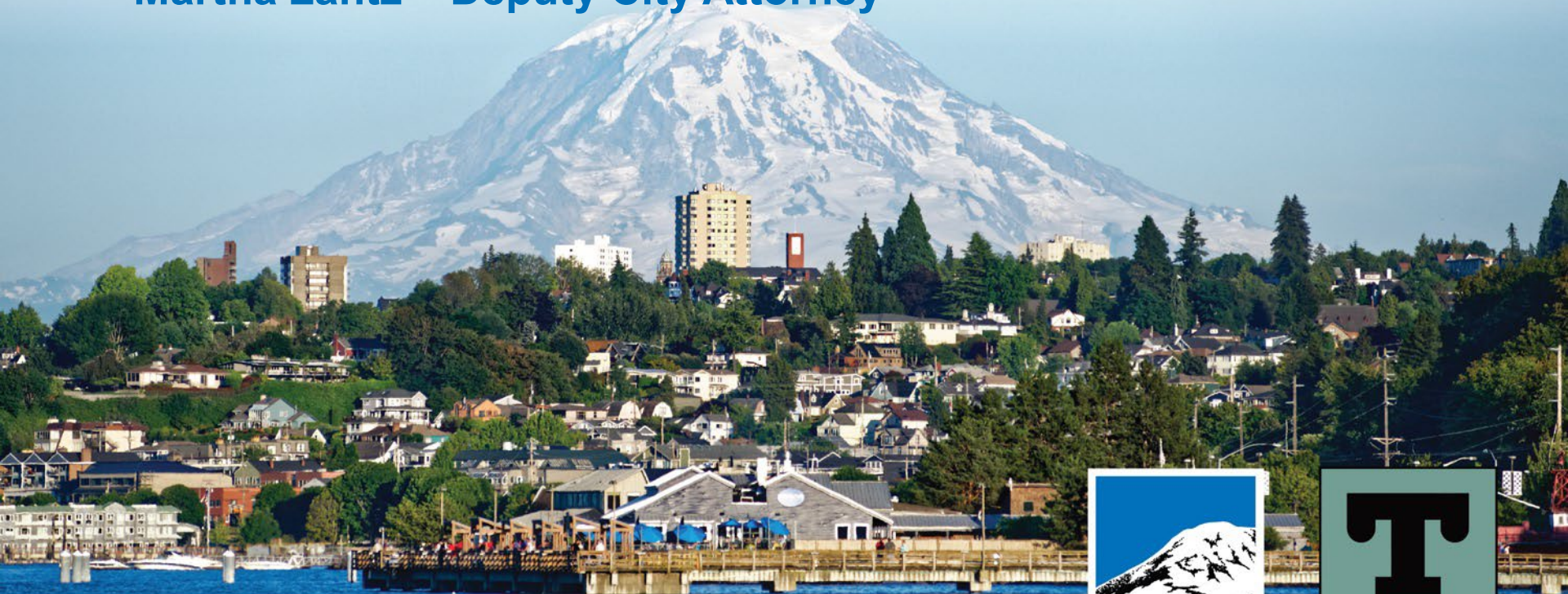


# Procurement Overview

Patsy Best – Procurement and Payables Division Manager

Martha Lantz – Deputy City Attorney



# Procurement Governance

Federal

Washington State (RCW)

Tacoma City Charter

Tacoma Municipal Code (TMC)

Purchasing Policy



# Process Overview



# Competitive Solicitation Required

- **Tacoma Municipal Code (TMC)1.06.254**

“Except as otherwise provided in this chapter, all purchases shall be by competitive solicitation.”

- **Exceptions:** Sole Source, Not Practicable, Direct Negotiation or Emergency Waivers
- **Revised Code of Washington (RCW) Chapter 39**
- Competitive solicitation required for Public Works and Improvements (Construction)
- Competitive solicitation required for Architectural and Engineering (A&E) Services
- **Competitive Solicitation can be satisfied with use of other competitively solicited contracts**
  - aka “Piggybacking” or “Interlocal”



# Competitive Solicitation Thresholds

<\$10K

- Department Delegated Authority
- Non-Repetitive Purchases

\$50K

- 3 Written Quotes
- EIC Delegated authority (OMWBE Certified Firms)

\$200K

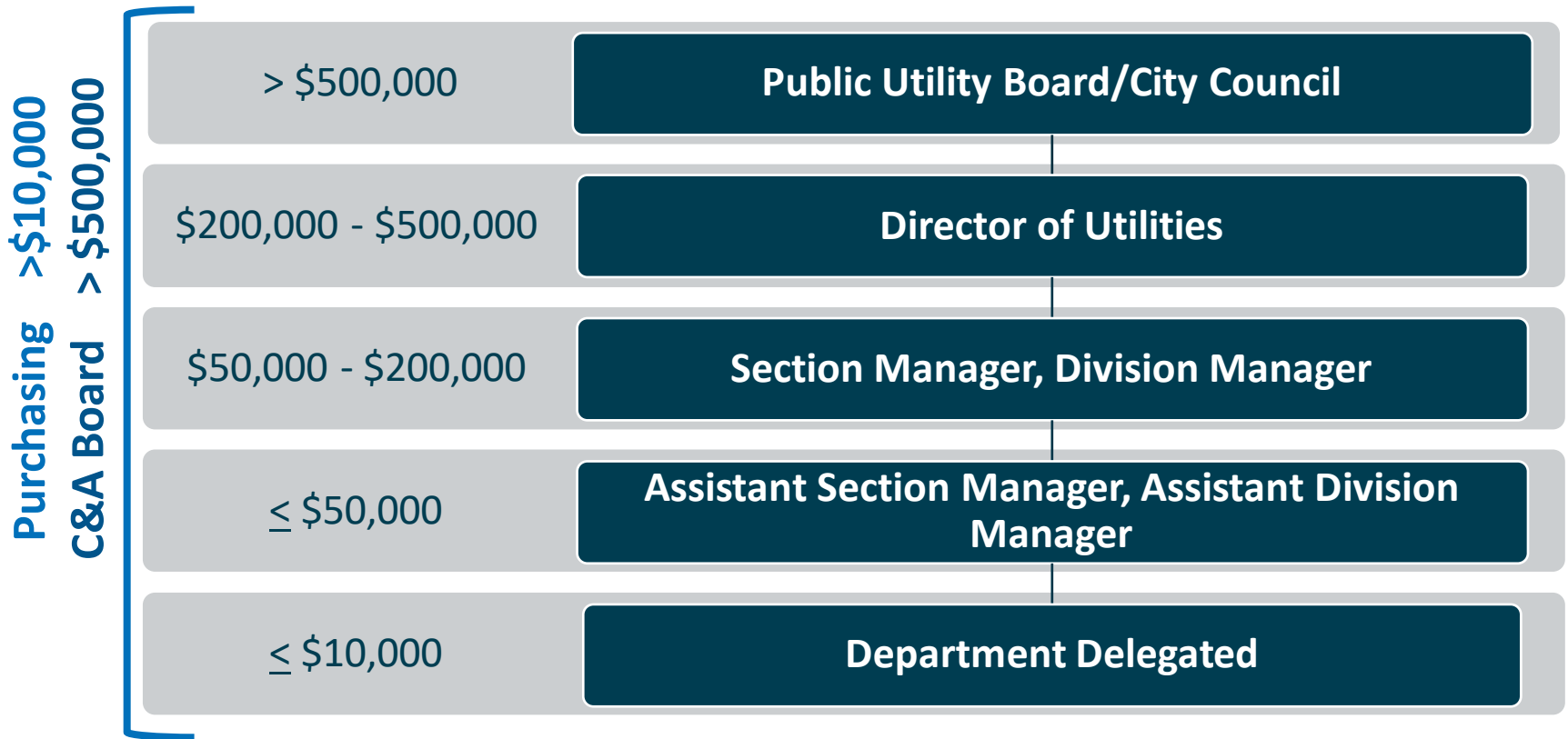
- Informal Solicitation
- Small Works Roster for Public Works

>\$500K

- Formal Sealed Solicitation: Request for Bid (RFB), Request for Proposals (RFP)\*, Request for Qualifications (RFQ)\*
- *\*RFPs, RFQs and Public Works over \$200,000 are conducted as Formal Sealed regardless of estimated value.*



# Approval hierarchy:



\*Director of Utilities may administratively increase contracts initially approved by Public Utility Board by up to \$200,000

# Board of contracts and awards



•Recommend award or rejection of purchases and contracts over \$500,000 prior to City Council or Utility Board action

- ✓ Contract awards and increases
  - ✓ Sole Source and Not Practicable to Bid Waivers
  - ✓ Sale of surplus property
  - ✓ Due Process for Protests over \$500,000
  - ✓ Excludes direct negotiation, emergency waivers and real estate transactions
- \*Legal advisor to the Board – non-voting

# Citywide Contracts

- **Multiple departments with common contracting needs**
  - **coordinated by Purchasing**
- **Saves time and can also save money**
  - Reduced administrative costs
  - Increased buying power
  - As-needed contract – no guarantee of specific spend
  - Contract values are based on estimates or past usage
- **Citywide contracts resulting from a competitive solicitation and valued over \$500,000 are submitted to both Public Utility Board and City Council for approval**





# Questions?

Thank you

