilizing innovative supply-chain practices and technology.

Values

- Customer focused
- Honesty & Integrity
- Professional & Ethical
- Accountable
- Effective

DEFINITIONS

Award. The presentation, after careful consideration, of a purchase agreement or contract to the selected bidder or offeror.

Cooperative Purchasing. The combining of requirements of two or more public procurement units in order to obtain the benefits of volume purchases and/or reduction in administrative expenses.

Multiple Awards. The award of a contract to two or more vendors or contractors to furnish the same or similar supplies or services, where more than one vendor is needed to meet the contract requirements for quantity, delivery or service.

Source Selection. The method used to determine the supplier of goods or services. Methods of source selection: Competitive Sealed Bidding; Multi-Step Sealed Bidding; Competitive Sealed Proposals; Small Purchases; Sole Source/Non-Competitive Negotiations; and Emergency Purchases.

Specifications. A description of the physical or functional characteristics or the nature of a supply, service, or construction item; the requirements to be satisfied by a product, material or process indicating, if appropriate, the procedures to determine whether the requirements are satisfied.

Professional Services. Professional services shall mean professional engineering, architectural, landscape architectural, registered land surveying, brokerage and financial investing, accounting, auditing and medical services.
RESPONSIBILITY

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Purchasing Director</td>
<td>- Purchase or supervise the purchase of all supplies and services needed by the City.</td>
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<td></td>
<td>- Exercise general supervision over all inventory stored in the City's Consolidated Warehouse.</td>
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<td></td>
<td>- Sell, trade or otherwise dispose of surplus property belonging to the City.</td>
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<td>- Establish and maintain programs for specification development, contract administration and inspection and acceptance in cooperation with requesting departments.</td>
</tr>
<tr>
<td>Requesting Department Director</td>
<td>- Determine the quality and quantity of supplies or services needed and the delivery date required.</td>
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<tr>
<td></td>
<td>- Anticipate and requisition requirements, giving accurate descriptions of articles required in sufficient time so they can be purchased on a competitive basis.</td>
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<td></td>
<td>- Receive and inspect items delivered by vendors and reject shipments that fail to meet purchase order requirements.</td>
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<td></td>
<td>- Handle emergency purchases.</td>
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<tr>
<td></td>
<td>- Cooperate with Purchasing to establish standards and commercial specifications.</td>
</tr>
</tbody>
</table>

POLICIES

Ethical Standards

Pursuant to Section 112.313 of the Florida Statutes, all City employees who participate in the purchasing program shall adhere to the following ethical standards:

- A City official or City employee may not directly or indirectly procure contractual services for the City from a business entity of which a relative is an officer, partner, director or proprietor, or in which he, his spouse or child has a material interest.
- No employee acting as a purchasing official, purchasing manager or procurement analyst may, directly or indirectly, purchase, rent or lease any supply or service from a business entity in which he, his spouse or child is an officer, partner, director, or proprietor, or in which he, his spouse or child (or any combination of them) owns a material interest. Nor may a public officer or employee, acting in a private capacity, rent, lease or sell any supply or service to the City.

Source Selection

For purchases of $50,000 or more, competitive sealed bidding is the preferred method for purchasing supplies and services. When it is determined that competitive sealed bidding is not practicable nor advantageous to the City, a contract may be entered into by using the competitive sealed proposals method. A contract may be awarded without competition when it is determined in writing that there is only one source for the required supply or service or when competitive bidding is not feasible nor advantageous to the City. All purchases of $100,000 or more must be approved by the City Council.
Award

Competitive Sealed Bids. Awards shall be made to the lowest responsible and responsive bidder or offeror whose bid or proposal meets the specifications, requirements or criteria set forth in the invitation for bids or request for proposals.

Competitive Sealed Proposals. An award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the Request for Proposals. No other factors shall be used in the evaluation.

Multiple Awards

A multiple award may be made when two or more bidders or offerors for similar supplies is necessary for adequate delivery, service or product compatibility. Any multiple award shall be made in accordance with the provisions of the following policies: Competitive Sealed Bidding; Competitive Sealed Proposals; Small Purchases; and Emergency Purchases, as applicable.

Specifications

Specifications must be written to allow open competition. Specifications should emphasize functional or performance criteria and should limit, when practicable, design or physical descriptions to those meeting the need or those suitable for the intended purpose. Available standard commercial products should be used and unique requirements should be avoided when practicable.

Cooperative Purchasing

The City may participate in, or administer cooperative purchasing agreements for, the purchase of supplies or services. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts with other public entities and open-ended state contracts made available by the State of Florida. A using department's requirement may be fulfilled by procuring supplies or services from contracts made available by the State. When a requirement is made from such contracts, the Director of Purchasing and Materials Management and the Director of the requesting department must determine whether such supplies or services meet the City's requirements and whether the price represents the lowest total cost.

PROCEDURES

The purchasing process includes the following steps:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 Prepare Request</td>
<td>The requesting department enters a purchase request into iProcurement. The request must include the quantity or dollar amount, date required, ship-to address, NIGP commodity/service code purchase description, quantity, unit cost and account code.</td>
</tr>
<tr>
<td></td>
<td>• For purchases under $3,000, the recommended method of procurement is the purchasing card.</td>
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<td></td>
<td>• For purchases between $5,000 and $9,999, three telephone quotes are required and documentation must be attached to the iProcurement requisition.</td>
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<tr>
<td></td>
<td>The request is then submitted to the department director or...</td>
</tr>
<tr>
<td>Steps</td>
<td>Process</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>designee for approval. Upon approval, Oracle auto creates all purchase orders under $10,000 that are not on a Blanket or Contract Purchase Agreement (BPA or CPA).</td>
</tr>
<tr>
<td>Step 2 Budget Review</td>
<td>The purchase request is submitted to the Budget Department for approval if the estimated price exceeds $10,000.</td>
</tr>
<tr>
<td>Step 3 Send to Purchasing</td>
<td>Once approved, requisitions over $10,000 are routed to Purchasing. Purchasing receives and reviews the purchase description or statement of work and estimated cost.</td>
</tr>
</tbody>
</table>
| Step 4 Assigned to Procurement Analyst | The purchase request is assigned to a procurement analyst. The procurement analyst determines the method of source selection.  
- $10,000 to $49,999 Five written quotes  
- $50,000 and over Competitive Sealed Bids/Proposals |
| Step 5 Prepare and Issue Solicitation | The procurement analyst prepares the solicitation documents along with a bidder mailing list. The documents are reviewed by the requesting department and the Purchasing Director. Once approved, they are issued to the prospective offerors. The vendor prepares an offer and submits it to the Purchasing Department at the time and date designated in the solicitation document. |
| Step 6 Receive and Open Offers | As offers are received, they are stored in a safe place until the time and date designated for opening. Bids of $50,000 or more are opened publicly and read aloud. Small quotes under $50,000 are opened informally. |
| Step 7 Evaluate and Award | After offers are opened, they are tabulated and reviewed for responsiveness. Quotations and bids are evaluated for responsibility. Proposals are evaluated against the criteria established in the solicitation document. Awards are made to the lowest and best quote, or the lowest responsive and responsible bidder, or the responsible offeror whose proposal is determined to be the most advantageous to the City. Bids or proposals that exceed $50,000 require City Council approval. |
| Step 8 Issue PO or Contract | After the award is approved, the procurement analyst prepares and issues a purchase order or contract to the supplier. |
| Step 9 Receipt and Inspection | Upon receipt of the supplies or services, a representative of the requesting department inspects the items to determine whether they are in an acceptable condition and if specifications are met. If the item is in acceptable condition or the service rendered is complete, the requisitioner enters the receipt in iProcurement. The item is then stored or put in production. If the material and packing slip are correct, the representative initials it and submits it to the account clerk for processing. If the supplies and documents are not correct, do not accept them. Return the incorrect or defective item to the vendor. If documents are incorrect, work with the vendor and Purchasing to make the correction. |
| Step 10 Process Invoice and | The account clerk inputs the invoice information into the |
**Steps** | **Process**
--- | ---
Authorize Payment | Accounts Payable module and matches it to the purchase order. When there is a match, the purchase is ready for payment. The account clerk attaches the invoice to the printed Invoice Register report which is submitted to Finance for final review and payment.

**METHOD OF SOURCE SELECTION**

The procurement analyst determines the method of source selection based on the amount of the purchase and/or how technical or complex the supplies or services to be procured. The source selection methods are small purchases, competitive sealed bids, competitive sealed proposals, multi-step sealed bidding, sole source/non-competitive negotiations and emergency. Descriptions of each of these methods follow.

**Small Purchases -- Under $10,000**
Purchases under $10,000 are made through a request for quotations. The procedure is as follows:
- Under $3,000: Purchasing card
- $3,001 – 4,999: Best quote
- $5,000 – 9,999: Three telephone quotes

**Small Purchases -- $10,000 to $49,999**
Purchases over $10,000 require a minimum of five written requests for quotations. The procedure is as follows:
- A minimum of five written quotes are solicited.
- As quotes are received, they are tabulated and evaluated.
- The lowest and best quote is selected and an award made.
- A Purchase Order (PO) is prepared and issued to the vendor via email, facsimile or mail.
- To view the PO, see Oracle Purchasing Inquiry.

**Competitive Sealed Bids**
For purchases over $50,000, the competitive sealed bidding process is required. The procedure is as follows:
- The procurement analyst prepares an invitation for bids (IFB) and a bidders list.
- A public notice or notice to bidders is published in a newspaper of general circulation.
- The IFB is solicited from all prospective bidders in the City’s vendor database from vendors registered for that commodity or service.
- As bids are received, they are secured and opened at the time and date designated in the IFB.
- Bids are tabulated, evaluated and the lowest responsive and responsible bidder is selected.
- If the purchase exceeds $100,000, City Council approval is required.
- A purchase order and/or contract is prepared and issued to the successful bidder.
- Copies of the contract are forwarded to the City Clerk’s office and the requesting department.

**Competitive Sealed Proposals**
Sometimes competitive sealed bidding is neither practicable nor advantageous to the City. In such cases, for purchases over $50,000 that are technical or complex, the competitive sealed proposal method is used. Depending on the complexity of the supply or service to be purchased, an evaluation team may be formed to handle the procurement. The procedure is as follows:
- The requesting department prepares a technical specifications or statement of work that is reviewed by the evaluation team.
• The procurement analyst and/or the evaluation team reviews the technical specifications or statement of work, prepares the evaluation criteria and schedule with milestones.
• The procurement analyst prepares the RFP documents and a list of prospective offerors.
• A public notice or notice to offerors is published in a newspaper of general circulation.
• The RFP is solicited from all prospective offerors on the mailing list.
• As proposals are received, they are secured and opened at the time and date designated for the closing.
• Proposals are evaluated by the evaluation team and classified as acceptable or unacceptable. At this time, an award may be made to the lowest acceptable offeror. If an award is made, the unsuccessful offerors are notified and debriefed. If no award is made, then the competitive range is determined.
• Acceptable offers in the competitive range are invited to oral and written discussion (negotiation).
• After discussion is completed, best and final offers (BAFO) are requested.
• The BAFOs are evaluated and the award made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the evaluation factors set forth in the request for proposals.
• If the purchase exceeds $100,000, City Council approval is required.
• A purchase order and/or contract is prepared and issued to the successful bidder.
• Copies of the contract are forwarded to the City Clerk’s office and the requesting department.
• Unsuccessful offerors are notified and debriefed.

Multi-step Sealed Bidding
Multi-step sealed bidding may be used when available specifications or purchase descriptions are not definite or complete to permit an award based on price. This process is done in two phases. In phase one offerors are asked to submit unpriced technical offers. Acceptable offerors from phase one are invited to submit priced sealed bids in phase two. The procedure is as follows:
• The requesting department prepares a purchase description or statement of work that is reviewed by the procurement analyst.
• The procurement analyst prepares a request for unpriced technical offers and a list of prospective offerors.
• A public notice or notice to offerors is published in the newspaper.
• Unpriced technical offers are solicited from all prospective offerors on the mailing list.
• As unpriced technical offers are received, they are secured and opened at the time and date designated for the closing.
• The procurement analyst, along with the requesting department, evaluates the offers and categorizes them as (a) acceptable; (b) potentially acceptable; or (c) unacceptable.
• The procurement analyst and the requesting department record in writing the reasons why an offer is unacceptable and notifies unacceptable vendors accordingly.
• Discussions may be conducted with any offeror who submits an acceptable or potentially acceptable technical offer during the course of such discussion.
• When a bidder’s unpriced technical offer is determined to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its technical offer.
• Upon completion of phase one, vendors whose proposals have been determined to be acceptable are invited to participate in phase two. Bids are received, evaluated and accepted and a contract awarded in accordance with the procedures used in the Competitive Sealed Bidding method.

Sole Source Purchases
A contract may be awarded without competitive bidding if it is determined in writing that there is only one source for the required supply or service. For purchases of $100,000 or more, City
Council’s approval is required before entering into a contract. The procedure is as follows:

- The requesting department prepares a purchase request along with a written sole source justification.
- The procurement analyst requests a technical and cost proposal from the sole source vendor.
- The proposal is evaluated. If acceptable, an award made.
- If the purchase exceeds $100,000, City Council approval is required.
- A purchase order and/or contract is prepared and issued to the successful bidder.
- Copies are forwarded to the requesting department.

**Emergency**

When an emergency purchase over $10,000 is declared by the Mayor or designee, the supply or service must be made under the following procedures:

- During normal working hours, the requesting department must obtain written approval from the Mayor or designee, before making the purchase.
- The requesting department must provide Purchasing with the department name, contact person, requisition number, the nature and type of the item(s) to be purchased, and the vendor from whom the supply or service can be obtained. This information must be accompanied by written authorization from the Mayor or designee.
- Purchasing, immediately after receiving this information, may purchase the supply or service or delegate to the requesting department the responsibility for purchasing the supply or service. In this case, Purchasing will issue a confirmation purchase order number to the requesting department.
- If the purchase is for construction services exceeding $200,000, Purchasing must require the contractor to provide a performance and payment bond as well as the required insurance certificates.
- After normal working hours, the requesting department may proceed with the procurement and inform Purchasing on the next working day. Immediately following the procurement, the requesting department shall prepare a purchase requisition along with written approval from the Mayor or designee.
- The requesting department must prepare and submit to Purchasing written determination stating the circumstances surrounding the emergency and the selection of the supplier.
- Purchasing will issue a confirmation purchase order documenting the emergency.
- Emergency purchases over $100,000 are reviewed and signed by Budget and the department’s administrator, then forwarded to the City Clerk’s Office for distribution to City Council for ratification and approval.

**PURCHASING EXCEPTIONS**

The provisions of this guide shall not apply to:

- the purchase of groceries, foodstuffs, alcoholic beverages and expendable items of supplies used in connection with a restaurant or lounge business operated by the City;
- the purchase of merchandise for resale in City-operated retail shops;
- the leasing of concessions within City buildings;
- expert witness and other legal services procured through the City Attorney’s Office in furtherance of anticipated or pending litigation;
- professional services;
- artistic services or works of art;
- purchases of goods and services used in connection with the acquisition (including acquisition through means other than direct purchase), demolition, new construction,
rehabilitation, marketing and maintenance of properties identified in the Neighborhood Housing Strategy.

NON PO PAYMENT REQUESTS

Below is a current list of ‘Categories’ that can be paid without an existing Purchase Order.

1. Cash awards, co-sponsored events, contest and talent show winners
2. Taxes, including alcoholic beverage, licensing and fuel tanks
3. Training reimbursements
4. Utilities (electric, gas, telephone service, water)
5. Refunds
6. Travel advancements & reimbursements
7. Filing fees
8. Housing subsidies (rent, relocation fees, Federal programs)
9. Subscriptions to newspapers, magazines, professional memberships, professional certifications and licenses and banquets (not accepting PCards)
10. Petty cash replenishment
11. Change (for cashiers)
12. Arbitrators, expert witness fees
13. Claims
14. Investigative services
15. Unclaimed cash
16. Down payment for special Housing programs
17. Shipping/Mailing Services – Fed Ex, UPS, USPS
18. Federal funds to sub-recipient agencies
19. Homeowner escrow accounts for rehabilitation loans
20. Fee Instructors and sports officials such as referees
21. Police resource center grants
22. State assessment for workers’ compensation
23. Reserve Officers Uniform Cleaning
24. Lost book invoices