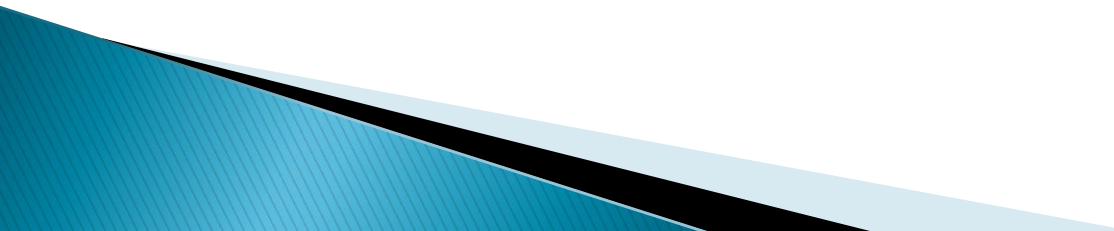


# Procurement Process Overview City of Madison


Updated March 20, 2023



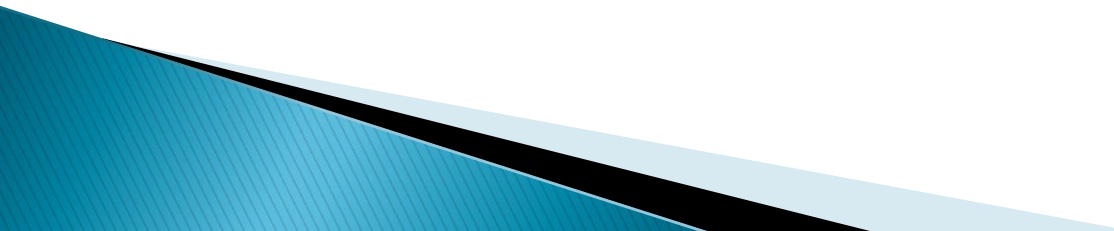
# Presentation Objectives

- ▶ Procurement authority and guidelines for contracting goods and services
  - ▶ Non-Competitive Selection – Reasons and Processes
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# Procurement Authority

- ▶ [MGO Sec. 4.25](#) – Purchasing of Items of Apparel
  - ▶ [MGO Sec. 4.26](#) – City Purchasing
  - ▶ [APM 1-1](#) – Completion and Execution of City Contracts
  - ▶ [APM 1-4](#) – Purchasing Policies and Procedures
  - ▶ Public works governed by [Wis. Stat. 62.15](#)
- 

# Community Supportive Goals

- ▶ Local Purchasing Policy
    - 1% Weight for Bids / 5% weight for RFPs
  - ▶ Mandated Contracting Terms:
    - Affirmative Action – Contracts >\$50,000/year
    - Sweatfree Procurement (Apparel) >\$15,000
    - Ban the Box >\$25,000
  - ▶ Limits competitiveness
  - ▶ Lower bidder participation
- 

# Procurement Guidelines

- ▶ Purchases <\$10,000 – Best judgment (no bidding required)
- ▶ Purchases \$10,000–\$50,000 – 3 informal quotes
  - Must include 1 quote from [Local Business Registry](#) and 1 quote from [Equitable Purchasing Resources directories](#)
- ▶ Purchases >\$50,000 – Formal bid process

# General Contract Requirements

- ▶ Goods procured via Purchase Order
  - ▶ Services > \$10,000 procured via Purchase of Services (POS) Contract
  
  - ▶ Council authorization is required:
    - POS Contract over 5\* years
    - POS Contract for 1 to 5\* years if over \$100,000 per year
    - POS Contract for over \$50,000, not competitively selected
    - Public Works contract over \$25,000
- \*Renewal years included in total term calculation

# Reasons for Non-Competitive Selection

## ▶ MGO Sec. 4.26(4)(a)

1. Public emergency
2. Service/product available from only one person or firm (true sole source)
3. Professional services provided by attorneys
4. Services rendered by university, college, or other educational institution
5. No acceptable bids after competitive process
6. Service fees established by law/professional code
7. Particular consultant has provided services to City on similar/continuing project; economical to City to retain same consultant.
8. Contract for under \$50,000
9. Otherwise authorized by law, rule, resolution, or regulation

# Non-Competitive Selection Process

- ▶ If under \$50,000, Agency completes “Non-Competitive Selection” form for Purchasing review
- ▶ If \$50,000 or over, Agency drafts a resolution
  - Updated resolution samples
- ▶ Agency submits “Non-Competitive Selection” form for inclusion with resolution
  - Ordinance only applies to Service contracts; Purchasing Policy extends requirement to Goods



# Non-Competitive Selection Form Submission Deadlines

## Monday: Noon Deadline

- Agency submits completed Non-Competitive Selection Request form to Purchasing for review

## Tuesday: Noon Deadline

- Purchasing completes review of form
- Returns updated form with comments to Agency

## Tuesday: End of Day Deadline

- Agency enters resolution in Legistar by 5:00PM
  - Reference sample resolutions to ensure proper MGO citation
- Completed form uploaded as attachment to file

## Wednesday: Noon Deadline

- Budget Analyst reviews the resolution & drafts fiscal note
- Completed resolution will pull into Common Council agenda

*Agency Milestone*

*Finance Milestone*