Purchasing Code:

Proposed Amendments Cont.

July 14, 2021



Key Changes to \$ Thresholds - Current

City	Procurement type	Approval authority	Thresholds
Takoma Park (current)	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	
	Reasonable effort for lowest-cost purchase (supported in writing)	City Manager designee (Deputy City Manager)	<= \$10,000	
Takoma Park	Informal bidding (at least three quotes/proposals, supported in writing)	City Manager designee (Deputy City Manager)	\$10,001 - \$30,000	
(proposed)	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
	Streamlined noncompetitive process	Chief Procurement Officer or designee	<= \$10,000
DC	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
Calificiability	Formal solicitation	City Manager	\$30,001 - \$100,000
	Formal solicitation	Mayor and City Council	> \$100,000

Proposed Process for Purchases \$50,000 and Over 7) Develop and route contract (City 6) Council considers agenda item; to Attorney to City to Vendor to City 1) Identify need approves purchase to Attorney to City to vendor to Clerk) 7) Project lead receives and routes invoice (Entered by admin staff, 5) Draft agenda item (project lead to 2) Solicit information from vendors approved by Department Head, City Manager or Deputy to Clerk to to develop cost estimate approved by Deputy City Manager, public) Approved by Finance Director, Final Approval by Deputy City Manager) 3) Include necessary funds in annual 4) Develop RFP/Evaluate bids and 8) Change order? Contract select recommended vendor amendment? budget

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
ARCBridge Consulting						
Crimcard						
Flo Analytics						