Procurement 101 for Austin Aviation

Austin

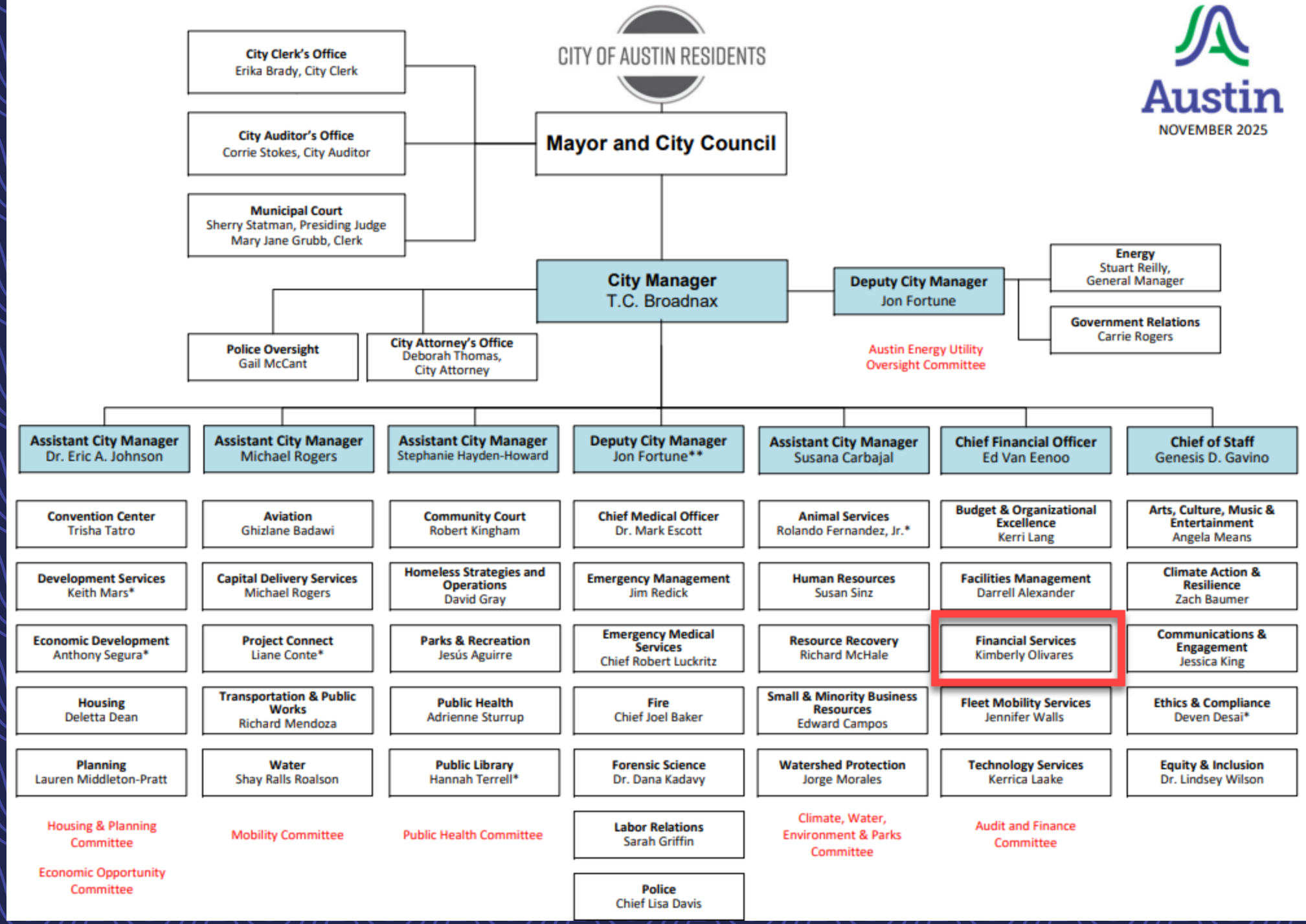
Austin Financial Services

January 14, 2026

Today’s Topics

- Who we are
- What we do and why we do it
- How we do what we do

WHO WE ARE


CITY OF AUSTIN RESIDENTS
Austin
NOVEMBER 2025
City Clerk's Office
Erika Brady, City Clerk
City Auditor's Office
Corrie Stokes, City Auditor
Municipal Court
Sherry Statman, Presiding Judge
Mary Jane Grubb, Clerk
Mayor and City Council
City Manager
T.C. Broadnax
Police Oversight
Gail McCant
City Attorney's Office
Deborah Thomas, City Attorney
Deputy City Manager
Jon Fortune
Austin Energy Utility Oversight Committee
Energy
Stuart Reilly, General Manager
Government Relations
Carrie Rogers
Assistant City Manager
Dr. Eric A. Johnson
Assistant City Manager
Michael Rogers
Assistant City Manager
Stephanie Hayden-Howard
Deputy City Manager
Jon Fortune**
Assistant City Manager
Susana Carbajal
Chief Financial Officer
Ed Van Eenoo
Chief of Staff
Genesis D. Gavino
Convention Center
Trisha Tatro
Development Services
Keith Mars*
Economic Development
Anthony Segura*
Housing
Deletta Dean
Planning
Lauren Middleton-Pratt
Aviation
Ghizlane Badawi
Capital Delivery Services
Michael Rogers
Project Connect
Liane Conte*
Transportation & Public Works
Richard Mendoza
Water
Shay Ralls Roalson
Community Court
Robert Kingham
Homeless Strategies and Operations
David Gray
Parks & Recreation
Jesús Aguirre
Public Health
Adrienne Sturrup
Public Library
Hannah Terrell*
Chief Medical Officer
Dr. Mark Escott
Emergency Management
Jim Redick
Emergency Medical Services
Chief Robert Luckritz
Fire
Chief Joel Baker
Forensic Science
Dr. Dana Kadavy
Labor Relations
Sarah Griffin
Police
Chief Lisa Davis
Animal Services
Rolando Fernandez, Jr.*
Human Resources
Susan Sinz
Resource Recovery
Richard McHale
Small & Minority Business Resources
Edward Campos
Watershed Protection
Jorge Morales
Climate, Water, Environment & Parks Committee
Budget & Organizational Excellence
Kerri Lang
Facilities Management
Darrell Alexander
Financial Services
Kimberly Olivares
Fleet Mobility Services
Jennifer Walls
Technology Services
Kerrica Laake
Audit and Finance Committee
Arts, Culture, Music & Entertainment
Angela Means
Climate Action & Resilience
Zach Baumer
Communications & Engagement
Jessica King
Ethics & Compliance
Deven Desai*
Equity & Inclusion
Dr. Lindsey Wilson
Housing & Planning Committee
Economic Opportunity Committee
Mobility Committee
Public Health Committee

JAMES SCARBORO, CHIEF PROCUREMENT OFFICER
CENTRAL PROCUREMENT

- ✓ Capital Procurement
- ✓ Embedded Procurement
- ✓ Procurement Programs
- ✓ Corporate Procurement

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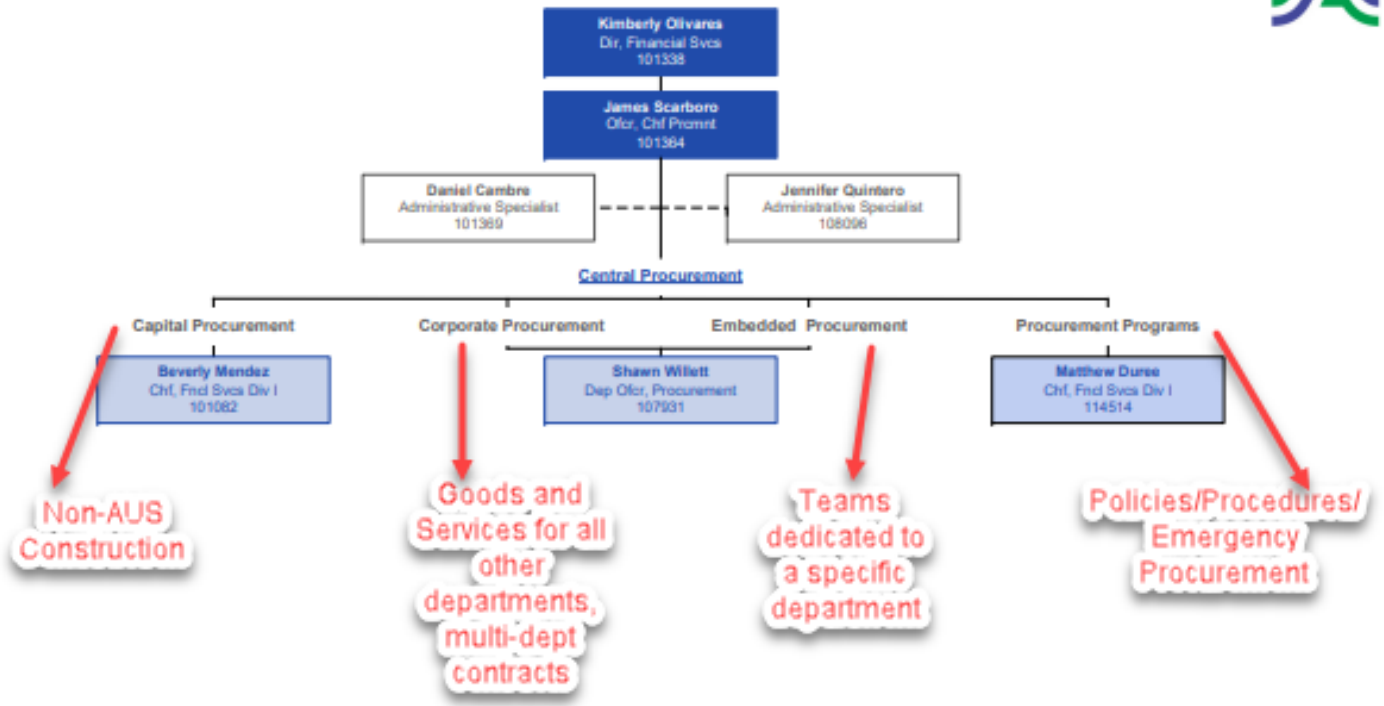

SHAWN WILLETT, PROCUREMENT DEPUTY OFFICER
EMBEDDED PROCUREMENT

- ✓ Austin Energy
- ✓ Austin Aviation

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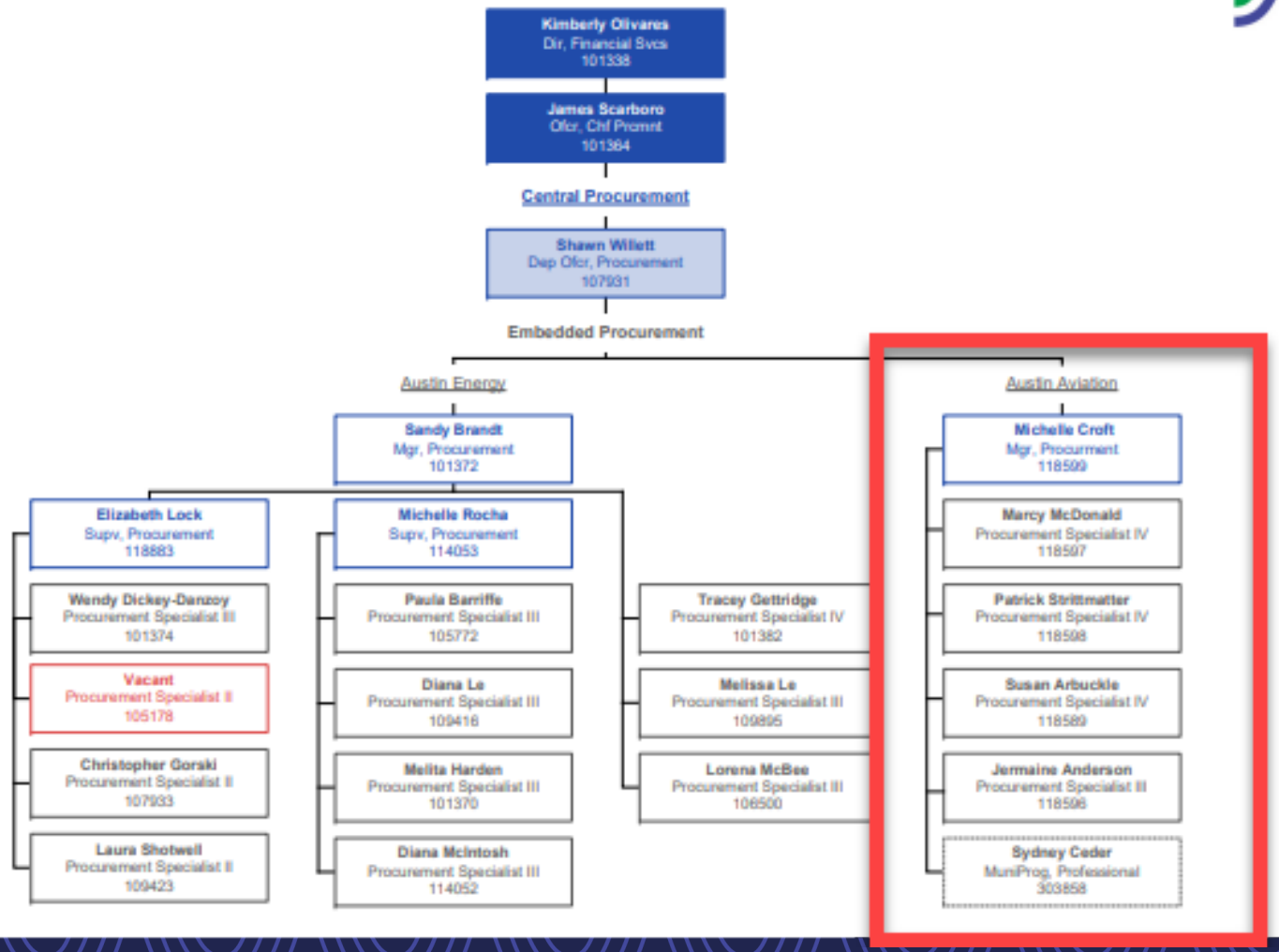
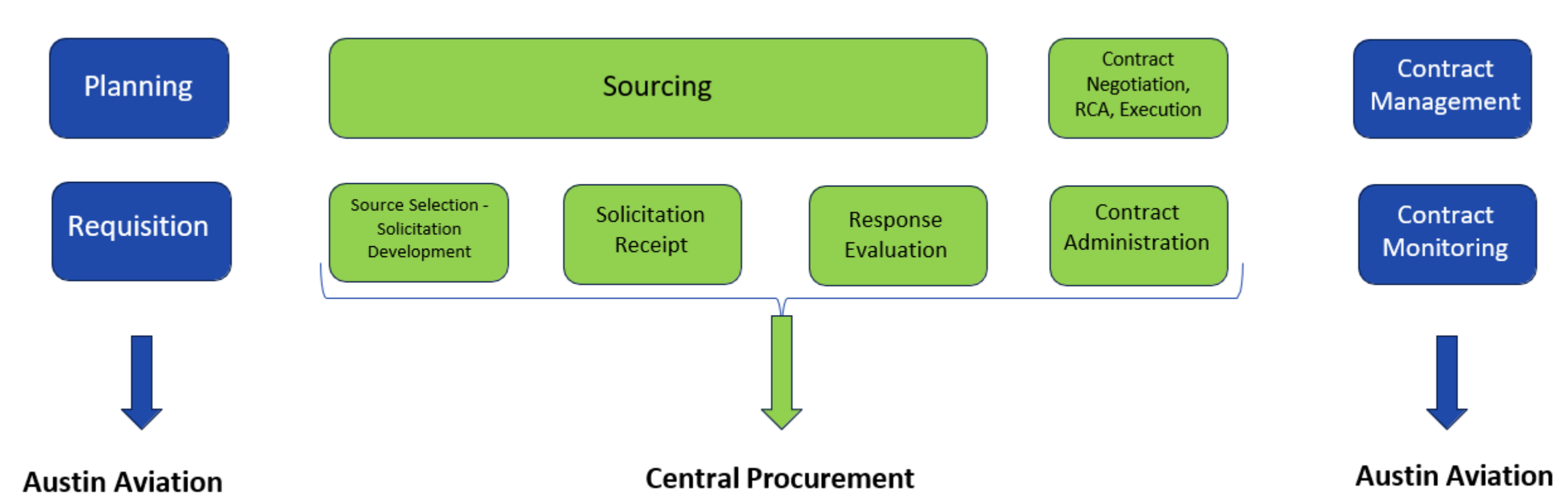


WHAT WE DO AND WHY WE DO IT

What's Procurement? Who Does What?

What is Procurement? Purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction; and all functions that pertain to the acquisition, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration. (Institute for Public Procurement)



Why We Do What We Do

- Texas Local Government Codes
  - Chapter 252
  - Chapter 2254
  - Chapter 2269
- City Charter
- Administrative Bulletins 03-01 and 84-07
- Policies enacted by City Council
  - Living Wage, MWBE Ordinance, Wage Theft, No Lobbying, etc.
- Procurement Manual/SOP’s
- Industry Best Practices

How We Do What We Do

Process Used and Options Available Depend on Contract Value – General Procurement

- Up to $3,000 – Single Quote

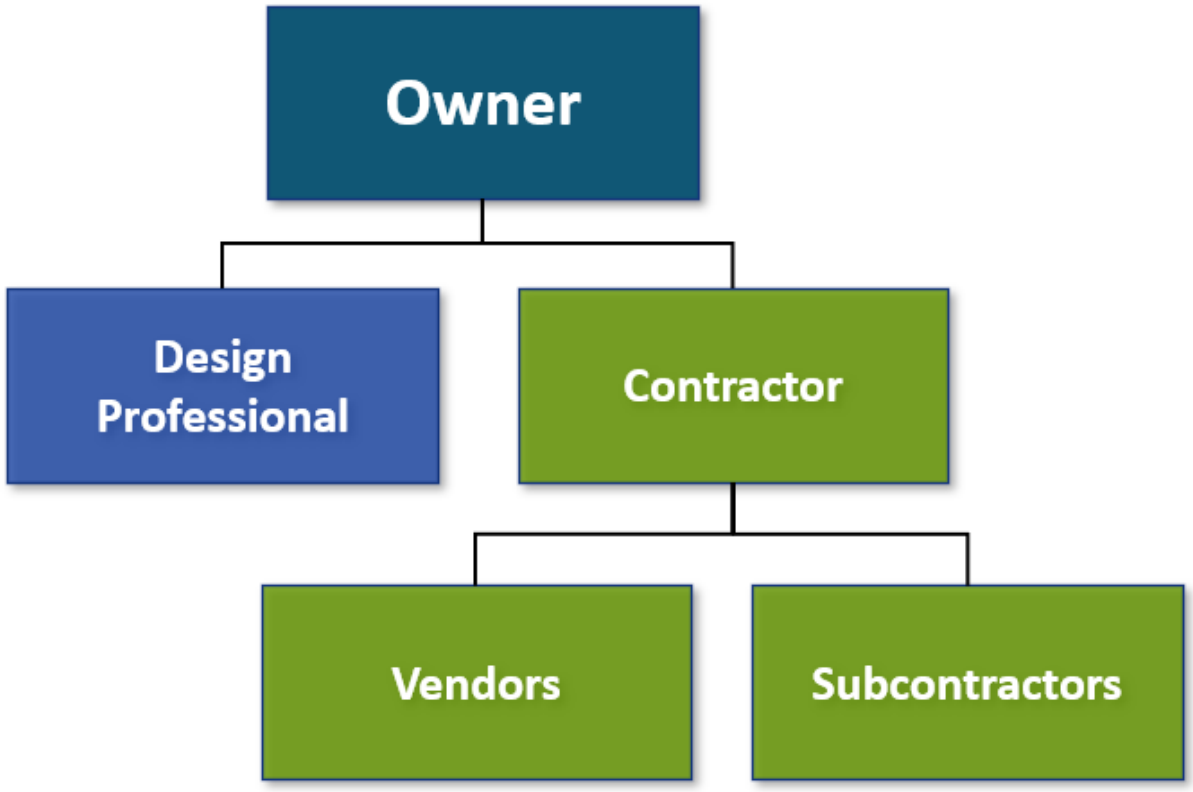
- >$3,000 - $78,000* – Two (2) Methods
  - Invitation for Quotations (IFQ), Solicitation
    - Send only to Certified Vendors (MBE, WBE, SBE, HUB, etc.) if 3 or more are available
    - Award to Certified Vendors, if 3 or more respond
    - Publish in AFO if either is insufficient
    - Award can be based on things other than the low price, but it must be included in the Invitation for Quote shared with potential vendors
  - Informal Quotes, No Solicitation
    - Gather 3 or More quotes
    - Minimum of 2 HUBs must be contacted

* Going to 100,000 in FY2026

Process Used and Options Available Depend on Contract Value – General Procurements

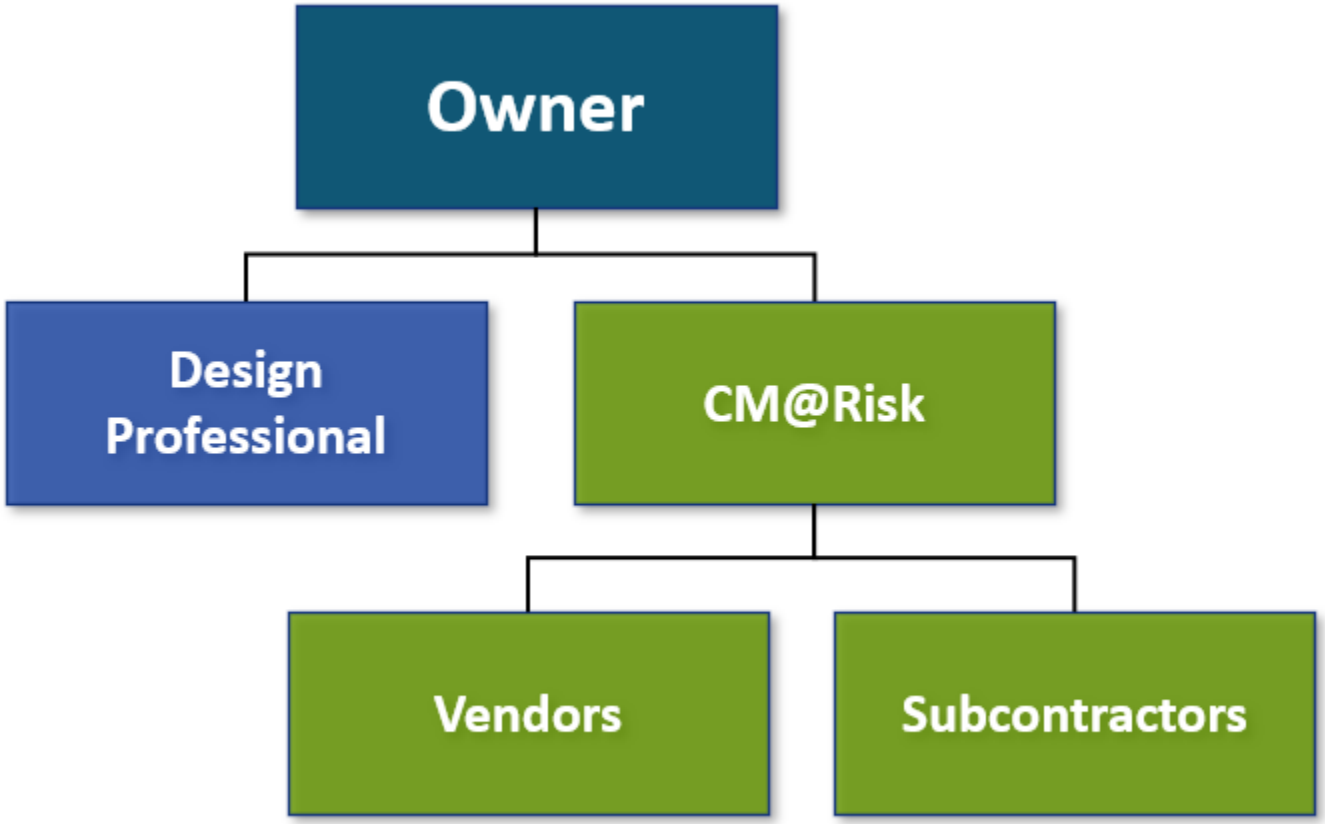
- >$78,000 – Formal Competition
- Invitations for Bids (IFB)
  - Specifications/Scopes of work determines solely by Aviation, can have pass/fail minimum requirements, award based on lowest price meeting all requirements
- Request for Proposals (RFP)
  - Initial Specifications/Scopes of Work drafted by Aviation and included in solicitation, seeking vendor solution and input into how to achieve the objectives, award based on proposed solution, price, qualifications, experience and other criteria
- Request for Qualifications (RFQ)
  - Initial Scope of Work developed by Aviation and included in solicitation. Award based solely on qualifications and experience, the price and scope negotiation with most qualified

Construction Delivery Method: Design-Bid-Build



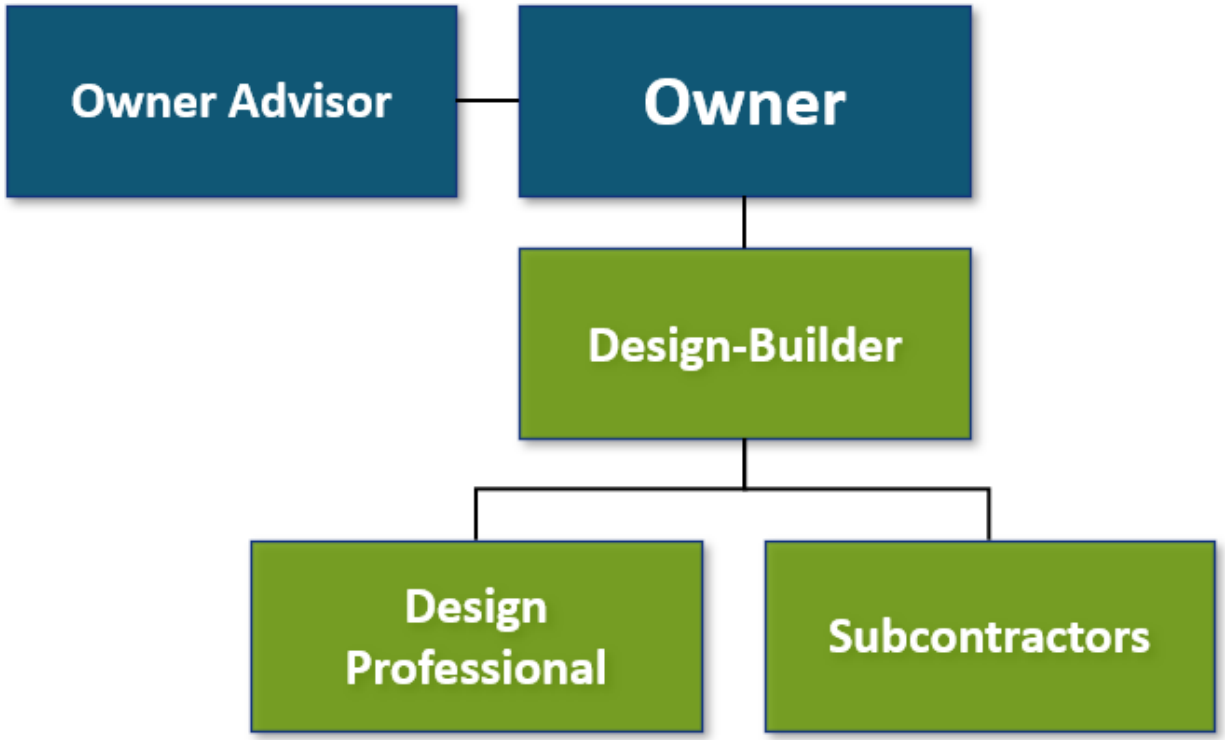
Competitive Bidding	Request for Proposals
One step contractor selection	One step contractor selection
Low responsible bidder	Best value (price and non-price factors)
Lump sum price proposal	Lump sum price proposal
Technical requirement 100% design	Technical requirement 100 % design
	Price weighting no less than 36.9%, Civil 50% or more

Construction Delivery Method: Construction Mgr.@ Risk



Construction Manager at Risk
One (RFP) or two step (RFQ-short list-RFP)
Guaranteed maximum Price (GMP) during design
Construction work requirements competitively bid beneath the CMAR
Optimal time to engage CMAR (10% to 30% design)
Price components weighting usually 30% or less

Construction Delivery Method: Design-Build



Fixed-Price Design Build	Progressive Design-Build
Two-step (RFQ-short list-RFP)	Two-step (RFQ-short list-RFP)
Best value (price and non-price factors)	Best value (price and non-price factors)
Lump sum price proposal	Guaranteed maximum price during design phase
Technical requirement 10-30% design	No to little technical requirements - Design Criteria Manual
Price weighting usually 40% or more	Price weighting usually 25% or less

Exemptions from Competitive Rules

Allowable exemption categories include (but not limited to):

- Sole Source
- Professional Service
- Protect Public Health and Safety of Residents

There can be different levels of competition for exempted procurements:

- Non-competitive
- Limited Competition
- Formal Solicitation (Full Competition) – Request for Qualifications Statement

Able to purchase through Cooperatives, allowing us to leverage large volume buying power of other government agencies without going through our own competitive process.

Policies impacting Solicitations: No Lobbying

- Why? Maintain fair, equitable, competitive process
- Applies to **formal solicitations** anticipated for **City Council approval**
- Authorized Contact is identified in solicitation documents
- Violation may result in disqualification, cancellation of solicitation, debarment
- No-Lobbying Report is available online

PROHIBITED ACTIVITIES INCLUDE…

Contact by City official or employee with respondent regarding response

Provide substantive info about respondent or response to City official or employee

Ask City official or employee to favor/oppose, recommend/not recommend, take action/refrain from taking action

Policies impacting Solicitations: MBE/WBE

City of Austin's Minority and Women Owned Business Enterprise Program

- Applies to City contracts over $50,000
- Central Procurement sends trade summary and scopes of work to ASMBR to review for potential subcontracting goals
- Ordinance exempts some contracts including sole source purchases

Policies impacting Solicitations: Small Business Preference

City of Austin includes preference for Small Businesses

- IFQ – Only sent to certified firms/HUBS if there are enough available initially
- IFB – Up to a 5% bid discount for being a Small Business
- RFP – Up to 10% of points available for being a Small Business

Questions?