

Purchasing Code: Proposed Amendments Cont.

July 14, 2021



Key Changes to \$ Thresholds - Current

City	Procurement type	Approval authority	Thresholds
<i>Takoma Park (current)</i>	Reasonable effort for lowest-cost purchase (supported in writing)	N/A (no reasonable effort purchases)	N/A (no reasonable effort purchases)
	Informal bidding (at least three quotes/proposals, supported in writing)	City Manager	<= \$5,000 (professional services) <= \$10,000 (other goods and services)
	Competitive sealed bid or proposal (formal contract)	City Council	> \$5,000 (professional services) > \$10,000 (other goods and services)
	Competitive sealed bid or proposal (formal contract)	City Council	> \$5,000 (professional services) > \$10,000 (other goods and services)

Key Changes to \$ Thresholds - Proposed

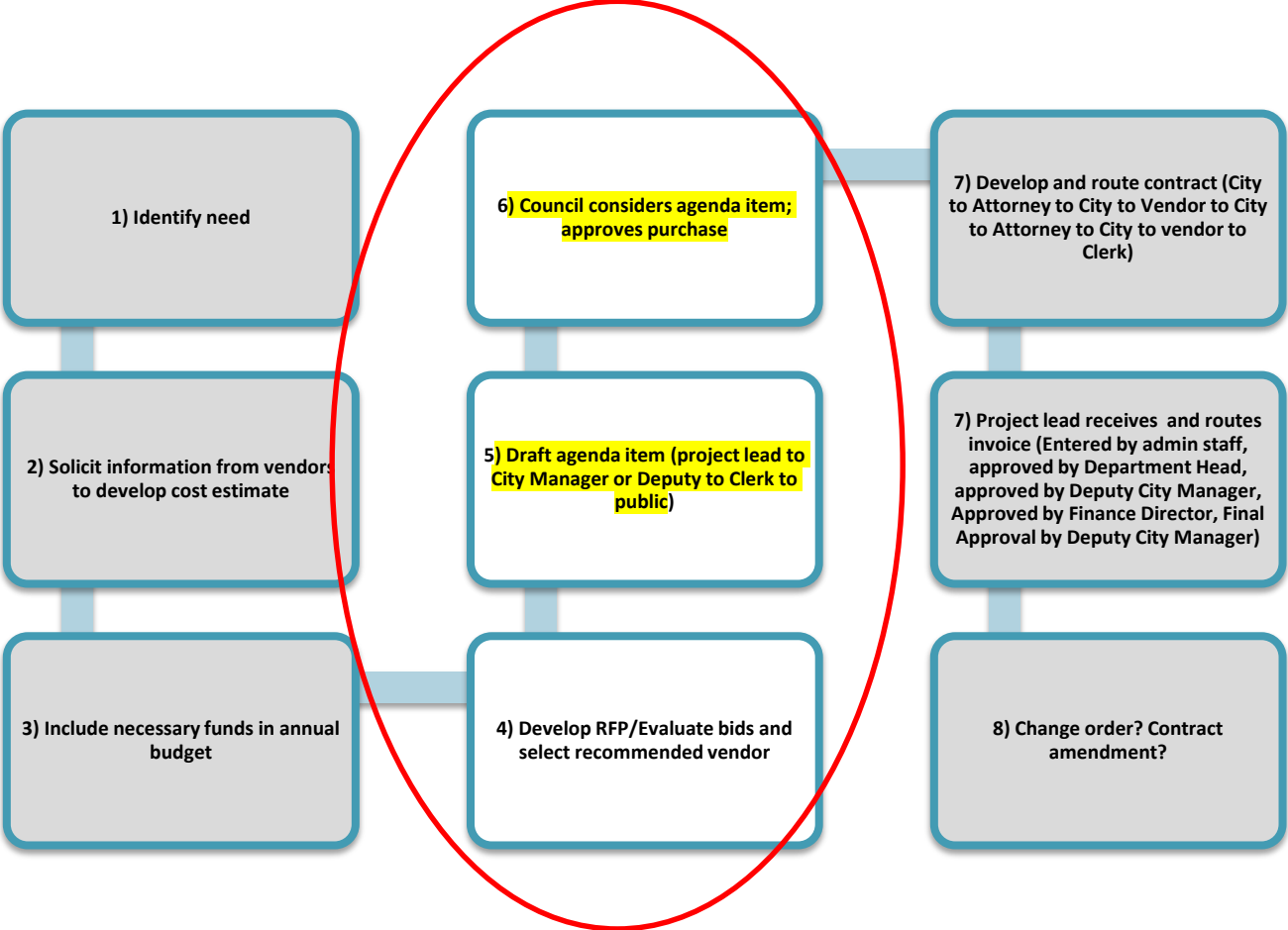
City	Procurement type	Approval authority	Thresholds
<i>Takoma Park (proposed)</i>	Reasonable effort for lowest-cost purchase (supported in writing)	City Manager designee (Deputy City Manager)	<= \$10,000
	Informal bidding (at least three quotes/proposals, supported in writing)	City Manager designee (Deputy City Manager)	\$10,001 - \$30,000
	Competitive sealed bid or proposal (formal contract)	City Manager	\$30,001 – \$50,000
	Competitive sealed bid or proposal (formal contract)	City Council	> \$50,000

\$ Thresholds - Examples

City	Procurement type	Approval authority	Thresholds
DC	Streamlined noncompetitive process	Chief Procurement Officer or designee	<= \$10,000
	Small purchase, at least three quotes	Chief Procurement Officer or designee	\$10,001 – \$100,000
	Competitive sealed bidding	Chief Procurement Officer or designee	\$100,001 – \$1,000,000
	Competitive sealed bidding	City Council	> \$1,000,000

City	Procurement type	Approval authority	Thresholds
Gaithersburg	Best judgment	Department head or designee	<= \$5,000
	Minimum of one quote from two different vendors	City Manager	\$5,001 – \$30,000
	Formal solicitation	City Manager	\$30,001 – \$100,000
	Formal solicitation	Mayor and City Council	> \$100,000

Proposed Process for Purchases \$50,000 and Over



RFP Evaluation Forms

Mid-level managers, Department heads, City Manager, Deputy City Manager, and Finance Director are involved in bid evaluation and purchasing approvals.

Redistricting RFP Evaluation

Evaluation Criteria (1 is highest, 5 is lowest). Please rate and add comments as desired: A. Experience, qualifications, and capacity of the respondent; B. Responsiveness and understanding of the scope of services; and B1. Community engagement/outreach experience; C. Prior experience working with local governments; D. References; E. Cost

Vendor	A. Experience, Qualifications, Capacity	B. Responsiveness and Understanding Scope of Services	B1. Community Outreach Experience?	C. Experience with Local Government	D. References	E. Cost
<u>ARC</u> Bridge Consulting						
<u>Crimcard</u>						
Flo Analytics						

