

	<i>Administrative Regulation</i>	
	Procurement Checklist	
	Policy#	19.1
	Effective:	01/05/2021
	Revised:	06/25/2025
	Owner:	Finance

Note: Terms in **Bold** and *Italics* throughout this policy are defined below.

PURPOSE:

This administrative regulation serves as an update to the Purchasing Guidelines administrative regulations. Where conflict exists between the two documents, the Procurement Checklist supersedes and governs, regardless of the Purchasing Guidelines revision date.

SCOPE:

This regulation applies to all employees.

POLICY:

It is the policy of the City of Springfield to provide guidelines for the process and procedures for expending public funds in a fair and transparent manner in accordance with federal, state, and local law, including Springfield Municipal Code Section 2.700 et seq.

The steps outlined in this document are meant to provide for a user-friendly outline of the procurement process. For additional guidance please review the Purchasing Guidelines Administrative Regulation, and Springfield Municipal Code 2.700.

Steps in the procurement process:

- 1) [Identify the Anticipated Dollar Value](#)
- 2) [Verify Budgetary Authority](#)
- 3) [Determine the Categories of Procurement](#)
- 4) [Process Contract Amendments](#)
- 5) [Use the Oregon Forward Program](#)
- 6) [Use a Cooperative Agreement](#)
- 7) [Follow Solicitation Steps by Procurement Type](#)
- 8) [Documenting the Agreements](#)
- 9) [Developing a Written Contract](#)
- 10) [Submit for City Attorney's Office Review](#)
- 11) [Complete Contract Execution Requirements](#)
- 12) [Save Final Procurement Documents](#)
- 13) [Conduct Special Procurements \(Sole source, Direct Appoint, ect.\)](#)
- 14) [Report to the Fraud Hotline](#)

PROCEDURE:

1. Identify the Anticipated Dollar Value

- 1.1. The ***anticipated dollar value*** of a procurement is important in determining the type of solicitation process to complete. It will be used in many of the following steps, beginning with budget authority.

2. Verify Budgetary Authority

- 2.1. City funds may not be expended without budgetary appropriation. The resolution(s) adopting and amending the budget sets the total appropriation at the legal level (Fund-Department) and it is a budget violation to overspend that appropriation.
- 2.2. Some unanticipated procurements are allowed but require supplemental budget approval by the Council. If you plan to make an unbudgeted procurement, first contact the Finance Department and your department budget preparer.

3. Determine the Category of Procurement

3.1. Group A:

- 3.1.1. IGA's, direct appoint Personal, Grant Agreements, go to section 7 of this guide.

3.2. Group B:

- 3.2.1. Procurement of Goods and Services, Construction that is not a Public Improvement, go to section 5 of this guide.

3.3. Group C:

- 3.3.1. Public Improvement, go to section 5 of this guide.

3.4. Group D:

- 3.4.1. Direct appoint Arch/Eng/GIS/Survey/Transportation Planning under \$100,000, go to section 7 of this guide.

4. Process Contract Amendments

- 4.1. All ***contract amendments*** should follow the requirements of this checklist independently depending on group type.
- 4.2. A memorandum of understanding may be an appropriate way to document the relationship between the City and another governmental entity. A memorandum of understanding is a type of agreement that is generally not legally binding. Its purpose is to outline the parties' responsibilities before an official contract is drafted. If you

believe a memorandum of understanding is appropriate, please contact the City Attorney's Office early in the process to confirm.

5. Use the Oregon Forward Program

- 5.1. Before procuring a good or service from any other source, City employees must first determine whether the good or service is available from an **Oregon Forward** contractor in Lane County by reviewing the list of available products and services online at the State of Oregon's website at <https://ofp.dasapp.oregon.gov/Search>.
- 5.2. Under ORS 279.850(1) the City must procure a product or service from an Oregon Forward qualified nonprofit contractor if the product or service is of specifications appropriate to the City's procurement needs and is available within the time required by the City. Please contact the Finance Department if you believe an available product or service does not meet specifications or is not available within the time required.
- 5.3. The [Oregon Forward Program](#), formerly known as the QRF Program, fulfills a state law supporting meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities. Through a network of qualified nonprofit contractors, staff are trained and employed to provide goods and services procured by state and local government agencies.
- 5.4. When procuring products from an Oregon Forward contractor, download from Springboard and complete the Purchase Order (For Use with **Cooperative Agreements**) referencing the state price agreement number.
- 5.5. When procuring services, you may execute a state-approved contract provided by the Oregon Forward contractor. If the Oregon Forward contractor does not have a state-approved contract form, contact Finance to determine the next appropriate steps.

6. Use of Cooperative Agreement

- 6.1. Procurement using a cooperative agreement involves a simplified process. Follow the steps below:
 - 6.1.1. Identify an agreement(s) that allows cooperative procurement. Some good sources to find cooperative agreements include ORPIN, NPPGov, KCDA, Sourcewell (NJPA), Omnia, HGAC, and US Communities. Also, cooperatives with other agencies exist and typically we find out about those thru vendor sales reps.
 - 6.1.2. Send the cooperative agreement to CAO for legal review and approval.
 - 6.1.3. Email Finance (Purchasing@springfield-or.gov) and request a contract number. You will need to provide the following information (a description of what is being purchased, a reference to the cooperative agreement, dollar amount of the purchase, name of contract lead, vendor name).

6.1.4. From Springboard, download the [Purchase Order \(For Use with Cooperative Agreements\)](#). Complete the form and send to the vendor.

6.1.5. Once the procurement is complete go to section 12 of this guide and follow the steps for scanning documentation to Laserfiche. Note – a full copy of the cooperative agreement must be included in the files for scanning.

7. Follow Solicitation Steps by Procurement Type

Contract Type	Competitive Solicitation Procedure by Total Contract Price					Muni. Code Ref.
	\$5,000 or Less	\$5,001 to \$10,000	\$10,001 to \$100,000	\$100,001 to \$250,000	More than \$250,000	
Goods and Services	Small Procurement		Formal Quotes	Competitive Sealed Bids <i>or</i> Proposals		SMC 2.706
General Personal Services	Informal Quotes		Formal Quotes	Competitive Sealed Bids <i>or</i> Proposals		SMC 2.708
Exempt Personal Services	Direct appointment					SMC 2.708 (3)(e)
Architectural, Engineering, Photogrammetric Mapping and Transportation Planning Services	Direct appointment			Informal Selection (OAR 137-048-0210)	Formal Selection (OAR 137-048-210)	SMC 2.709
Public Improvement Contracts	Small Procurement	Formal Quotes		Competitive Sealed Bids <i>or</i> Proposals (Proposals with Council approval)		SMC 2.710

7.1. Requirements for Small Procurements:

7.1.1. Procurements of Goods and Services not exceeding \$10,000 or procurements for **Public Improvements** not exceeding \$5,000 may be awarded as a Small Procurement pursuant to ORS 279B.065, ORS 279C.335 and this regulation. The City may choose any method of selecting contractors for a Small Procurement,

including, but not limited to, offering the contract to only one firm, obtaining **Informal Quotes** or conducting competitive procurement. State law prohibits procurement from being artificially divided or fragmented so as to constitute a Small Procurement.

- 7.1.2. The contract price limit includes the total lifecycle of the procurement including shipping, taxes, and installation and maintenance costs. Contract amendments are limited to 150% of the original contract amount; therefore, in the case of a procurement for Goods and Services, if there is a reasonable chance that the contract will be amended to more than 150% of the original contract amount over the life of the contract, other procurement methods should be used.

7.2. Requirements for Informal Quotes:

- 7.2.1. Obtain a minimum of three verbal or written quotes and select the lowest responsible quote as contractor/vendor. Document quotes using the Informal Quote form. If you cannot obtain at least three quotes, make a written record of your effort to obtain three quotes.

7.3. Requirements for Formal Quotes:

- 7.3.1. Complete the Formal Quote Form and provide it to at least three contractors/vendors to use to provide written quotes. Requests for **formal quotes** may also be advertised on the City's website or elsewhere. Select the lowest responsible quote as contractor/vendor. If you cannot obtain at least three quotes, make a written record of your effort to obtain three quotes.

7.4. Requirements for Direct Appointment:

- 7.4.1. For exempt personal services, verify with Finance that contract falls within scope of exempt services listed in SMC 2.708(3)(e). For architectural, engineering, photogrammetric mapping, and transportation planning services, complete and have signed the **Direct Appointment** form.

7.5. Requirements for Other Competitive Procurement Types (Competitive Sealed Bids, Competitive Sealed Proposals, etc.):

- 7.5.1. Requirements vary depending on contract type. Please see the Purchasing Guidelines and contact the Finance Department or departmental procurement manager for more information. For additional details, see the RFP template which is available for download on Springboard.

8. **Documenting your Agreement**

8.1. Keep the following things in mind when determining what agreement will work:

- 8.1.1. A written contract is needed for all procurements for goods over \$10,000 unless you are sourcing from a cooperative agreement (see section #6 on cooperative procurements).
- 8.1.2. A written agreement is needed for all grant agreements and IGA's.
- 8.1.3. A written agreement is needed for all procurements of services.
- 8.1.4. A written agreement is needed for all transactions related to real property.
- 8.1.5. Contracts using vendor paper/agreements require CAO approval.
- 8.1.6. If using an unaltered City contract template, no CAO or procurement review is required for contracts under \$100,000.

8.2. Agree in Principle to the Terms and Conditions:

- 8.2.1. The staff person who is negotiating the contract and the vendor should first agree in principle to the terms of the agreement. You can achieve this by sending a copy of the template agreement to the vendor early on and working through the specific scope of work.

9. **Development of a Written Contract**

9.1. Vendor Setup:

- 9.1.1. Have new vendors complete a [W-9](#) form, and [ACH Registration](#) form. Have the vendor either fax (541.726.3782) or email (ap@springfield-or.gov) a copy to the accounts payable team in Finance.

9.2. Receive a Contract Number:

- 9.2.1. Contact the Finance Department to requesting a contract number by emailing Purchasing@Springfield-or.gov. Include the following information in your request:
 - 9.2.1.1. Agreement Title: A short description of the goods or services being procured
 - 9.2.1.2. Agreement Type: For example, IGA, Type 1, Purchase Order, etc.
 - 9.2.1.3. Vendor Name
 - 9.2.1.4. Contract Lead: The primary City staff contact for the contract
 - 9.2.1.5. Department and Division: The City department/division managing the procurement

- 9.2.1.6. Total Contract Value: Include the full contract amount (not just the initial year for phase)

9.3. Find the Right Contract Template:

- 9.3.1. If you use a city template, find the most appropriate contract template on the Springboard Purchasing page. If you use vendor paper send to CAO for review.

9.4. Complete Scope of Work using template from Springboard:

- 9.4.1. The scope of work template on Springboard has an outline that will guide you through the process to complete. If you have any questions about how to complete you can either reach out to your department procurement coordinator or to Finance.

10. Submit for City Attorney's Office (CAO) Review

- 10.1. Refer to the [Checklist for CAO Contract Review](#) (linked) for full details on contracts that must have CAO review. This includes new contracts, new contracts based on direct appointment or noncompetitive selection, and contract amendments. CAO will review and stamp the agreement and will email the agreement back to you.

11. Complete Contract Execution Requirements

11.1. Get Vendor Signature:

- 11.1.1. After CAO review, send the contract to the vendor for signature and ask that they email back. It is acceptable for both vendors and City staff to execute agreements using electronic signature and/or digital signatures.
- 11.1.2. Vendors may not begin work on a project without a fully executed agreement.

11.2. Get City Signatures:

- 11.2.1. Bring the item before City Council (where appropriate). Certain contracts need Council review and approval. Contracts which need Council approval include:

- 11.2.1.1. Contracts equal to or greater than \$100,000
- 11.2.1.2. Contracts involving real property
- 11.2.1.3. Contract amendments that exceed the limits stated under SMC 2.706(3)

- 11.2.2. City Staff Signature for Contracts. You can then route to the appropriate person on the City side for signature based on the authorities listed below.

Title	Approval and Signing Authority
Department Director	\$0 - \$49,999.99
City Manager	\$50,000 – \$99,999.99
City Council	\$100,000 or greater

11.2.3. *City Staff Signature for IGA's.* Included below are guidelines for staff when determining what staff person has the authority to sign an IGA.

11.2.3.1. ***City Manager.*** The following IGAs would require the City Manager's signature:

- 11.2.3.1.1. IGAs determined by the City Attorney's Office or City Manager's Office to require City Council approval, after receiving City Council approval.
- 11.2.3.1.2. IGAs that obligate the City to spend \$50,000 or more on goods or services (consistent with the Purchasing Guidelines, Section 3.05-3.06).
- 11.2.3.1.3. Regional or multi-agency IGAs between three or more governmental entities, including the City.
- 11.2.3.1.4. IGAs that commit staff resources from more than one City department, or that require coordination of more than one City department.
- 11.2.3.1.5. IGA's which commit funds across more than one fiscal year.
- 11.2.3.1.6. IGAs that set policy on behalf of the City or that are significant to the management of the City, as determined by the City Attorney's Office or City Manager's Office.
- 11.2.3.1.7. IGA's involving real property.

11.2.3.2. ***Department Directors.*** The following IGAs require the Department Director's signature:

- 11.2.3.2.1. IGAs that obligate the City to spend at least \$25,000 but less than \$50,000 or more on goods or services (consistent with the Purchasing Guidelines, Section 3.05-3.06);
- 11.2.3.2.2. IGAs that commit staff resources require coordination with the department and other governmental agencies, or that earn revenue

for the City, but that are not required to be signed by the City Manager; and

11.2.3.2.3. IGAs that require Department Director signature by departmental policy or by past practice.

11.2.3.3. **Other Staff.** Other categories of IGAs that obligate the City to spend less than \$25,000 can be signed by an employee according to their signing authority in the Purchasing Guidelines, Section 3.06.

12. Save Final Procurement Documents

12.1. Navigate to [S:\ Procurement\Files for Scanning to Laserfiche](#).

12.2. Find the folder name that matches your contract number.

12.3. Save all final documents to this folder. The following are required documents:

12.3.1. Executed agreement

12.3.2. Insurance documentation

12.3.3. Documentation of the solicitation process used to include all formal quotes and solicitation documents.

12.4. If using a vendor agreement, make sure to note the contract number and the type of solicitation process used at the top of the first page of the document prior to scanning.

12.5. Email Purchasing@springfield-or.gov letting them know that your documents are ready for scanning.

12.6. The designated procurement coordinators for DPW, Fire & Life Safety and Police should follow steps 12.1 through 12.4 above and then email the City Manager's Office directly with a request to scan the final documents into Laserfiche.

13. Conduct Special Procurement (Sole Source, Direct Appointment, ect)

13.1. Are you looking to do a sole source, direct appoint, brand name spec, or emergency procurement? If so, contact the Finance Department early on to talk through the details.

14. Report to the Fraud Hotline.

14.1. If you suspect potential fraud or misuse of public funds, please contact the Finance Director.

DEFINITIONS:

1. ***“Anticipated Dollar Value”*** refers to the estimated total cost of the good/service including all fees, taxes, and lifecycle expenses.
2. ***“Contract Amendment”*** is a written modification to an existing contract that changes terms, pricing, scope, or duration.
3. ***“Cooperative Agreement”*** is a contract issued by another government entity or purchasing consortium that the City may use to procure goods or services.
4. ***“Direct Appointment”*** is a non-competitive procurement method allowed under specific exceptions for personal services or professional services under SMC or state law.
5. ***“Formal Quote”*** is a written bid or proposal solicited from vendors using the City’s formal quote form.
6. ***“Informal Quote”*** is a verbal or written price quote obtained from at least three vendors for purchases within the informal threshold range.
7. ***“Public Improvement”*** is a project for construction, reconstruction or major renovation of a public building, road, or infrastructure.
8. ***“Oregon Forward”*** is a state-mandated program requiring public agencies to prioritize contracting with qualified nonprofit agencies employing individuals with disabilities.

RESOURCES:

Frequently asked questions:

1. [Contract Insurance FAQ](#)

Forms/Templates:

1. [Authorized Purchaser Form](#)
2. [Checklist for CAO Contract Review](#)
3. [Brand Name Spec Form](#)
4. [Contract Templates](#)
5. [Direct Appoint Justification](#)
6. [Informal Quote Form](#)
7. [Formal Quote Form](#)
8. [RFP Template](#)
9. [Sole Source Justification](#)

On-Line Resources:

1. [Springboard Purchasing page](#)
2. [Springfield Municipal Code section 2.700](#)