

	<i>Administrative Regulation</i>	
	Procurement Checklist	
	Policy#	19.1
	Effective:	01/05/2021
	Revised:	08/10/2021
	Owner:	Finance

PURPOSE:

This administrative regulation serves as an update to the Purchasing Guidelines administrative regulations. Where the two documents are in conflict this administrative regulation supersedes.

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 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 Anticipated Dollar Value](#)
- 2) [Budgetary Authority](#)
- 3) [Categories of Procurement](#)
- 4) [Oregon Forward Program \(QRF\)](#)
- 5) [Use a Cooperative Agreement](#)
- 6) [Solicitation Steps by Procurement Type](#)
- 7) [Documenting Agreements](#)
- 8) [Developing a Written Contract](#)
- 9) [City Attorney's Office \(CAO\) Review](#)
- 10) [Contract Execution Requirements](#)
- 11) [Save all final procurement documents to the S:drive for scanning into Laserfiche](#)
- 12) [Sole source, direct appoint, brand name spec, or emergency procurement](#)
- 13) [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. **Budgetary Authority**

- 2.1. City funds may not be expended without a 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 a 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. **Category of Procurement**

3.1. Group A:

- 3.1.1. IGA's, direct appoint Personal Services (see Purchasing Guidelines Section 3.09 (1)(h)), 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 4 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 (See Purchasing Guidelines Section 3.09 (1)(h)(iv)), go to section 7 of this guide.

4. **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. **Mandatory Procurement of Goods and Services through 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 next appropriate steps.

6. **Use of Cooperative Agreements.**

- 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 11 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. 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 a competitive procurement. State law prohibits a procurement from being artificially divided or fragmented so as to constitute a

Small Procurement. 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 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 detail, 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 #5 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 if the value of the agreement is greater than \$10,000 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 and agreeing to the specific scope of work.

9. **Development of a Written Contract. For written contracts follow these steps:**

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 receive a Contract number. When requesting a contract number you must provide the vendor name, a description of what is being purchase, the department contact for the procurement, dollar amount of the contract, type of contract. To receive a contract number email Purchasing@Springfield-or.gov and provide the following information:

- 9.2.1.1. The title of the agreement (typically this is a description of what you are purchasing)
- 9.2.1.2. Agreement type (e.g. IGA, Type 1, Purchase Order, etc.)
- 9.2.1.3. Vendor name
- 9.2.1.4. Contract lead
- 9.2.1.5. City Department and Division

9.3. Find the Right Contract Template:

- 9.3.1. If using a city template, find the most appropriate contract template on the Springboard Purchasing page. If using vendor paper review the list of vendor agreement checklist on Springboard to ensure that the document contains the needed terms and conditions.

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. **City Attorney's Office (CAO) Review**

10.1. Contracts falling into the following categories need CAO review:

- 10.1.1. All contracts with values greater than \$50,000, unless the contract is for the procurement of certain standard spec goods such as vehicles, large equipment, street sweepers.
- 10.1.2. Contract amendments that bring a contract value to more than \$50,000 unless the amendment is related to the procurement of goods mentioned in subsection (9.1.1) above.
- 10.1.3. Contracts using vendor paper/agreements if the value of the agreement is greater than \$10,000.
- 10.1.4. Contracts where the standard indemnification or insurance language has been changed.
- 10.1.5. Contracts of any dollar value for services that involve allowing vendor access to City IT systems.
- 10.1.6. Contracts which are the result of procurements which involve sole sourcing, direct appointment, or special procurements.
- 10.1.7. Contracts involving federal grant funds. When sending the contract to CAO, also include the underlying grant agreement.

10.2. CAO will review and stamp the agreement and will email the agreement back to you.

11. **Contract Execution Requirements.**

11.1. Get Vendor Signature:

11.1.1. After CAO review, you can then send to 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 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 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 for 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 for 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 agency, 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 all Final Procurement Documents to the S: Drive for Scanning into Laserfiche.**

- 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 including 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 11.1 through 11.3.2 above and then email the City Manager's Office directly with a request to scan the final documents into Laserfiche.

13. Sole Source Direct Appointment, Brand Name Spec, or Emergency Procurement.

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. Fraud hotline.

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

DEFINITIONS:

1. *See administrative regulation* Administrative Regulation 02-03.01 – 18.

RESOURCES:

Frequently asked questions:

1. [Contract Insurance FAQ](#)

Forms/Templates:

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

On-Line Resources

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

