



Legislation Text

File #: 20-340, **Version:** 1

TITLE:

Purchasing Policy and Contract Procedures Handbook

PURPOSE: To provide Town Council an opportunity to review and comment on proposed new procedures manual.

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo

INFORMATION: At the direction of the Town Manager, Finance has reviewed the Town's procurement policies and procedures, including provisions for involving Minority- and Women-owned Business Enterprises (MWBE) in building construction contracts. We found the current *Purchasing Guidelines* (adopted June 8, 2008); and *Contract Policy and Procedures Manual* (date unknown) to be outdated and unclear. Neither document contained clear explanation of certain procurement methods nor provided clarity for the participation of MWBEs in the Town's selection of building construction contractors, subcontractors and engineering firms.

In addition to reviewing the Town's purchasing policy and procedures, we reviewed procurement policies and procedures adopted by some other local jurisdictions, who tended to combine purchasing and contracts in the same policy document. Contracts are just one part of the procurement process.

We concluded a better approach would be to combine the Town's existing purchasing and contracts policy into one document that would:

1. Provide better overall clarity for Town employees;
2. Expand upon certain allowable procurement methods;
3. Include MWBE guidelines related to awarding building construction contracts; and,
4. Incorporate standard agreements and other forms.

This document entitled *Purchasing Policy and Contract Procedures Handbook* has been reviewed by the Management Team. We now present this document to the Town Council for your review, comment, suggestions, and input.

FISCAL & STAFF IMPACT: There is no fiscal impact associated with review of this policy and procedure manual.

RECOMMENDATION: That the Town Council review the Purchasing Policy and Contract Procedures Handbook, and provide comments and direction to staff.