



Procurement Regulations

- **Requisitioned Purchases (Purchase Orders)**
 - \$1 - \$4,999 – Sound business practices & judgment
 - \$5,000 - \$24,999 – Three (3) informal quotes, selecting the lowest responsible respondent (*responsible candidate as defined in Sec. 2-570*)
 - \$25,000 & greater – Open Competitive Solicitation - RFR (*Award Justification Required*)
- **NPO's (No Purchase Orders) - *Please be advised that NPO's are not the preferred method of procuring goods & services, therefore it is the exception and not the rule. Reports will be generated to identify any abuse of the NPO policy.***
 - One-time purchases, under \$10,000 (*no exceptions*)
 - No processing of multiple transactions with same vendor
 - Not to be used for purchases which are subject to the competitive process
- **State & Political Sub-Division Piggy-backing** – allowed in lieu of the Competitive Solicitation process, unless identified as a set-aside in accordance with Sec. 2-661 Bid preference for City-based Small Businesses or Sec. 2-698 Affirmative Supplier Diversity Program, by the Purchasing Agent.
 - Obtain three (3) price quotes from vendors on the state contract list
 - Procurement services can perform this task for the Using Agency; however it will be subject to lead times
- **Cooperative Purchasing** - allowed in lieu of the Competitive Solicitation process, if such contract has been determined, by the Purchasing Agent, to be in the best interest of the city
- **P-Card**
 - To be used only by authorized personnel for small purchases under \$5,000
 - If the aggregate annual total is greater than \$25,000, use contracted vendors and blanket Purchase Orders instead of P-Card
 - Additional P-Card requirements subject to Finance Department administrative guidelines
- **Lead Times**
 - *Requisition Approvals* – the goal is 3-5 days, however due to the heavy volume, currently up to 15 days
 - *Competitive Solicitation Process* – 8 to 14 weeks, depending on complexity, scheduling and project allocations.