



Central Procurement

Austin Financial Services

Matthew Duree

Central Procurement's Objective



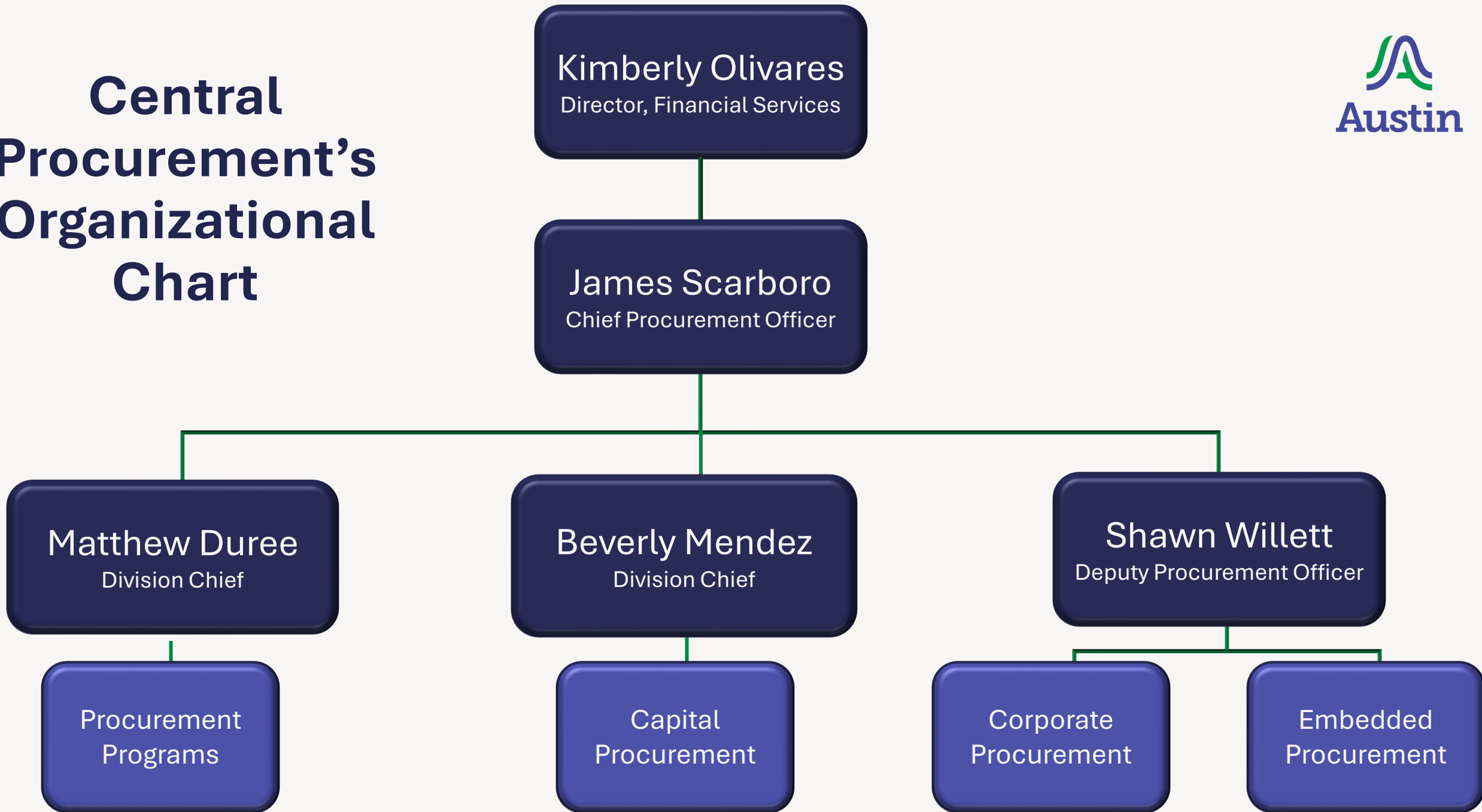
Central Procurement supports the City of Austin by procuring the materials, services, and construction resources essential to City operations and Capital Project Delivery.

We ensure all procurements are conducted through qualified, responsive vendors using appropriate procurement methods that:

- Comply with City regulations
- Promote transparency and fairness
- Maximize value for the City and its residents



Central Procurement's Organizational Chart

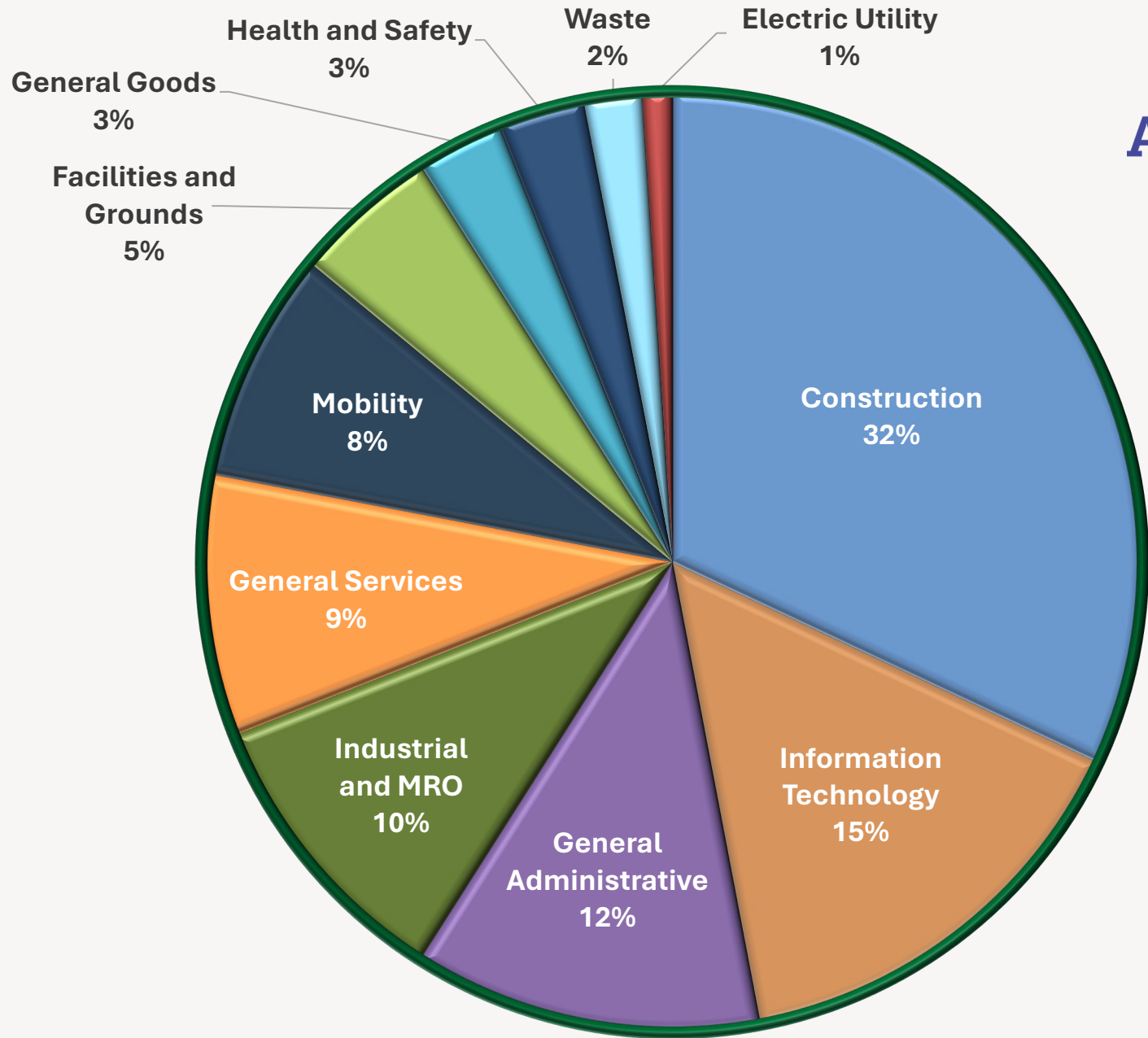


Procurement Categories

- Administrative
- Construction and related professional services
- Electric utility
- Facilities and grounds
- General goods
- General services
- Health and safety
- Information technology
- Industrial and MRO
- Mobility
- Waste

What the City Buys

FY 2025
Spend Report
\$ 3,834,501,268



Procurement Process

Procurement Process



Pre-Sourcing



Customer

Planning

Requisition

AFS Central Procurement

Sourcing

Solicitation Development

Solicitation Receipt

Response Evaluation

Contract Execution

Contract Administration

Post Award

(Managing Contracts in eCAPRIS)

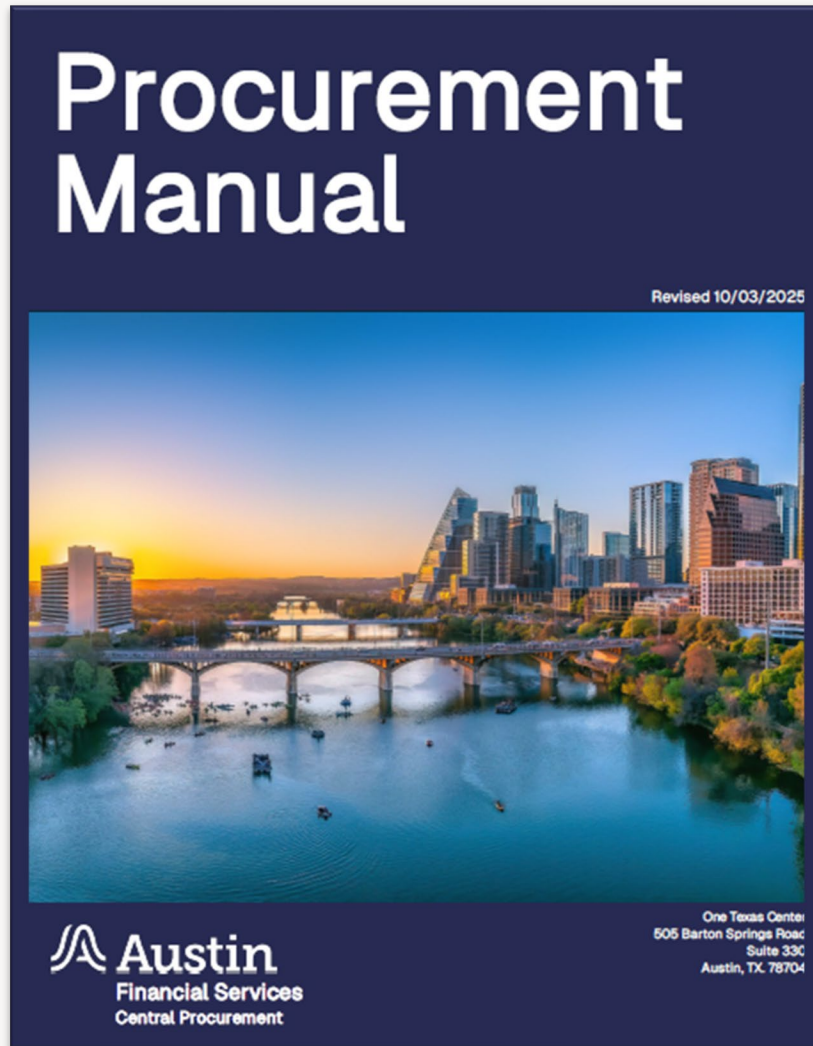


Customer

Contract Management

Contract Monitoring

Procurement Laws and Regulations



- Texas Local Government Code, Ch 252
- City Charter
- Administrative Bulletins
 - Delegated Authority
- Policies enacted by City Council
- Central Procurement Policies and Procedures
- Other – industry best practices

Procurement Process – Noncompetitive Sourcing

- Certificate of Exemption Required
 - Emergency Purchasing
 - Sole Source Purchasing
 - Personal, Professional, and Planning Service Purchasing
 - Critical Business Need (Austin Energy Only)
- Interlocal Purchasing



Procurement Process - Cooperatives

A cooperative purchase is a procurement based on competitively bid contracts from other public entities or alliances, enabling faster procurement and volume-based.



Procurement Process – Cooperatives (cont'd)



Current established Cooperative Purchasing Organizations (CPOs) operating within the State of Texas and authorized by the Austin City Council:

- OMNIA Partners
- Houston-Galveston Area Council of Governments (HGAC)
- Texas Local Government Purchasing Cooperative (BuyBoard)
- The Cooperative Purchasing Network (TCPN)
- TxSmartBuy
- Texas Multiple Award Schedule (TXMAS)
- Texas Department of Information Resources (DIR)
- Texas Council on Competitive Government (CCG)
- Texas Interlocal Purchasing Cooperative (TIPC)

Procurement Process – \$5,000 or less



Purchases \$3000 or less

- Single informal quote
 - Recommended to first consider MBE/WBE certified or local firms.

Purchases \$3,000.01 to \$5,000

- Minimum of three (3) informal quotes
 - Request from a minimum of two (2) MBE/WBE firms or contact all MBE/WBE certified firms registered for the commodity code.

Procurement Process – \$5,000.01 to \$78,000



Informal Competitive Quote

- Invitation for Quote (IFQ) – An informal process for obtaining goods and non-professional services. This process may be used for one-time purchases under \$78,000. These are not subject to advertisement or a public bid opening, so they are sent out through eCapris and published to AFO for a short period of time.
- Cooperatives

Procurement Process – Greater than \$78,000



Invitation for Bids (IFB) – lowest responsive, responsible



Request for Proposals (RFP) – highest evaluated responsive, responsible



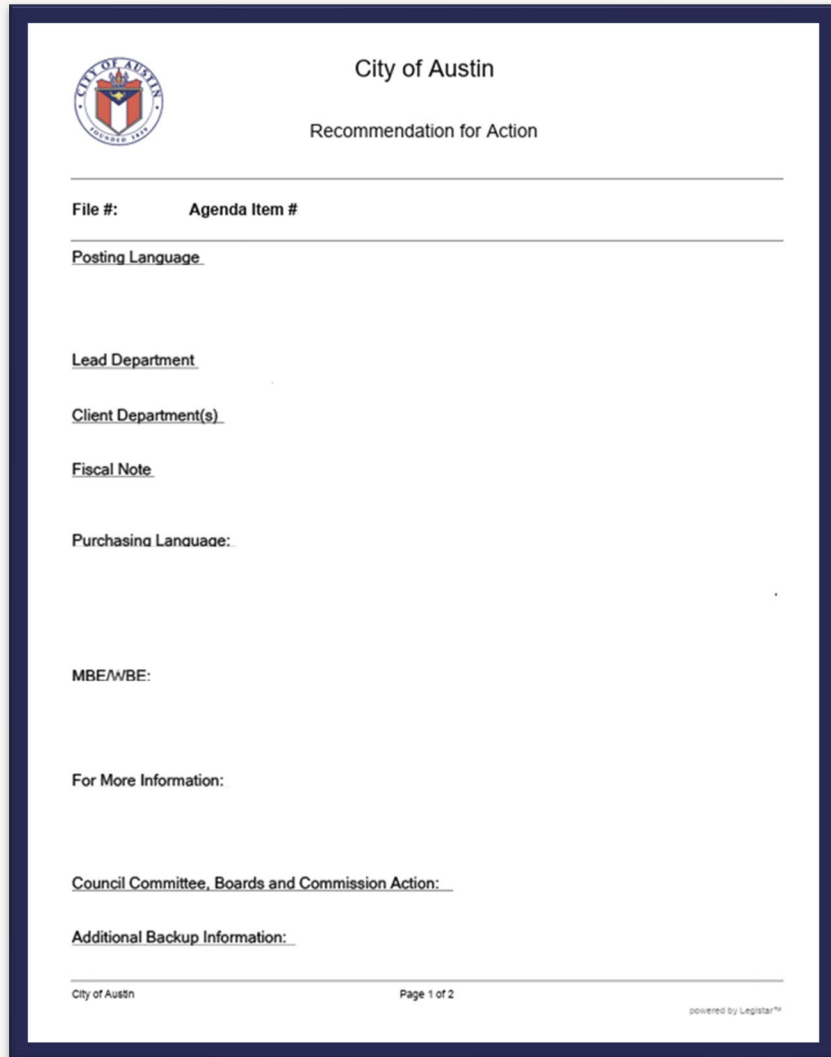
Request for Qualifications (RFQ) – most qualified responsive, responsible

Procurement Process – Greater than \$78,000



- **MBE/WBE Goal Determination**
- Central Procurement staff works with Austin Small and Minority Business Resource (ASMBR) to determine solicitation goals before solicitation is advertised.
- ASMBR determines if the solicitation's commodities codes have subcontracting opportunities or if MBE/WBE Prime firms are available.

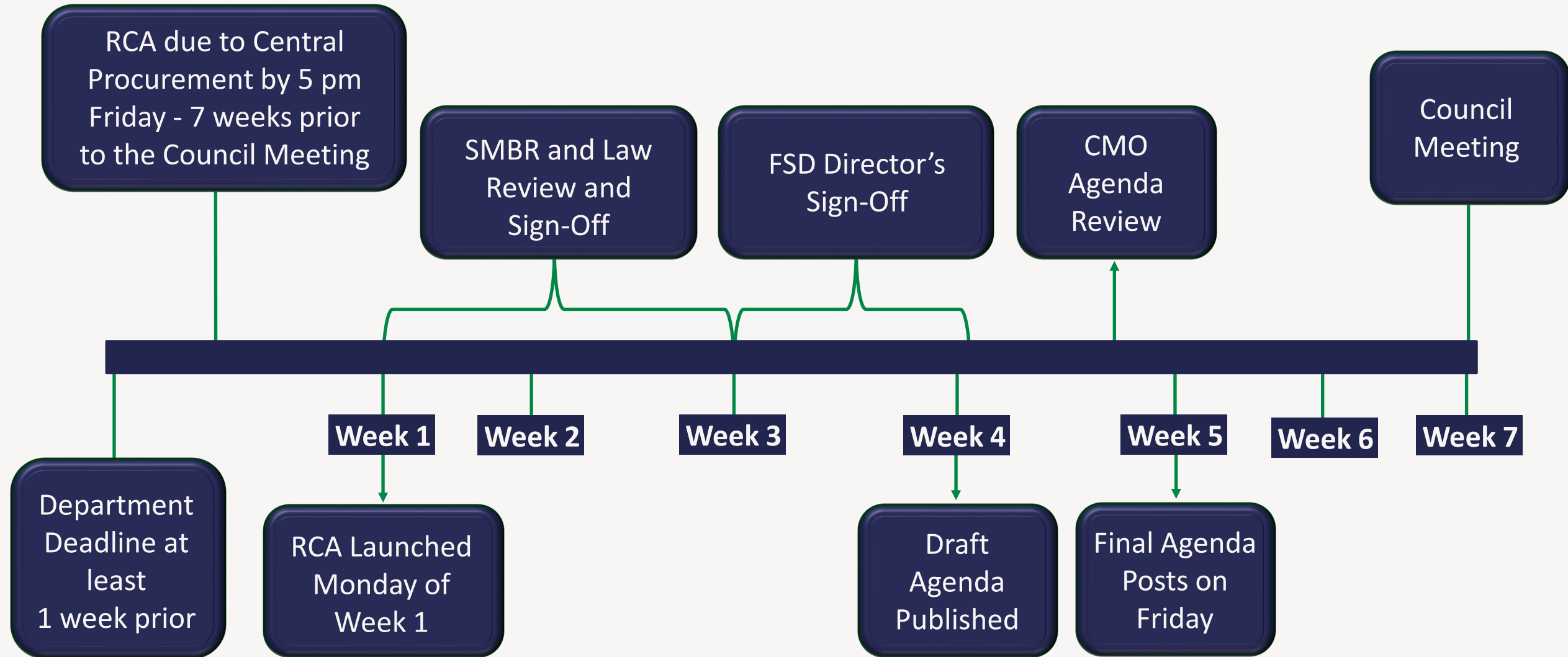
Procurement Process – Greater than \$78,000



The image shows a 'City of Austin Recommendation for Action' form. At the top left is the City of Austin seal. The title 'City of Austin Recommendation for Action' is centered. Below the title are several fields for information entry: 'File #: Agenda Item #', 'Posting Language', 'Lead Department', 'Client Department(s)', 'Fiscal Note', 'Purchasing Language', 'MBE/WBE', 'For More Information:', 'Council Committee, Boards and Commission Action:', and 'Additional Backup Information:'. At the bottom, it says 'City of Austin Page 1 of 2 powered by Legistar™'.

- Central Procurement will take the RCA to Council on behalf of the Department.
- Once the RCA is approved by Council, Central Procurement will execute the contract.

Procurement Process - RCA Timeline



Procurement Programs

Procurement Programs – Business Programs



Procurement
Management

Source
Selection

Contract
Management

Regulations
and Procedures

Surplus
Property
Administration

ProCard
Administration

Outreach
and Training

Procurement Programs – Policy Programs



Construction
Training

Environmentally
Preferrable

Living
Wage

Prevailing
Wage

Local Business
Preference

Small Business
Preference

MBE/WBE
Support with
SMBR

Resources

Useful Websites

[eCAPRIS](#)

[Austin Financial
Services](#)

[FSD Hub](#)

[Austin Finance
Online](#)

Austin Finance Online Navigation



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Questions?



For more information please visit: austintexas.gov/FSD

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