

ATTACHMENT A

43-10 Contract authorizations.

- A. When determining which source selection method applies and what type of authorization is required, the Procurement Officer shall consider the likely aggregate price or cost of the goods or services to be procured.
- B. The City Manager may authorize contracts and direct the City Controller to expend public monies to procure goods or services.
- C. The City Manager may submit to City Council an annual ordinance to authorize contracts and contract payments, and to direct the City Controller to expend public monies to procure goods or services when the price or cost of a single contract is greater than the payment ordinance threshold but not more than ~~\$100,000.00~~ \$250,000.00.
- D. All contracts for goods or services with a price or cost in excess of the payment ordinance threshold must be submitted to City Council for contractual and payment authorization.

43-11 Available source selection methods.

Except as otherwise required by law or permitted by this chapter, all contracts for goods or services will be awarded by one of the following source selection methods:

A. Procurements of goods or services where the price or cost is anticipated to exceed ~~\$100,000.00~~ \$250,000.00 will be solicited and awarded using one of the following formal competitive methods in accordance with this chapter:

1. Competitive sealed bidding;
2. Multi-step competitive sealed bidding;
3. Competitive sealed proposals; or
4. Qualifications based selection.

B. Procurements of goods or services where the price or cost anticipated will not exceed ~~\$100,000.00~~ \$250,000.00 may be solicited and awarded using informal competitive methods in accordance with regulations.

C. Procurements of goods or services where the price or cost is not anticipated to exceed the payment ordinance threshold may be purchased in accordance with regulations.

D. Procurements of goods or services otherwise subject to competitive methods under this chapter may be procured without competition or using an alternative competitive method, in the following circumstances:

1. The procurement of goods or services without competition is authorized when there is only one source for the required goods or services if the Procurement Officer issues a determination describing the lack of other sources.
2. The procurement of goods or services without competition is authorized when there exists a threat to public health, welfare, safety, or other conditions, if the Procurement Officer issues a determination describing the emergency.
3. The procurement of goods or services without competition, or under an alternative method of competition, is authorized when special circumstances exist in accordance with the regulations. Any procurement under this subsection shall be made with as much competition as is practicable under the circumstances. The Procurement Officer will issue a determination describing the special circumstances that justify the alternative procurement.