

 <p>City of Phoenix</p> <p>COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT</p>	<p style="text-align: center;">GOODS & SERVICES PROCUREMENT POLICY</p> <p>Policy #: <u>2018-01</u> Effective Date: April 18, <u>2018</u> Rev. <u>n/a</u></p>
<p>Approved: <i>Christine Mackay</i></p>	<p>Christine Mackay, CEDD Director</p>

INTRODUCTION

Timely planning of procurement processes allows the Community and Economic Development Department (CEDD) to efficiently procure the goods and services needed to serve our customers and to conduct fair and transparent processes in compliance with all applicable regulations and best practices. This policy applies to all procurement processes, including formal solicitations, informal solicitations, small dollar purchases, determinations, and petty cash requests, as defined in Administrative Regulation (A.R.) 3.10 General Procurement Procedures.

PURPOSE

CEDD must procure all goods and services in compliance with this policy, which conforms to the City's (A.R.) 3.10. CEDD's procurement procedures, included as attachments to this policy and which may be updated periodically as approved by the Administration, Research and Marketing Services (ARM) Division Deputy Director, establish uniform processes and describe roles and responsibilities for all CEDD staff. This policy is not intended to provide all-inclusive guidance and staff are encouraged to direct specific questions to CEDD's Procurement Manager.

PROCUREMENT ORGANIZATION

CEDD is a "partial procurement support" department. As such, the Finance Department conducts CEDD's formal procurement processes for goods and services contracts valued at \$100,000 or greater over the life of the contract. CEDD conducts its own procurement processes for goods and services contracts valued at less than \$100,000. As approved by both CEDD's Director and the Finance Department's Procurement Deputy Director, exceptions to these delineations may occur.

POLICIES

Annual Procurement Plan

Annually, each division will submit its completed Procurement Plan and Contract Extensions forms to CEDD's Procurement Manager. CEDD's Procurement Manager shall be responsible for providing division deputies with the Finance Department's updated forms each year and for compiling CEDD's Procurement Plan and Contract Extensions forms from the division submittals, securing approval from the CEDD Director, and submitting CEDD's finalized

Procurement Plan and Contract Extensions forms to the Finance Department. *CEDD's Procurement Plan must include all goods and services, regardless of value, to be procured during the upcoming fiscal year.*

Unanticipated Procurement Requests

Staff shall use the [Unanticipated Procurement Request](#) to submit procurement requests for the current or upcoming fiscal year that are identified after the Procurement Plan deadline. These requests should be critical to CEDD's mission and extremely infrequent. CEDD's Procurement Manager shall be responsible for reviewing Unanticipated Procurement Requests and providing procurement options to the requesting staff within one week of receiving all required information. *Unanticipated Procurement Requests valued at more than \$100,000 are subject to Finance Department approval in addition to CEDD Director approval.*

Petty Cash Requests

Staff shall complete and submit a [Request for Petty Cash](#) to the designated ARM Division staff identified on CEDD's intranet site for any one-time purchase valued at less than \$100. *The City's petty cash process is not a reimbursement process and requires prior approval.*

Procurement Process Responsibilities

Staff requesting a procurement process are responsible for identifying their business needs, providing complete information on procurement forms, devoting the necessary time to the process, and responding to the Procurement Manager in a timely manner. Deputy Directors are responsible for prioritizing and vetting division procurement needs and communicating those needs to the CEDD Director. CEDD's Director is responsible for: 1) authorizing all procurement requests either through the department's Annual Procurement Plan or individual Unanticipated Procurement Requests; 2) approving evaluation panel members; and 3) accepting or rejecting award recommendations from staff and/or evaluation panels. CEDD's Procurement Manager is responsible for ensuring compliance with A.R. 3.10, liaising with the Finance Department, conducting CEDD-managed procurement processes, and providing procurement training to staff. Specific procurement process responsibilities are identified in the attachments.

AUDITS

The City Auditor may perform internal audits to determine CEDD compliance with this policy and A.R. 3.10 General Procurement Procedures.

COMPLIANCE

All CEDD staff members are required to comply with this policy. Questions should be directed to the ARM Division Deputy Director.

RESOURCES

[A.R. 3.10 General Procurement Procedures](#)

ATTACHMENTS

- A. [CEDD Formal Solicitations Procedure](#)
- B. [CEDD Informal Solicitations Procedure](#)