

SUMMARY OF CHANGES TO PROCUREMENT POLICY

The majority of changes to the Procurement Manual pertain to the thresholds for quotes. These thresholds have not been updated in many years, and the lower thresholds often drastically slow down projects, with minimal cost savings. The amount of time and administrative costs departments spend on chasing additional quotes often negates such savings. I have highlighted the changes to the thresholds below. Other changes involved correcting a typo in the organizational chart and changing the procurement card section to match the current SOP and update current contact numbers for the Procurement Card Administrator.

1. **PROCUREMENTS SUBJECT TO COMPETITIVE BIDDING:** Page 17:

Changed the thresholds for Purchase of Goods/Equipment/Commodities-\$20,000 or less from:

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| UNDER \$1,000 | Awarded at the discretion of the Director of Purchasing.* |
| \$1,001 - \$5,000 | Minimum of three (3) quotes. Verbal or written as required. Awarded at the discretion of the Director of Purchasing.* |
| \$5,001 - \$20,000 | Minimum of three (3) quotes. Written, email or facsimile. Awarded at the discretion of the Director of Purchasing.* |
| OVER \$20,000 | Sealed, public bid per GML §103 |

To:

| | |
|--------------------|---|
| UNDER \$5,000 | Awarded at the discretion of the Director of Purchasing.* |
| \$5,001 - \$20,000 | Minimum of three (3) quotes. Written, email or facsimile. Awarded at the discretion of the Director of Purchasing.* |
| OVER \$20,000 | Sealed, public bid per GML §103 |

2. PROCUREMENTS SUBJECT TO COMPETITIVE BIDDING: Page 17:

Changed the thresholds for Purchases of Public Works/Services-\$35,000 or Less from:

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| UNDER \$5,000 | Obtain three (3) verbal or written quotes/proposals. * Department may recommend Award. Contract Awarded at the discretion of the Director of Purchasing. |
| \$5,001 - \$20,000 | Obtain three (3) written quotes/proposals. * Department may recommend Award. Contract Awarded at the discretion of the Director of Purchasing. |
| \$20,001 - \$35,000 | Obtain four (4) written quotes/proposals. * Department may recommend Award. Contract Awarded at the discretion of the Director of Purchasing. |
| OVER \$35,000 | Sealed, Public bid per GML §103 |

To:

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| UNDER \$10,000 | Department should negotiate with the vendor. * Department may recommend Award. Contract Awarded at the discretion of the Director of Purchasing. |
| \$10,001 - \$35,000 | Obtain three (3) written quotes/proposals. * Department may recommend Award. Contract Awarded at the discretion of the Director of Purchasing. |
| OVER \$35,000 | Sealed, Public bid per GML §103 |

3. PROCUREMENTS SUBJECT TO COMPETITIVE BIDDING: Page 18:

Changed the threshold for Professional Services from:

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|--------------------|---|
| UNDER \$3,000 | Department negotiates with the Firm and processes Contract through Contract Management. ALL contracts must be approved by the County Executive. |
| \$3,000 - \$40,000 | Department negotiates with the Firm and processes Contract through Contract Management. Obtain three (3) quotes/proposals when possible. ALL contracts must be approved by the County Executive. |
| OVER \$40,000 | At the discretion of the Director of Purchasing, may require a written Request For Proposal (RFP) issued through Purchasing. See Section V for details of RFP process. All contracts must be approved by the County Executive; and in the event that the amount is \$50,000 or more, the contract must also be approved by the County Legislature. |

To:

| | |
|---------------------|---|
| UNDER \$10,000 | Department negotiates with the Firm. Department processes Contract through Contract Management. ALL contracts must be approved by the County Executive. |
| \$10,000 - \$40,000 | Obtain three (3) quotes/proposals when possible. Department negotiates with the Firm with the best quote/proposal. Award is made at the discretion of the Purchasing Director. Department processes Contract through Contract Management. ALL contracts must be approved by the County Executive. |
| OVER \$40,000 | At the discretion of the Director of Purchasing, may require a written Request For Proposal (RFP) issued through Purchasing. See Section V for details of RFP process. All contracts must be approved by the County Executive; and in the event that the amount is \$50,000 or more, the contract must also be approved by the County Legislature. |