



Parks & Recreation Board Concessions & Contracts Committee

Purchasing 101

October 13, 2015



Purchasing Authority

- City Charter, Chapter VII, Section 15: Purchase Procedure
- Local Government Code, Chapter 252: PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES
 - In determining the best value for the municipality, the municipality may consider:
 - Invitation for Bid (IFB)
 - Invitation for Bid – Best Value (IFB-BV)
 - Request for Proposals (RFP)
 - Request for Qualifications (RFQS)
 - Purchases Exempt from Competitive Solicitation
 - Cooperative Contracts
- City Ordinance 20010614-073, and 20020523-055. Competitive Bidding In Relation To Minority-Owned and Women-Owned Business Enterprise (MBE/WBE) Procurement Program
- City of Austin Administrative Policies
- Purchasing Office & Contract Management Department Procedures
- City Manager / Council (FY2016=\$58,000)

City of Austin Purchasing

- Purchasing Office - <http://www.austintexas.gov/department/purchasing>
 - Solicitations
 - Standard Bid Documents, Bid Tabulations,
 - No Contact list
 - Anti-Lobbying Ordinance 20111110-052-
<http://www.austintexas.gov/sites/default/files/files/Finance/Purchasing/anti-lobbying-ordinance.pdf>
 - Anti-Lobbying Ordinance Rules -
<http://www.austintexas.gov/sites/default/files/files/Finance/Purchasing/anti-lobby-rules.pdf>
 - Disclosure Form
 - Conflict of Interest Disclosure – Questionnaire Form CIQ-E
 - No Gift Policy

City of Austin Purchasing

- Contract Management Department : Capital Projects & Professional Services - <http://www.austintexas.gov/department/contract-management>
 - Standard Contract Documents
 - Rotation Lists
 - Alternative Project Delivery Methods
 - Small Business Construction Program
- Bid & RFQ Opportunities - <http://www.austintexas.gov/department/contract-procurement-division>
 - No Contact List
 - Anti-lobbying Ordinance
 - MBE/WBE Ordinance



Parks & Recreation Department

- Purchasing
 - Authority up to \$5,000
 - Solicitations between \$3,000 - \$50,000
- Contracts
 - Competed - (Local Government Code: Chapter 252)
 - Planning & Development – Scope of Work & Requirements
 - Contract Management - Resolution – 20120126-048
 - uniform contract administration and monitoring process
 - Compliance – Shared responsibility
 - Non-Competed - Contracts under City Manager and PARD Director
 - Planning & Development – Scope of Work & Requirements
 - Administration - Contract initiation, development, negotiation
 - Contract Management - Resolution – 20120126-048
 - Compliance & Closeout

PARD Procurement & Contracting

- The ***Financial Services Division Contracts Management and Compliance Manual*** is a comprehensive guide on the administration, management and monitoring of contracts.
- It outlines, standards, policies and best practices for contract administration, management and compliance.
- The manual is presented in five sections:
 - Section 1: Administration – Provides an overview of roles and responsibilities for contract management and compliance. Also contains the City of Austin guidelines for contract management and risk assessment.
 - Section 2: Contract Management – Sets forth contract management policies and procedures, as well as industry best practices.
 - Section 3: Monitoring – Lays out monitoring types, processes, procedures and forms
 - Section 4: Compliance – Outlines the responsibilities and procedures for the Contract Compliance Unit to ensure standardized contract oversight throughout the Department.
 - Section 5: Close-Out – Details contract close-out procedures.



Cultural Places, Natural Spaces

Questions?

www.austintexas.gov/parks

