DAVID R. MARTIN
MAYOR

BOARD OF FINANCE
RICHARD FREEDMAN
CHAIRMAN
MARY LOU T. RINALDI
VICE CHAIR
SAL GABRIELE
DUDLEY N. WILLIAMS
DAVID KOORIS
SHELLEY A. MICHELSON

BOARD OF FINANCE

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REPORT OF AUDIT COMMITTEE MEETING OF THE BOARD OF FINANCE

HELD ON JULY 14, 2016

ATTENDEES: COMMITTEE CHAIR RICHARD FREEDMAN; COMMITTEE MEMBER SAL GABRIELE; AND BOARD OF FINANCE MEMBERS MARY LOU RINALDI, DUDLEY WILLIAMS (arrived 6:10 p.m.), DAVID KOORIS (arrived 6:26 p.m.), and SHELLEY MICHELSON (arrived 6:35 p.m.). ALSO IN ATTENDANCE WERE: INTERIM CHIEF OPERATING OFFICER, ADMINISTRATION WILLIAM DUNN; DIRECTOR OF ADMINISTRATION MICHAEL HANDLER; SUPERINTENDENT OF SCHOOLS, EARL KIM; EXECUTIVE DIRECTOR, FINANCE, BOARD OF EDUCATION HUGH MURPHY; MANAGEMENT ANALYST, FINANCE BOARD OF EDUCATION VIVENS JOACHIM; CONTROLLER DAVID YANIK; AND INTERNAL AUDITOR TERESA VISCARIELLO.

Presentation of report on Internal Audit Review of the Board of Education Purchasing Department for the fiscal years ending 2012-2014 by Internal Auditor Teresa Viscariello (see attached): Chairman Freedman opened the meeting at 6:03 p.m. citing its purpose as noted and turned the presentation over to Internal Auditor Viscariello. Ms. Viscariello reported on four (4) recommendations, which were ranked in order of importance:

1. Bid waiver forms require a numbering sequence and reference the requisition number *(Video: 00:01:50)*

   Current Board of Education (BOE) Bid Waiver forms do not require users to provide complete information regarding the justification for the Bid Waiver (as well as supporting documentation). All five (5) of the bid waivers selected for testing lacked any number sequencing and two (2) out of the five (5) did not reference the requisition number.

   Mr. Gabriele outlined the bid waiver process in place for the City of Stamford and asked the BOE representatives who signs off on BOE bid waivers. Mr. Murphy responded the Superintendent of Schools signs off on operational expenditures while capital expenditures are made through the City's purchasing department. He went on to discuss the use of bid waivers for emergency purchases and Mr. Kim clarified that bid waivers are also used when there is only one provider; where time is a critical factor; where a bid or proposal would result in a higher cost to the City; and, where the prices of goods are federally or state regulated. Mr. Freedman noted that the BOE controls its own spending and that appropriations for say the maintenance of public school buildings does not require the approval of the Board of Finance or the Mayor. He added that we can get a legal opinion on this, but it seems very clear and has been the practice for a long time. Mr. Kim stated that is the "boilerplate policy" for all Boards of Education throughout the State of Connecticut.

Mr. Gabriele then brought up the question of conflicts of interest when hiring a vendor where bid waivers and the awarding of is concerned. As this topic was not one within the scope of this audit, Mr. Freedman suggested it be dealt with in a separate meeting or settled at a later time. Mr. Murphy added that there is no provision on the BOE bid waiver form that addresses conflict-of-interest issues. There is, however, an ethics policy that is required to have a sign-off.

In response to a question from Mr. Freedman, Mr. Murphy reported that the BOE traditionally has about ten (10) bid waivers out of the approximately 7,000 purchase orders it issues annually. Ms. Viscariello stated she reviewed five (5) BOE bid waivers and all lacked any number sequencing and two (2) of them did not reference a requisition number. Mr. Freedman also asked what the implications of the lack of required information are. Not only is bid waiver justification important, but requisition and reference numbers are critical. Mr. Kim assured that in the future the BOE would be more careful in filling out all the fields and justifications given.

2. a. There is a need for the establishment of a contract database *(Video: 00:14:52)*

Ms. Viscariello reported that the BOE does not have a contract database that allows it to accurately track various contract types, the stages these contracts existed in historically/currently, or contract counts for active vs. inactive contracts. The current manual approach was extremely difficult to audit as contracts are tracked manually using Excel spreadsheets and the worksheets are not up-to-date for current fiscal year.

Mr. Gabriele asked whether the BOE turns over its contract files to the City to which Mr. Yanik replied that they maintain their own files and added that he was sure there were some privacy issues with some of those contracts (specifically special education). Ms. Viscariello's point is really that you need a way to both identify and to sort through contracts and more of an efficiency issue including the ability to issue reports, about which vendors have which contracts, are there potential overlaps where you can aggregate things and it really goes to both efficiency and to properly controlling expenditures. Mr. Gabriele asked some questions on contracts which Mr. Yanik responded, including the purchase of technology equipment. Ms. Rinaldi added one other important reason to have a database for contracts is you have to be aware when those contracts expire.

Mr. Freedman said that with this added finding it is obvious that the BOE needs to begin using the City's database. Mr. Williams asked what the obstacles were to the BOE adopting the City's contract database and Ms. Viscariello responded that, as of this week, they were actually reviewing the City's contract database system. Mr. Joachim responded that the BOE is in the process of reviewing the City contract database and the City's technology department is looking into some of the challenges and how they may be resolved. Mr. Freedman commented that this audit finding seems really obvious and asked why this hasn't happened before. Mr. Murphy explained that the BOE had a full-time buyer through October 2012 who was tracking information on worksheets, and then left so the BOE is still catching up. Mr. Gabriele suggested combining the City and BOE in the contract database. Mr. Yanik explained we are interested in utilizing a software database as a way to automate the management of contracts and to provide better information without advocating combining the databases.

b. A numbering system for H.T.E. would provide better tracking capabilities *(Video: 00:21:59)*

The H.T.E. purchasing module used by the BOE does not include an identifiable RFP number, bid number and bid waiver number that is accurately logged and noted in the purchasing module. Ms. Viscariello said this is easy to fix as there is a field in H.T.E. where this information can be added. The BOE actually started adding this in 2015 and training will be given to all involved users.

3. Review and revision of Board of Education Purchasing Manual to be undertaken *(Video: 00:22:52)*

Ms. Viscariello said the BOE Purchasing Manual is not up-to-date. It does not list out or describe the specific approval requirements for each contract type or provide the required approval signatory requirements and dollar thresholds. She is asking the BOE to review and revise it and include a full copy of the City's purchasing ordinance as well as a website link. Mr. Williams asked to clarify that the current manual is not out of date it just doesn't include this important information.

4. Purchasing procedures need to be in compliance with the City's Purchasing Ordinances *(Video: 00:24:14)*

Ms. Viscariello reported that the BOE purchasing procedures are out-of-date. The last amended date on the manual is November 28, 2000. Also, the BOE Purchasing Manual does not list out or describe the specific approval requirement process for each contract type or provide the required approval signatory dollar thresholds, similar to the City's Purchasing Ordinance. And, contracts greater than $100,000 are currently approved by the BOE Board, not the City's Board of Finance, which is not consistent with the City's Purchasing Ordinances as noted in report findings 1-3 attached.

Mr. Freedman commented that the audit has some technical findings in it, however when you read the section on Page 12 "In addition, the BOE Purchasing Department approval process of purchase orders generally does follow the City's purchasing ordinance except for the approval and reporting procedures which do vary from the City's purchasing ordinance." He added that the simple fact that the Committee is there reviewing the audit findings indicates that the BOE is following the City's purchasing ordinance, but in certain circumstances they do deviate. Ms. Viscariello reported with regard to signatories (her major focus) with items 1-3 and the deviation on the reporting structure side in which they don't file with the Town Clerk. Those are the focuses she said that are deviations from the purchasing ordinance. Mr. Kim added that the internal auditor was asking that the BOE stipulate the instances in which they deviate (-i.e. signatories). It could be in a Board regulation or an internal procedure approved by the Board, something like that so the BOE will be looking at that and will incorporate it so everybody knows the procedure. He added that he thinks it is a good idea and it will be put in writing.

Mr. Williams commented that it seems we have mechanisms set up to do regular reviews of the BOE purchasing policy vs the City's. This is so we can make sure that its purchasing policy dovetails with the City's. It is an attempt to assure we are following best practices on a regular basis that are followed without impinging upon the BOE's discretion in terms of how they go about a purchase and without usurping the BOE's independence. He said he understands the difference between "generally following" and "full compliance," but, at the same time, thinks some of the issues that have been pointed out here are legitimate issues. He doesn't see where there is justification from the BOE from a discretion point of view that they wouldn't follow these because somehow it impinges on their statutory independence but in this instance there is no basis for not having signatory approval thresholds, for example and addressing some of those issues are just good practices. If there is a way we can standardize a review of the City and BOE in terms of how to go about doing these things, then that would be a good thing. Mr. Kim agreed we are all for the underlying theme of the recommendation to look for efficiencies and thinks that we can learn from each other and that there are things that the BOE is doing and bids the BOE is getting that are more favorable for the City and vice versa so that kind of review would be helpful.

Mr. Freedman asked Ms. Viscariello to explain Page 13 of her audit report. She said it was a summary to give the Board an indication of some of the differences she found. He then said he agreed with Mr. Williams' comments and added it would be more work for the Board but it is work that is required in the purchasing process.

Mr. Freedman asked to go back to finding No. 4 and asked if he was reading it correctly, in that Ms. Viscariello is recommending that the two purchasing departments be combined, reporting to one purchasing agent? She responded affirmatively. Mr. Yanik commented, saying that Ms. Viscariello is clearly delineating between the BOE finance department and their involvement in the purchasing process and then ultimately just having a single purchasing agent issue the purchase order. Mr. Kim's concern is as we go up further from the classroom the understanding of the underlying need gets lost. And so the more questions asked things are bounced back and the purchasing process gets elongated unnecessarily. He would hope to avoid that, but said the BOE can look into it.

Mr. Williams added that he thinks, as a former BOE member, there are ways to be sensitive to the concern that there may be interference in terms of allowing the BOE to do what it feels is best from an educational point of view - including purchasing. At the same time there is a structure to the process that here are some deficiencies in the way the BOE is processing in some areas that can be changed. He believes there are ways of having two systems working together and encourages both sides to talk as much as possible about best practices without taking away the BOE's discretion. Mr. Kim commented on the possibility of overloading the purchasing agent with more than twice the number of purchase orders, but added there may be something that can be worked out.

Mr. Gabriele recommended that when the BOE puts out an RFP it should be disclosed if there is a conflict of interest with the Superintendent or the BOE similar to what the City has in place to address this issue.

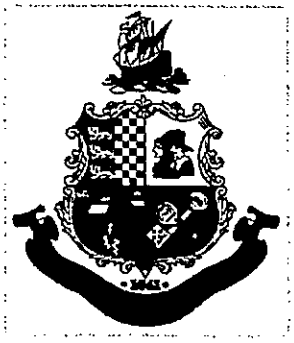
Mr. Freedman asked if there were any further questions and, there being none, he then thanked Ms. Viscariello for her report, saying it was very thorough, as always. The committee then adjourned the meeting at 6:42 p.m.

This meeting is on Video.

Richard Freedman, Audit Committee Chair

Sal Gabriele, Member

cc: Mayor David Martin
Michael Handler, Director of Administration
Kathryn Emmett, Director of Legal Affairs
Jay Fountain, Interim Director of OPM
William Dunn, Interim Chief Operating Officer, Administration
Randall Skigen, President, Board of Representatives
David Yanik, Controller
Ernie Orgera, Director of Operations
Karen Vitale, Assistant Controller
Beverly Aveni, City Purchasing Agent
Donna Loglisci, City and Town Clerk



City of Stamford Board of Education Internal Audit Review of Purchasing Department FYE 2012-2014

July 7, 2016

Prepared by: City's Internal Auditor, Teresa Viscariello

City of Stamford-Board of Education
Internal Audit Review of Purchasing Department

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Overview:
In conjunction with City's Internal Audit Plan for fiscal 2015/2016 and in compliance with the requirements of the City of Stamford Charter 23, Article II, Section 18.9 Audit "The purchasing process shall be audited every three (3) years by the City's Internal Auditor". The last purchasing ordinance audit report was completed in January 2011.

The objective of this internal audit was to determine whether the Board of Education (BOE) has policies and procedures in place and are in compliance with the City of Stamford Charter (Chapter 23, Article II) Purchasing Ordinance which regulates and governs the both City's and the BOE purchasing of supplies, materials, equipment, and professional services.

The internal audit was conducted in accordance with generally accepted government auditing standards. Those standards required that we plan and perform sufficient appropriate evidence to provide a reasonable basis for the findings and recommendations based on the internal audit objectives.

Background:
The City's Purchasing Ordinance was adopted on April 1, 1991, and enacted on October 7, 1991. There have been three amendments to the Ordinance: on February 1, 1991, April 4, 2001 and November 22, 2014.

On November 5, 2014 the City's Board of Representatives approved and passed an amendment to Charter (Chapter 23, Article II), Code of Ordinance No. 1177 effective November 22, 2014. The new purchasing ordinance contains updated language and new mandates (**Exhibit A-1**).

Our audit was conducted in accordance with the previous municipal purchase ordinance No. 955 language and regulations in effect during the last three fiscal years ending June 30, 2012, June 30, 2013, and June 30, 2014 of the City, the BOE Fiscal Management – Support Services Purchasing/Expending Authority Series 3300 ("BOE Purchasing") Manual (**Exhibit A-2**), and email correspondence on BOE purchasing contract signatory requirements from the BOE Executive Director of Finance **(Exhibit A-3).**

The BOE Purchasing Department is a centralized functioning department separate from the City's Purchasing Department and is responsible for administering the operational purchases for the various schools such as;

- Supplies,
- Materials,
- Equipment, and
- Professional services related to the Board of Education

Oversight of the BOE Purchasing Department falls under purview of the BOE Executive Director of Finance.

Findings and Recommendations (ranked in order of importance):

1. **Finding:**

   Current BOE Bid Waiver forms do not require users to provide complete information regarding the justification for the Bid Waiver (as well as supporting documentation). All 5 of the bid waivers selected for testing lacked any number sequencing and 2 out of the 5 did not reference the requisition number.

   Recommendation:

   BOE Purchasing Department must document its Bid Waiver justification. Internal audit believes a separate audit project is needed to specifically review projects where Bid Waivers were issued.

   BOE Executive Director of Finance/"Acting Buyer" Responses:

   On an annual basis, the Board of Education processes a minimal amount of bid waivers (approximately 10) making it relatively easy for us to identify purchases done via bid waiver. In the future the district will use additional care in processing bid waivers to assure that all fields are fully completed.

2.A Finding:

The BOE does not have a contract database that allows it to accurately track various contracts types, the stages these contracts existed in historically/currently, or contract counts for active vs. inactive contracts. The current manual approach was extremely difficult to audit as contracts are tracked manually using excel spreadsheets and the worksheets are not up-to-date for current fiscal year.

Recommendation:

BOE Purchasing Department must either consider obtaining additional licenses to be added onto the City's contract database or purchasing software for their own use. Tracking these contracts is critical for both the City Administration and BOE Executive Boards

BOE Executive Director of Finance/"Acting Buyer" Responses:

The district believes that additional automation of the procurement process would be beneficial and will schedule time to review the City's system.

2.B Finding:

The H.T.E accounting system purchasing module used by the BOE does not have any identifiable RFP number, Bid number, or Bid Waiver number that is accurately logged and noted in the purchasing module. Similarly to the finding in 2A, this approach is extremely difficult to audit.

Recommendation:

BOE Purchasing Department can enter this information in the H.T.E purchasing module under "F8 Remarks" during the PO entering stage for every contract type that is issued as this would provide users with identifying reference information for both research and auditing purposes.

BOE must reference the H.T.E requisition number (with the requisition print out attached to the form) on all Bid Waivers and numerically log each Bid Waiver for better tracking.

(See H.T.E accounting system screen shot example below);

BOE Executive Director of Finance/"Acting Buyer" Responses:

According to the Acting Buyer, the recommendation for item 2B is currently being done. The change to the process started in 2015 but since the audit only goes through 2012-14 it was not noted by the auditor.

Training will continue to be provided to all involved to implement the recommendations. We would invite the auditor to review current sampling of the data if necessary.

3. **Finding:**

BOE's Purchasing Manual is out-of-date. The last amended date on the manual is November 28, 2000. Also, the BOE Purchasing Manual does not list out or describe the specific approval requirement process for each contract type or provide the required approval signatory dollar thresholds, similar to the City's Purchasing Ordinance. And, contracts greater than $100k are currently approved by the BOE Board not the City's Board of Finance which is not consistent with the City's purchasing ordinance.

Recommendation:

BOE Administration and Finance staff must undertake the review and revision of its Purchasing Manual and include a full copy of the City's purchasing ordinance (as well as a website link).

BOE Purchasing Department must consider amending the existing BOE Purchasing Manual to incorporate signatory requirements and dollar thresholds by contract type.

In order to mitigate potential risk of incomplete or inadequate approvals, this information must be incorporated into the BOE Purchasing Manual (and not just communicated through an email correspondence to all BOE employees) or posted on the City's intranet site so it could be used as a central point of reference for any new or existing BOE employees involved in the procurement process.

BOE Executive Director of Finance/"Acting Buyer" Responses:

The district is aware that there are differences between City and Board of Education purchasing but because the district follows BOE policy 3300 and generally follow the purchasing procedures outlined in the City Purchasing Ordinance, these differences are likely to occur.

Additionally, the Board of Education operates under Connecticut General Statue 10-222 which states that "the money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education" and that by altering the BOE purchasing policy to have the BOF approve purchases over $100,000 would be inconsistent with the state law.

The district agrees that adding signatory levels and dollar thresholds would be helpful in clarifying responsibilities and will begin to update the policy manual for the current process.

4. **Finding:**

BOE purchasing procedures are not in compliance with the City's Purchasing Ordinances, as noted in report findings 1-3.

Recommendation:

BOE Purchasing Department operations should be structured so that they report to a single Purchasing Agent, overseeing both the City and BOE purchase order issuance, to address the compliance issues. Approval authority could be architected to reflect the appropriate departments but the BOE must following the same documented ordinance as the City especially for any purchases they have in common. The procurement of any special (or educationally-unique) services could still be managed by current BOE Purchasing Department staff (entering requisitions process) but they would have to work through and support a single Purchasing Agent to issue purchase orders.

It is recommended that the BOE Finance Department quantify the cost savings for combining operations as this was beyond the scope of the internal audit review.

BOE Executive Director of Finance/"Acting Buyer" Responses

Since the Board of Education purchasing process is not the same as the City's and is meant to generally follow the City Purchasing Ordinance, it should not be expected to be in full compliance with the City Purchasing Ordinance. The BOE and City are currently operating under a shared service environment for payroll, accounts payable, accounting, non-certified personnel, risk management, engineering, information technology, law department, and other areas. In 2003, BOE purchasing was slated to move to the City side of the house and after the details were discussed, the consensus was to leave it as is. The BOE has generally been receptive to any shared service arrangement that benefits the organization or lowers the cost. Before this could happen, they would want to review evidence that this would work better or faster or reduce the cost.

Additionally, the Board of Education operates under Connecticut General Statue 10-222 which states that "the money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education" and this recommendation is attempting to shift the BOE expenditure authority to city staff. While a single point of purchasing may be desirable, unless purchases are done "at the discretion of the BOE" it would be inconsistent with the state law.

Finally, City external auditors (Blum & Shapiro) audit BOE Purchasing each year without any significant comments or recommendations. That said, we invite meetings with City Purchasing on a regular basis (semi-annually) to review process efficiencies.

5. **Finding:**

BOE purchase requisition module did not document the receipt of 3 quotes for amounts $3,000 - $7,000 in the H.T.E system. Hard copies were provided by the BOE Purchasing Department.

Recommendation:

BOE Purchasing Department can utilize the "F8 Requisition quotes" function in the H.T.E module to document the 3 vendor quotes received and the respective amounts to streamline compliance.

BOE Executive Director of Finance/"Acting Buyer" Responses

According to the Acting Buyer, the recommendation for this is currently being done. The change to the process started in 2015 but since the audit only goes through 2012-14 it was not noted by the auditor.

Training will continue to be provided to all OSS and others to implement this recommendation.

The Board of Education would invite auditors to test 2016 data.

Work Performed:

The internal audit scope covered all numbered purchase orders from the three fiscal year ends from June 30, 2012 through June 30, 2014.

To accomplish our objectives, the internal auditor performed the following procedures for this report:

- Reviewed City's purchasing ordinances and BOE current purchasing dollar amount thresholds and approval processes;
- Interviewed the BOE Purchasing Department key personnel; the Executive Director of Finance, Management Analyst/Acting Buyer, and OSS;
- Analyzed fiscal year 2012 -2014 citywide closed and cancelled purchase order as provided to internal audit in report;
- Observed in fiscal year 2015 BOE purchasing processes Requests for Proposal (RFP's);
- Performed data analytics by stratifying sample data by dollar thresholds and traditional tests of randomly selected samples for both observation and data mining as provided by BOE Management Analyst/ "Acting Buyer";

Internal Audit test procedures included:

- ❖ Review of the City of Stamford Charter 23, Article II Code of Purchasing Ordinance No. 955;
- ❖ Located each purchasing contract file in the sample selected;
- ❖ Reviewed price quotes support data provided by various BOE staff members;
- ❖ Reviewed the BOE online "Current Open RFP's" postings;
- ❖ Performed comparative data analysis for the purpose of comparing input to output for consistency and accuracy of department records.

Strata #	>=	<	Count	% of Total	Total Amount	% of Total
1	-	3,500	6,306	90.41	2,798,450.08	10.97
2	3,500	7,500	313	4.49	1,562,263.68	6.12
3	7,500	10,000	84	1.20	732,538.55	2.87
4	10,000	25,000	148	2.12	2,353,178.50	9.22
5	25,000	50,000	59	0.85	1,976,335.26	7.75
6	50,000	100,000	37	0.53	2,701,224.30	10.59
7	100,000	250,000	10	0.14	1,495,735.31	5.86
8	250,000	500,000	5	0.07	1,785,224.37	7.00
9	500,000	1,000,000	10	0.14	6,541,298.81	25.64
10	1,000,000	1,500,000	3	0.04	3,564,325.04	13.97
< exceptions			0	0.00	0.00	0.00
>= exceptions			0	0.00	0.00	0.00
Totals			**6,975**	**100.00**	**25,510,573.90**	**100.00**

Note 1: Population size is taken from H.T.E general ledger all PO's completed and cancelled.

Note 2: Random sample size selected 50 items below (23.3% of $25.5MM);
10 (every 3rd) Highest dollar range($100k -$1.5MM)
30 (every 10th) middle dollar range ($7.5k - $99.9k)
10 (every 400th) lowest dollar range ($0 -$7.5k)

Internal Audit Scope limitations:

1) Internal audit did not perform a review or test of the BOE P-Card usage.

2) Internal Audit did not test Segregation of Duties. To ensure proper segregation of duties, assign related buying functions to different people, no single person has complete control over all buying activities.

   Best practice is to have different people:
   - ❖ Approve purchases orders
   - ❖ Receive ordered materials
   - ❖ Approve invoices for payment
   - ❖ Review and reconcile financial records

   Potential consequence of duties that are not separated:
   - Unauthorized or unnecessary purchases made
   - Improper charges made to department budgets
   - Excessive costs incurred
   - Goods purchased for personal use

Narrative:

The BOE's Purchasing Department staff consists for three key personnel; the BOE Acting Buyer, BOE Executive Director of Finance, and an Office Support Specialist all of whom are involved in processes that are separate from the City's Purchasing Department such as:

- Place various advertisements for bids on the BOE internet website.
- Prepares proposal and bid specifications for the procurement of professional services, and for the purchase of supplies, materials and equipment.
- Participates on vendor selection committees for the procurement of professional services.
- Establish and update vendor information in the City's general ledger system.
- Approve purchase order to ensure compliance with City's/BOE's purchasing ordinance.
- Award conditional contract award letters for goods and professional services needed for individual department's operational goals for the BOE.
- Conduct competitive bid process.
- Report to the BOE Superintendent of Schools and Board, three most recent quarters' data for consultant payments.
- Ensures proper approval is provided on all contract types as required by City's purchasing ordinance for; RFP's, bids, bid waivers, and state contracts.
- Responds to FOI requests and inquiries for specific contract data.

The City's Corporation Counsel, with written consent of the Mayor, may prepare all forms of contracts and employ counsel/or experts as designated to assist in conducting important cases it deems necessary. In addition, corporation counsel acts as the legal advisor to the City, Mayor, Boards of Representatives, Finance, and Education and all other officers, departments, commissions, authorities, and agencies as required by ordinance **(Exhibit B-1).** There are certain notable instances in which the City' Legal Affairs Department would get involved in performing a review of RFP's, negotiating contracts, and drafting contracts (i.e., for the school bus transportation, food service, and lease agreements).

The BOE does follow the core policies of the City's Purchasing Ordinance with regard to the competitive bid process, proposal or quotations, and public notice advertising mandate via paper or BOE's website.

In addition, the BOE Purchasing Department approval process of purchase requisition and purchase orders generally does follow the City's purchasing ordinance except for the approval and reporting procedures which due vary from the City's purchasing ordinance (**Exhibit B-2)**

Summary of Major Difference between City's Purchasing Ordinance vs Stamford BOE Purchasing Procedures FYE 2012-2014			
		COS	**BOE**
1	Designee approvers vary among various contract types and dollar thresholds (i.e. Bids, RFP's, Bid Waivers etc.)	Mayor, BOF, and BOR	SOS, BOE
2	"Reporting" Ordinance that should be filed quarterly and annually	DOA, Mayor, BOF and BOR	Filed only 3 quarters to SOS and presented to BOE
3	"Reporting" Ordinance shall contain items 1-6 specific contract information	Complies with requirement	Differs from City's requirement
4	"Reporting" Ordinance that should be filed with Town and City Clerk	Complies with requirement	Differs from City's requirement

BOR – Board of Representatives
BOF – Board of Finance
BOE – Board of Education
SOS – Superintend of Schools
DOA – Director of Administration

A detail side by side comparison table of the COS and BOE Purchasing Ordinance compare detailed by contract type is provided in **Exhibit B-3**.

Exhibits:

Exhibit A-1:
Board of Representative approved City of Stamford Ordinance No. 1177 Supplemental Amended Chapter 23; Article II, Purchasing dated November 5, 2014

Exhibit A-2:
BOE Fiscal Management – Support Services, Series 3300 Purchasing/Expending Authority policy adopted November 28, 2000

Exhibit A-3:
Email correspondence for BOE purchasing signatory requirements from the BOE Executive Director of Finance

Exhibit B-1:
Charter Part 5: City Department, Division 2, Office of Legal Affairs Sec. C5-20-3. Legal Functions and Sec. C5-20-4. Special Counsel, Experts; Assistant Corporation Counsels

Exhibit B-2
BOE Purchasing Requisitions and Orders process flowchart FYE 2012-2014

Exhibit B-3
Detailed Comparison Table of the COS and BOE Purchasing Ordinance FYE 2012-2014

Exhibit A-1

ORDINANCE NUMBER 1177 SUPPLEMENTAL
AMENDING CHAPTER 23, ARTICLE II, PURCHASING

WHEREAS, the present Purchasing Ordinance was adopted on April 1, 1991 as Ordinance No. 669 and amended in its entirety by Ordinance No. 683 on October 7, 1991; and

WHEREAS, the Purchasing Ordinance was amended substantially on February 1, 1999 by Ordinance No. 865; and

WHEREAS, the Purchasing Ordinance was last amended on April 4, 2001 by Ordinance No. 955 to create the position of Contract Compliance Officer; and

WHEREAS, the monetary thresholds in the Purchasing Ordinance have not been amended since 1999 and no longer reflect current economic realities; and

WHEREAS, the current Purchasing Ordinance hampers the ability of the Purchasing Department to operate in the best interests of the City of Stamford; and

WHEREAS, it has been determined that it is in the best interest of the City of Stamford that the Purchasing Ordinance be amended.

NOW THEREFORE BE IT ORDAINED BY THE 29th BOARD OF REPRESENTATIVES THAT:

Chapter 23, Article II of the Stamford Code of Ordinances be amended as follows:

Sec. 23-14. Regulations established.

Pursuant to C.G.S. § 7-148v, as amended, and Sec. C5-50-2(j) of the Charter of the City of Stamford, regulations governing the purchasing of supplies, materials, equipment and services are hereby established.

Sec. 23-15. Definitions.

For the purpose of this Article, the following definitions shall apply:

Bidder or service provider list. A list, maintained by the purchasing agent, of all suppliers, vendors, contractors or service providers who have requested, in writing, that they received notice of bids or requests for proposals sought by the city.

Competitive bidding. The procedure for obtaining goods or services in which sealed bids are submitted in response to specifications provided by the city. This method does not include negotiation with bidders after the receipt and opening of bids.

Competitive proposal. A procedure for obtaining special or professional services in which proposals are solicited by a request for proposals (RFP), and specific terms and prices may be negotiated by the city after receipt of the proposals.

Critical emergency purchases. Those purchases of goods or services which, if not purchased or ordered immediately, can result in injury or damage to human life or property. This shall include all goods or services needed on an emergency basis to comply with federal, state or local public health, safety or housing codes and emergency repair of city-owned property, buildings, infrastructure, equipment and vehicles.

Department. Any entity of the city, including but not limited to any office, agency, board, commission, department or part thereof.

Department head. Any Director of an Office, Bureau Chief or such other employee with purchasing authority commensurate with the purchase to be made.

Design/build services. A combination of professional and general services as defined under this chapter, to be performed by one contractor under the

Competitive Proposal Process with the approval of the Boards of Finance and Representatives.

General services. All services which result in a measurable end product which can be defined by bid specifications and all services used in the process of building, altering, improving or demolishing any city property, structure or building or any public infrastructure, but excluding architectural, engineering and other design services. Examples include, but are not limited to, electrical work, road resurfacing, sewer repair, building demolition, equipment maintenance and haul-away or disposal of waste products.

Lowest responsible qualified (or pre-qualified) bidder. The bidder whose bid is the lowest of those bidders possessing the skill, ability and experience necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility. Bidders may be excluded, provided that they have been disqualified pursuant to § 23-18.12 of this Code. Bidders may also be pre-qualified utilizing the Request for Qualifications Process described in § 23-18.1 B 1 of this Code or otherwise using recognized industry standards, provided that such pre-qualification criteria have been certified in writing to the purchasing agent as commercially relevant by the department head and/or the Director responsible for the purchase.

Requests for qualification/quality based selection. A procedure for selecting pre-qualified proposers for the provision of special or professional services, or for the final selection of such proposers under § 23.18.1 A and B of this chapter, respectively, where the selection criteria may be primarily influenced by the qualifications or experience of the proposer in similar or related projects.

Special or professional services. The furnishing of judgment, expertise, design, advice or effort by persons other than city employees, not involving the delivery of a specific end product defined by bid specifications. This shall include consulting, professional, legal, financial, personal and technical services. Examples include, but are not limited to, architects, auditors, attorneys, physicians, real estate appraisers, actuaries, engineers, computer programmers, professional construction managers, and systems designers. Special services shall also include repair services for city-owned property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is more important than the lowest cost.

Summary bid process. A competitive bid process which may be utilized among original responsible qualified bidders for a specific project or purchase when all bids exceed the budget appropriation for such project or purchase after deduction of all reasonably anticipated contingencies or the budget for such project or purchase, as is authorized under § 23-17 H of this chapter.

Supplies, material and equipment (Collectively referred to as goods). Any and all articles, whether purchased or leased, furnished to or used by any city department. Examples include, but are not limited to, fuel oil, desks, typewriters, paper, sand and high technology equipment such as computers, commercial software, telecommunications equipment and photocopying equipment.

Sec. 23-16. Purchase of supplies, materials and equipment and general services.

A. Purchases requiring formal competitive bid process. All purchases of goods and general services, as defined above which are listed on a requisition to an individual vendor, and which are anticipated to exceed the limit set annually by the Board of Finance shall be made by sealed competitive bid as described in § 23-17 of this article. Purchase requisitions shall not be split to avoid this requirement. In accordance with C.G.S. § 7-148v, as amended, said limit set by the Board of Finance shall not exceed ~~$7,500~~ ten thousand dollars ($10,000.00) or such other maximum amount as set by said statute.

B. Purchases requiring informal competitive quotation process. Purchases of goods or general services which are in excess of three thousand dollars ($3,000.00) but are less than ~~the limit set by the Board of Finance~~ ten thousand dollars ($10,000.00), shall be based upon price quotations. Purchase requisitions shall not be split to avoid this requirement. Upon compliance with this section, a purchase order shall be issued.

(1) Price quotations, either oral or written, shall be solicited from at least three (3) vendors or service providers or obtained from current catalogues or price sheets. The refusal to quote from an otherwise valid supplier shall qualify as a quotation. The process shall be documented in writing by the purchaser. If a single reasonable source exists for the purchase, this shall be documented in writing.

(2) A purchase of goods or general services shall be counted as one (1) purchase for like items. Unlike items, grouped together on one (1) purchase requisition, shall require price quotations only for those items on the purchase requisition that are in excess of three ($3,000.00) thousand dollars. The determination of like and unlike items shall be based on the commodity codes assigned such items under the then current City financial system.

(3) The soliciting of price quotations may be waived for any critical emergency, as defined above, or for any of the reasons for waiving a bid process in § 23-18.3B. Said waivers shall require the approval of the department head or designee, who shall certify in writing to the purchasing agent the need for a waiver, and the approval of the purchasing agent or designee. No further approval shall be required. Said waivers shall be included in the purchasing agent's quarterly report.

Sec. 23-17. Competitive bidding process.

For each purchase of goods or services made by competitive bid, the following shall apply.

A. All requirements, terms and conditions sought by the city, including quality, delivery terms and vendor or contractor qualifications shall be contained in the bid specifications. For purchases requiring a contract, a draft contract shall be made a part of the bid specifications whenever possible.

B. The purchasing agent shall publish a notice inviting sealed competitive bids at least once in a daily newspaper in the City of Stamford. The notice shall be published not less than ten (10) working days before the final date for submitting bids. Said notice shall contain a general description of the goods desired, the place where the bid specifications may be obtained and the day, hour and place the bids will be opened.

C. The purchasing agent shall, in addition to the notice required, solicit sealed bids from all qualified potential suppliers who have requested that their names be placed on the bidder list by sending them copies of the newspaper notice or any other form of publicly available notice that will acquaint them with the proposed purchase at least ten (10) working days before the final date for submitting bids. Mailings made by the purchasing agent to qualified potential suppliers shall be solely for the convenience of suppliers. The failure of the purchasing agent to provide any supplier with notice of any bid shall not invalidate the bid process nor shall it prejudice the city in any manner.

D. The purchasing agent may revise the bidder lists by dropping vendors and service providers who have not responded to three (3) consecutive bid notices sent to them and have not given written notice of interest in remaining on the list.

E. All bids shall be submitted sealed to the purchasing agent and shall be accompanied by security in the form of certified check or bond in the

amount stated in the public notice. The bids shall be opened in public at the time and place stated in the notice.

F. For each purchase made by competitive bidding, a record of all bids submitted, giving the names of the bidders and amounts of the bids and indicating the successful bidder, together with the originals of all sealed bids and any other pertinent documents, shall be preserved by the purchasing agent for not less than three (3) years in a file which shall be open to public inspection.

G. The contract for which the sealed bids are submitted shall be awarded to the lowest responsible qualified bidder or pre-qualified bidder who meets the requirements, terms and conditions contained in the bid specifications.

H. In the event all bids submitted by responsible qualified bidders exceed the budget appropriation for such purchase after deduction of all reasonably anticipated contingencies, or the budget for such purchase, at the request of the department head the purchasing agent shall provide a summary bid process open only to such responsible qualified bidders that originally submitted a bid. Such summary bid process may include a post-bid conference, and shall permit resubmission of such original bids or the submission of new bids in not less than three (3) days from the mailing of notice to the original bidders, and may provide for the deletion or modification of one or more alternates or specifications provided in the original bid package as determined by the department head.

Sec. 23-17.1. Awarding of contracts which contain alternates.

A. All bid specifications for a project for which alternates are to be included shall have the alternates listed in their order of priority.

B. Prior to awarding a contract for which the bid specifications list alternates to be included, the purchasing agent shall be informed which alternates are to be included in the contract.

Sec. 23-18. Special or professional services and design/build services.

A. Services requiring formal competitive proposal process. Purchases of special or professional services, as defined above which are anticipated to exceed twenty-five thousand dollars ($25,000.00), or design/build services shall be made by a competitive proposal process as described in § 23-18.1 of this Article. The award of any contract for design/build services shall require the approval of the Boards of Finance and Representatives. Notwithstanding the requirements of this section, said purchases may be made by competitive bid if the selection of a provider can reasonably be based upon the lowest possible price as determined by the department head.

B. Purchases requiring informal competitive proposal process. Purchases of special or professional services which do not exceed twenty-five thousand dollars ($25,000.00) but are in excess of ten thousand dollars ($10,000.00) shall be based upon a reasonable and documented attempt to solicit proposals.

(1) Proposals shall be solicited from at least three (3) qualified or pre-qualified service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the purchaser. If a single reasonable source exists for the service, this shall be documented in writing.

(2) The soliciting of proposals may be waived for any critical emergency, as defined above, or for any of the reasons for waiving a proposal process in § 23-18.3B. Said waivers shall require the approval of the department head or designee, who shall certify in writing to the purchasing agent the need for a waiver, and the approval of the purchasing agent or designee.

No further approval shall be required. Said waivers shall be included in the purchasing agent's quarterly report.

Sec. 23-18.1. Competitive proposal process: Requests for Proposals and Quality Based Selection.

A. Requests for Proposals. Except as authorized pursuant to § 23.18.1 B, for each purchase of special or professional services in excess of twenty-five thousand dollars ($25,000.00) made by competitive proposal, the following shall apply:

1. Preparation of the request for proposals.

(a) Requests for proposals shall be prepared by the department head requesting the service. The purchasing agent shall assist in the preparation if needed. For purchases which require an additional appropriation, the request for proposals shall clearly state that the awarding of a contract is contingent upon the appropriation of funds.

(b) For requests for proposals for services anticipated to exceed $100,000.00, a selection committee shall be formed which shall review the proposals. The committee shall include the purchasing agent and representation from all departments directly involved in the project. Additional members may be appointed by the Mayor. One (1) department head shall be designated as the lead department by the Mayor.

(c) All requirements, terms and conditions, including provider qualifications, desired by the city in the proposal shall be contained in the request for proposals. Whenever possible, a draft contract shall be made a part of the request for proposals.

2. Solicitation of proposals.

(a) Unless preceded by a Request for Qualifications process as provided in § 23-18.1B1. of this Code, the purchasing agent shall publish notice of the request for proposals at least once in a daily newspaper in the City of Stamford at least ten (10) working days prior to the deadline to submit proposals. Whenever the service requested is so specialized that few appropriate providers can reasonably be expected to respond to said notice, it shall also be published in other newspapers or periodicals appropriate to the nature of the service requested.

(b) The notice shall include a general description of the services sought, the location where requests for proposals may be obtained and the deadline for the acceptance of proposals.

(c) In addition to the notice required, proposals shall be solicited from persons or firms thought to be qualified potential providers of the requested service and from qualified potential service providers who have requested that their names be placed on a service provider list. Solicitation shall be made by sending copies of the newspaper notice or any other form of publicly available notice that will acquaint providers with the proposed purchase of services at least ten (10) working days prior to the deadline to submit proposals. All mailings made by the purchasing agent to qualified potential proposers shall be solely for the convenience of proposers. The failure of the purchasing agent to provide any proposer with notice of any request for proposal shall not invalidate the proposal process nor shall it prejudice the City in any manner.

(d) The proposal process may be waived for any critical emergency, as defined above, or for any of the reasons contained in § 23-18.3B. Said request for a waiver shall be carried out in accordance with § 23-18.3B of this Article.

3. Awarding of contract.

(a) Procedures and criteria for reviewing and evaluating proposals shall be defined by the department head or selection committee in advance of the deadline to submit proposals. For projects anticipated to exceed one hundred thousand dollars ($100,000.00), the committee shall, if possible, interview the most qualified proposers.

(b) No proposal shall be reviewed by the city until after the deadline for proposals.

(c) The contract shall be awarded to the proposer whose proposal is deemed by the department head or selection committee to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

(d) For each purchase of services by competitive proposal, a record of all proposals submitted, giving the names of the proposers and indicating the successful proposer, together with the originals of all proposals and any other documents pertaining to the selection process, shall be preserved by the purchasing agent for not less than seven (7) years in a file which shall be open to public inspection. The basis for selection of the successful proposal shall be clearly stated.

B. Solicitation of Proposals using Quality Based Selection.

1. Quality Based Selection as Pre-Qualification.

a. A Request for Qualifications process may be utilized in the pre-qualification of proposers in the purchase of special or professional services, or bidders in a competitive bidding process, where it is determined by the department head that such services are unique or that the nature of the project requires selection criteria primarily influenced by the past experience of a proposer in similar or related projects. Such determination shall be made in writing and approved by the Director with oversight responsibility for such department head. Copies of the written determination and Director's approval shall be immediately forwarded to the Boards of Finance and Representatives.

b. The notification and publication requirements in §23-18.1B of this Code shall be deemed to have been satisfied where such procedures have been utilized in a preliminary process of Requests for Qualifications. Where a Request for Qualification has been so utilized, the Request for Proposals may be exclusively directed to the proposers deemed qualified by the selection committee.

c. Requests for Qualification shall be prepared by the department head most closely involved in the project. A selection committee shall be formed which shall evaluate the responses. The committee shall include the purchasing agent and representation from all departments directly involved in the project. Additional members may be appointed by the Mayor. One (1) department head shall be designated as the lead department by the Mayor.

d. The selection committee shall review all qualifications submitted and shall interview not less than three proposers (or such lesser number as shall have submitted qualifications), and shall determine which of the proposers are qualified under such qualification criteria as shall have been certified in writing to the purchasing agent as commercially relevant by the department head and/or the Director responsible for the purchase. The selection committee shall furnish a list of such pre-qualified proposers to the purchasing agent. Thereafter, a Request for Proposals process shall be utilized pursuant to §23.18.1A of this chapter. In the case of a purchase of

supplies, materials, equipment or general services a Competitive Bid Process pursuant to § 23-17 shall be utilized, except that bids may be solicited exclusively from the list of pre-qualified bidders.

2. Quality Based Selection as a final selection process.

   a. A Request for Qualifications process may be utilized in the purchase of special or professional services in lieu of the Request for Proposals process, where it is determined by the department head that such services are unique or that the nature of the project requires selection criteria primarily influenced by the past experience of a proposer in similar or related projects, and that the best interests of the City will be served by the use of such process. Such determination shall be made in writing and approved by the Director with oversight responsibility for such department head. Copies of the written determination and Director's approval shall be immediately forwarded to the Boards of Finance and Representatives.

   b. Requests for Qualification shall be prepared by the department head most closely involved in the project. A selection committee shall be formed which shall review and evaluate the responses. The committee shall include the purchasing agent and representation from all departments directly involved in the project. Additional members may be appointed by the Mayor. One (1) department head shall be designated as the lead department by the Mayor.

   c. The purchasing agent shall publish notice of the Request for Qualifications at least once in a daily newspaper in the City of Stamford at least ten (10) working days prior to the deadline to submit proposals. Whenever the service requested is so specialized that few appropriate providers can reasonably be expected to respond to said notice, the publication may be waived or limited to newspapers or periodicals appropriate to the nature of the service requested. The notice shall include a general description of the services sought, the location where requests for qualifications may be obtained and the deadline for the acceptance of proposals. Mailings made by the purchasing agent to potential proposers shall be solely for the convenience of proposers. The failure of the purchasing agent to provide any proposer with notice of any request for qualification shall not invalidate the proposal process nor shall it prejudice the city in any manner.

   d. In addition to the notice required, proposals may be solicited from persons or firms thought to be qualified potential providers of the requested service and from qualified potential service providers who have requested that their names be placed on a service provider list. Solicitation may be made by sending copies of the newspaper notice or any other form of publicly available notice that will acquaint providers with the proposed purchase of services at least ten (10) working days prior to the deadline to submit proposals.

   e. The selection committee shall review all qualifications submitted and shall interview not less than three proposers (or such lesser number as shall have submitted qualifications), and shall determine which of the proposers are qualified under such qualification criteria as shall have been certified in writing to the purchasing agent as commercially relevant by the department head and/or the Director responsible for the purchase. The selection committee shall rank the proposers based upon such qualification criteria in order of preference and shall provide a list thereof to the purchasing agent.

   f. The department head shall then negotiate a contract with the highest qualified firm with the assistance of the Office of Legal Affairs, at a compensation determined by the department head to be fair and

reasonable to the city, considering the estimated value, the scope, the complexity and the professional nature of the services to be rendered. Should the department head be unable to negotiate a satisfactory contract with such firm, negotiations shall be formally terminated. The department head shall then undertake negotiations with the second most qualified firm. Failing an agreement with the second most qualified firm, the department head shall formally terminate negotiations with that firm, and shall proceed to the next most qualified firm(s) in the order of rank and in the same fashion, until a contract is negotiated at a fair and reasonable compensation to the city.

g. For each purchase of services by quality based selection, a record of all qualifications and proposals submitted, the names of all proposers and the selection committee's list and rank of the qualified vendors, together with the originals of all proposals and any other documents pertaining to the selection process, shall be preserved by the purchasing agent for not less than seven (7) years in a file which shall be open to public inspection.

Sec. 23-18.2. Office of Operations to be responsible.

The Office of Operations shall have the primary responsibility for all bid specifications and for all requests for proposals for technical services, including architectural and engineering services, for construction, alteration or demolition of city buildings or infrastructure, even if the building or structure being designed or constructed will be operated or used by another city department when finished.

Sec. 23-18.3. Waivers of competitive bid process or competitive proposal process.

A. Critical emergency purchases.

(1) Critical emergency purchases, as defined above, may be made by waiving the competitive bid or proposal process. Emergency procurement shall be limited to those supplies, services or construction items necessary to meet the emergency. Said purchases shall be authorized by the appropriate department head or designee with the written consent of the Mayor or the Director of Administration if the Mayor is unavailable.

(2) Written certification of the emergency and the reason for the selection of the particular supplier, signed by the department head or designee, shall be submitted to the purchasing agent, the Director of Administration and the Mayor within five (5) working days of the authorization of the waiver and shall be made a part of the purchase file.

(3) Notification of all such emergency purchases shall be made to the Board of Finance and Board of Representatives within two (2) weeks of authorization.

B. Other purchases made by a waiver of bid or proposal process.

(1) Purchases of goods and services, other than critical emergency purchases, may be made by waiving the bid or proposal process for the following reasons:

(a) Only one (1) reasonable or qualified source can be identified. This shall include situations where only one (1) vendor or provider is manufacturer authorized or certified or where parts are available only through a single distributorship.

(b) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will provide a lower cost than that which would result from a bid process.

(c) Time is a critical factor.

(d) A bid or proposal process would result in substantially higher costs to the city or inefficient use of personnel or cause disruption to city operations.

(e) Prices of goods or services are federal or state regulated.

(2) Such purchases shall require the written certification of the reason for the waiver, signed by the department head, and the written approval of the purchasing agent, the Director of Administration and the Mayor. Purchases over ~~fifty thousand dollars ($50,000.00)~~ one hundred thousand dollars ($100,000.00) shall require the approval of the Board of Finance.

(3) Sole source bid and proposal waivers shall clearly document that only one (1) reasonable or qualified source exists. Bid waivers for other reasons shall include price quotations sought from three (3) vendors, if available. All waiver documentation shall be made a part of the purchase or contract file.

(4) A written record of all waivers of the competitive bid or proposal process shall be kept by the purchasing agent and be included in the quarterly report. This record shall include the reasons why a bid waiver was used.

Sec. 23-18.4. Contracts.

A. Contract required. A written contract between the city and a contractor or service provider is required for any service which exceeds ~~twenty-five thousand dollars ($25,000.00)~~ fifty thousand dollars ($50,000.00). Said contract shall be reviewed and approved as to form by the Office of Legal Affairs, approved by the Risk Manager if insurance is required and signed by the Mayor in accordance with the procedure established by the Office of Legal Affairs. Purchases of services for less than ~~twenty-five thousand dollars ($25,000.00)~~ fifty thousand dollars ($50,000.00) shall be made by purchase order on a form approved by the Office of Legal Affairs.

B. Contract approval. All contracts for services which exceed one hundred thousand dollars $100,000.00, obtained through the competitive proposal (Request for Proposals or Request for Qualifications) process or by bid waiver, shall require the approval of the Board of Finance and Board of Representatives in that order. If the Board of Finance does not act upon said contract within 30 days of receipt of the contract, or the Board of Representatives within 60 days or the second regular Board of Representatives meeting following said Board's Steering Committee meeting for which said contract was submitted, whichever occurs later, the contract shall be considered to be approved by that respective Board. Approval shall be by a majority of each board present and voting. If modifications are made to the contract after approval by the Board of Finance, said modifications need not be approved by the Board of Finance, provided that the Board of Representatives approves the revised contract by a majority vote of the entire Board.

C. Contracts which exceed the contracted price. No extra work shall be authorized or paid for in connection with any service contract unless the following have been complied with:

(1) Contracts for public improvements, including special or professional services associated with such contracts such as architectural, engineering and construction management, shall follow the procedure in Charter Sec. C5-50-2(d).

(2) Contracts for other services which required the approval of any board and which exceed the contract price by 15% or more shall require the approval of the Director of Administration, the Mayor, and the Board of Finance before the additional cost shall be paid. Said contracts shall

specifically refer to this section of the Code of Ordinances, and the city shall not be liable for payment of any additional costs unless this provision shall have been fully complied with.

D. Contract extensions.

(1) No contract for goods or services which would require a formal bid or proposal process may be extended beyond the contracted time period unless the department head certifies the necessity of such extension and the purchasing agent approves and submits such request to the Mayor. For contracts for special services obtained by the request for proposals process, the department head shall certify the necessity of such extension directly to the Mayor. Extension of a contract for services which originally exceeds one hundred thousand dollars ($100,000.00), or will exceed said sum after such extension, obtained by the request for proposals process shall require the approval of the Mayor and of the Board of Finance and Board of Representatives, in that order. The same procedure as that for contract approval, mandated by § 23-18.4B, above, shall apply to the approval of an extension of a contract. Extension of all other contracts shall require approval by the Mayor and the Director of Administration.

(2) Contracts may be extended without formal bid or proposal for the following reasons:

(a) The contractor is the sole qualified or reasonable provider of such goods or services. This shall include exclusive service/maintenance contracts for existing equipment or vehicles.

(b) New competitive bids or requests for proposals would result in an increase in the cost of goods or services or significant disruption of city operations. Employee health and life insurance shall be included in this category. For contracts obtained by bid, an increase in price shall be documented by price quotations, if possible, in addition to a written quotation submitted by the present contractor.

(c) City services cannot be discontinued and a new contractor has not been acquired to replace the current contractor. There shall be a six-month limit on the contract extension.

(d) The option for an extension is included in the original contract.

(3) The extension of all special or professional contracts awarded under the competitive proposal process shall be reported by the appropriate department head to the purchasing agent, who shall include said information, together with the extension or renewal of all bid contracts, in the quarterly report.

E. Subsequent purchases from a contractor. The city shall not purchase from a consultant or service provider engaged by the city any subsequent goods or services of any kind which are not provided for in the contract unless said goods or services are purchased in compliance with this Article or the contract is extended in accordance with this section.

Sec. 23-18.4.1. Set-off of property taxes owed to city.

A. Pursuant to Section 12-146b of the Connecticut General Statutes, as amended, the city shall have the right to set-off or withhold any payment, or portion thereof, due to any business enterprise pursuant to any contract or purchase order for the purchase of any supplies, material, equipment and services if any taxes levied by the city against any property, both real and personal, owned by such business enterprise are delinquent and have been so delinquent for a period of not less than one year; provided, however, that no such amount withheld shall exceed the amount of tax, plus penalty, lien fees and interest, outstanding at the time of withholding.

B. A statement that the city shall have said right of set-off or withholding shall be included in all documents used for the purchase of goods and services, including but not limited to bid documents, requests for proposals, purchase orders and contracts. Pursuant to Sec. C5-20-3 of the Stamford Charter, the Corporation Counsel shall prepare or cause to be prepared all such documents. Any contractor or vendor signing a contract or executing a purchase order with the City of Stamford shall thereby authorize the city to execute such set-off.

Sec. 23-18.4.2. Procedure.

A. Within one month after the due date for the payment of real and personal property taxes, the Tax Collector shall notify the City Controller and the Office of Legal Affairs of all property taxes delinquent for a period of one year or more. The City Controller, with the approval of the Corporation Counsel, shall have the authority to withhold any payment owed to any business enterprise as provided in § 23-18.4.1 above.

B. Any contractor or vendor shall have the opportunity to dispute the delinquency and/or to negotiate a reasonable and acceptable payment arrangement. Pursuant to Sec. C5-20-3 of the Stamford Charter, the Corporation Counsel shall have the authority to make any such payment arrangement. The City Controller, at the direction of the Corporation Counsel, shall have the authority to withhold payment, pending resolution of such appeal.

C. A procedure to accomplish the set-off or withholding of payments, as provided above, shall be developed by the Office of Legal Affairs, Director of Administration, City Controller and Tax Collector and shall be supplied to the Board of Representatives.

Sec. 23-18.4.3. Contract compliance officer.

A. Designation of a Contract Compliance Officer. The Office of Administration shall hereby designate a Contract Compliance Officer of the City of Stamford who shall have, but not be limited to, the duties set forth in this ordinance.

B. Tracking of contracts; biannual report.

1. The Contract Compliance Officer, with the assistance of the Office of Legal Affairs, shall maintain a system for the tracking of contracts for goods and services in excess of ~~twenty-five thousand dollars ($25,000.00)~~ fifty thousand dollars ($50,000.00) or in an amount as set forth in § 23-18.4 A of the Code of Ordinances (Purchasing Ordinance: Contracts) as the same may be amended from time to time.

2. The Contract Compliance Officer shall prepare a biannual report to the Board of Representatives, the Board of Finance and the Mayor to be delivered on or before January 15 and July 15 of each year and which shall provide the following information as of January 1 and July 1 of that year.

   a. A list of all valid and approved contracts for goods and services, listed by the name of the contractor or service provider, for which payments by the City of Stamford exceed, or in the opinion of the Contract Compliance Officer are likely to exceed, one hundred thousand dollars ($100,000.00) for each contract.

   b. The expiration date of all such contracts, if applicable.

   c. The scope of services for all such contracts.

   d. The compensation provided for in all such contracts.

C. Listing of contractors and providers providing goods and services without a contract. Said biannual report shall also list separately all contractors or service providers who, at the time of the report, are known by the Contract Compliance Officer to be providing goods or services without a valid and

approved contract with the City of Stamford, and to whom payments by the City of Stamford exceed, or in the opinion of said officer are likely to exceed, one hundred thousand dollars ($100,000.00).

D. ~~Effective date. This ordinance shall take effect on July 1, 2001 and the first report shall be submitted to the Board of Representatives, the Board of Finance and the Mayor on or before January 15, 2002.~~ The Contract Compliance Officer shall additionally include in said biannual report to the Board of Representatives, the Board of Finance and the Mayor, a list of all contracts procured by state or federal bid, or by a cooperative association of municipalities, pursuant to Section 23-18.5 of the Purchasing Ordinance. Such report shall contain all such information as is set forth in Subsections "a" through "d" of Paragraph B.2. above.

E. Effective date. This Ordinance was effective on July 1, 2001. Part D of this Ordinance, as amended, shall take effect on January 1, 2015, such that the first biannual report containing the data required by Paragraph D above shall be submitted to the Board of Representatives, the Board of Finance and the Mayor on or before January 15, 2015.

Sec. 23-18.5. State and federal bids. Cooperative associations of municipalities.

A. Contracts obtained by competitive bid by the State of Connecticut or by the Connecticut Hospital Association or its affiliates or by the federal GSA or through a cooperative association of municipalities, may be utilized when it is determined, in writing, by the purchasing agent to be in the best interest of the city, provided that proper bidding and awarding procedures have been used and the bid specifications are as stringent as city requirements.

B. Said certification shall be made part of the contract file, and all such purchases shall be included in the quarterly report.

Sec. 23-18.6. Centralized purchasing.

A. Purchased goods or services common to many departments, where the total annual purchases of such goods or services are in excess of $25,000, shall be bulk purchased by the purchasing agent for all departments. Such goods or services shall include but not be limited to alarm services, personal computers, long-distance telephone services, office and general supplies and copying goods and services.

B. Specific departments or specific goods or services may be excluded from centralized purchasing, provided that:

(1) A written determination, with documentation, is made by the purchasing agent and signed by the Director of Administration that no significant savings in cost can be achieved through centralized purchasing; or

(2) A written determination is made by the appropriate department and signed by the Director of Administration that the unique requirements of that department require it to purchase specific goods or services separately from centralized purchasing.

C. The purchasing agent, at his or her discretion, may purchase common items under one contract, or may obtain a master, or umbrella contract from which departments may obtain goods or services directly from the provider, subject to department budget limitations. In selecting a master contract, the total cost of all goods or services at the expected quantity or amounts to be purchased shall be used in determining the total cost of the proposal or bid.

D. The purchasing agent shall solicit departmental requirements in the purchasing of centralized goods and services and, as appropriate, shall utilize committees drawn from the appropriate departments to set specifications.

E. The proportionate cost of any centrally purchased goods or services utilized by an individual department shall be charged to that department.

F. This provision shall take effect July 1, 1992.

Sec. 23-18.7. Exemptions.

Public utilities are not subject to the provisions of this Article.

Sec. 23-18.8. Reports.

A. The purchasing agent shall prepare written quarterly reports to be submitted to the Director of Administration, the Mayor, the Board of Finance and the Board of Representatives. Said reports shall contain the following information:

(1) Contracts awarded by the competitive bidding process.

(2) Contracts awarded by the competitive proposal process.

(3) Waivers of the competitive bidding or proposal process.

(4) Contracts which have been extended.

(5) Contracts obtained through state bids.

(6) Waivers of informal bid and proposal process.

B. A list of all contracts awarded by the City of Stamford for the purchase of goods and services shall be filed annually by the purchasing agent with the Town and City Clerk. Said list shall include the name, address and minority and/or female status of the vendor or contractor, the department making the purchase, the type of goods or services purchased and the total price paid by the city.

Sec. 23-18.9. Audit.

The purchasing process shall be audited every three (3) years by the City Internal Auditor. Notwithstanding this requirement, an audit may be performed at any time by an auditor hired by the Board of Finance.

Sec. 23-18.10. Violations and penalties.

Any deliberate and willful attempt to violate or circumvent the purchasing process established by this Article shall be a violation of the Code of Ethics of the City of Stamford. This section shall take effect on January 1, 1992.

Sec. 23-18.11. Purchases involving federal or state grant funds.

Notwithstanding the provisions of this chapter, in any situation wherein federal or state grant funds are utilized to support a city purchase of goods or services, and either a majority of the funding is provided by the federal or state government, or as a condition of such grant the city is required to follow the grantor's procurement regulations, such grantor's procurement regulations may be followed in lieu of compliance with this chapter.

Sec. 23-18.12. Disqualification of contractors from bidding on city contracts.

A. Purpose/definitions.

(1) In order to help ensure that the city does business with qualified contractors, there shall be a system of disqualification of contractors created pursuant to C.G.S. § 7-148w., as amended.

(2) As used in this ordinance, the term "contractor" means any person, firm or corporation which has contracted or seeks to contract with the city of Stamford, or to participate in such a contract, in connection with any public works of the city, including professional consultants.

(3) As used in this ordinance, the term "hearing officer", shall mean a person, appointed by the Mayor, to hear and decide allegations that any

contractor should be disqualified pursuant to this ordinance, except that no hearing officer shall be appointed who has personally carried out the function of an investigator in any contested issue before that hearing officer.

(4) Any contractor may be disqualified for a period not to exceed two years from bidding on, applying for, or participating as a subcontractor under, contracts with the city for one or more causes set forth under § 23.18-12 C of this ordinance.

B. Hearing/Procedure.

(1) The hearing shall be conducted in accordance with C.G.S. §§ 4-176e through 4-181a, as amended. The hearing officer shall issue a written decision within ninety days of the last date of such hearing and state in the decision the reasons for the action taken and, if the contractor is being disqualified, the period of such disqualification. The existence of a cause for disqualification shall not be the sole factor to be considered in determining whether the contractor shall be disqualified. In determining whether to disqualify a contractor, the hearing officer shall consider the seriousness of the contractor's acts or omissions and any mitigating factors. The hearing officer shall send the decision to the contractor by certified mail, return receipt requested.

C. Disqualification/reinstatement/exception.

(1) Causes for disqualification from bidding on, applying for or participating in, contracts shall include the following:

(a) Conviction or entry of a plea of guilty or nolo contendere for or admission to commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

(b) Conviction or entry of a plea of guilty or nolo contendere or admission to the violation of any state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a municipal contractor;

(c) Conviction or entry of a plea of guilty or nolo contendere or admission to a violation of any state or federal antitrust, collusion or conspiracy law arising out of the submission of bids or proposals on a public or private contract or subcontract;

(d) A willful failure to perform in accordance with the terms of one or more public contracts, agreements or transactions;

(e) A history of failure to perform or of unsatisfactory performance of one or more public contracts, agreements or transactions; or

(f) A willful violation of a statutory or regulatory provision or requirement applicable to a public contract, agreement or transaction.

(2) For purposes of a disqualification proceeding under this ordinance, conduct may be imputed as follows:

(a) The fraudulent, criminal or other seriously improper conduct of any officer, director, shareholder, partner, employee or other individual associated with a contractor may be imputed to the contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the contractor and the contractor knew of or had reason to know of such conduct. The term "other seriously improper conduct" does not include advice from an attorney, accountant or other paid consultant if it was reasonable for the contractor to rely on such advice.

(b) The fraudulent, criminal or other seriously improper conduct of a contractor may be imputed to any officer, director, shareholder, partner, employee or other individual associated with the contractor who participated in, knew of or had reason to know of the contractor's conduct.

(c) The fraudulent, criminal or other seriously improper conduct of one contractor participating in a joint venture or similar arrangement may be imputed to other participating contractors if the conduct occurred for or on behalf of the joint venture or similar arrangement and these contractors knew of or had reason to know of such conduct.

(3) The city may reduce the period or extent of disqualification, upon the contractor's request, supported by documentation, for the following reasons:

(a) Newly discovered material evidence;

(b) Reversal of the conviction upon which the disqualification was based;

(c) Bona fide change in ownership or management;

(d) Elimination of other causes for which the disqualification was imposed; or

(e) Other reasons the city deems appropriate.

(4) The city may grant an exception permitting a disqualified contractor to participate in a particular contract or subcontract upon a written determination by department head and purchasing agent that there is good cause, in the interest of the public, for such action.

Sec. 23-18.13. Surplus personal property and equipment.

1. *Listing of Surplus Property.* Each city office, department, board, commission, authority, the Board of Education or other agency shall furnish to the Purchasing Agent, on such forms and at such time as the Purchasing Agent may prescribe, a statement of surplus or unusable supplies, material or equipment in its custody or control. To the extent that it is possible, using due diligence and inquiry, said statement shall include the date such items were purchased, the purchase price, and the use to which they were put from the date of purchase to the present. Copies of said statements shall be provided by the Purchasing Agent to the Board of Representatives.

2. *Disposal by Public Auction.* If the Purchasing Agent believes that the surplus or unusable supplies, materials or equipment cannot be used or made available for use by the City, the Purchasing Agent may dispose of such supplies, materials or equipment from time to time at public auction or upon sealed bids.

3. *Exemptions.*

(a) The provisions of this ordinance shall not require a public auction for the disposal of surplus or unusable supplies, materials or equipment which has a current value of one thousand dollars ($1,000.00) or less. The Purchasing Agent may, at his or her own discretion, dispose of such property, either singularly, or in lots, by the sealed bid process.

(b) In the event that the Purchasing Agent determines that surplus or unusable supplies, materials or equipment have no market value, then he or she shall make a list of said property and forward said list to the Mayor. Upon written approval of the Mayor, the Purchasing Agent may throw out or otherwise dispose of said surplus or unusable supplies, materials or equipment.

4. *Donation of Surplus Property.* Upon written approval of the Mayor, the Purchasing Agent may donate city surplus or unusable supplies, materials or

equipment to not-for-profit agencies and/or causes, or other governmental or quasi-governmental agencies.

5. *Records to be Maintained.* The Purchasing Agent shall maintain records of all transactions made pursuant to this ordinance. Said records shall include, but not be limited to: lists of equipment that has been sold, including the name of the purchaser and the purchase price; lists of equipment that has been disposed of; and lists of equipment that has been donated, including the name and address of the donee, the date of the transaction and the approximate value of the equipment on the date that it was donated.

Randall M. Skigen, President, and Annie M. Summerville, Clerk, do hereby certify that the foregoing ordinance was approved by a machine vote of 28-3-1 by the 29th Board of Representatives at the Meeting held on Wednesday, November 5, 2014.

Randall M. Skigen, President
Dated this 12th day of November, 2014

Annie M. Summerville, Clerk
Dated this 12th day of November, 2014

David R. Martin, Mayor, City of Stamford
Dated this 12th day of November, 2014

EFFECTIVE DATE: November 22, 2014

cc: Mayor David R. Martin
Michael Handler, Director of Administration
Jim Hricay, Director of OPM
Ernie Orgera, Director of Operations
Thomas Madden, Director of Economic Development
Kathryn Emmett, Esq., Law Department
Ted Jankowski, Director of Public Safety, Health & Welfare
Donna Loglisci, Town Clerk

Exhibit A-2

3300

FISCAL MANAGEMENT - SUPPORT SERVICES

PURCHASING/EXPENDING AUTHORITY

All schools, departments, and offices of the school system shall generally follow the purchasing procedures outlined in the City Purchasing Ordinance and all instructions issued by the Office of Finance. These procedures and instructions shall be based on the Stamford City Charters and Board Policies.

The Code of Ethics of the City of Stamford related to purchasing shall apply to all members of the Board as well as to all employees of the school system.

Policy Adopted:
November 24, 1987

Amended:
November 28, 2000

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

Viscariello, Teresa Exhibit A-3

From: Viscariello, Teresa
Sent: Monday, June 06, 2016 10:19 AM
To: Viscariello, Teresa
Subject: FW: FOR AW

From: Murphy, Hugh
Sent: Wednesday, March 18, 2015 9:32 AM
To: Viscariello, Teresa
Subject: FW: FOR AW

Stamford Public Schools

Hugh Murphy
Executive Director of Finance
Stamford Public Schools
888 Washington Blvd
P.O. Box 9310
Stamford, CT 06904
Phone: 203-977-5011
Fax: 203-977-5960

From: Murphy, Hugh
Sent: Tuesday, December 02, 2014 4:13 PM
To: Kakaletris, Cindy
Cc: Joachim, Vivens; Tougas, Joan
Subject: FOR AW

Cindy – Please include the following in the next AW:

From Finance

New Purchasing Ordinance

Attached for your reference is the new purchasing ordinance which was recently approved by the Board of Representatives. The ordinace takes effect immediately.....While the Board of Education does not use the exact process as the city, the process is mirrored as closely as possible; some of the differences being that purchases over $100,000 are approved by the Board of Education and not the Board of Finance and the Superintendent of Schools would sign BOE contracts as opposed to the Mayor. The new ordinance is very close to the previous ordinance with the following exceptions:

- A written contract is required for purchases of over $50,000; less than $50,000 shall be made by purchase order
- The bidding requirement has also been changed from $7,500 to $10,000 for goods (3 quotes for goods less than $10,000)

If you have any questions on the attached ordinance, please contact Hugh Murphy or Vivens Joachim

Stamford Public Schools

Hugh Murphy
Executive Director of Finance
Stamford Public Schools
888 Washington Blvd
P.O. Box 9310
Stamford, CT 06904
Phone: 203-977-5011
Fax: 203-977-5960

Exhibit B-1

Stamford, Connecticut, Code of Ordinances >> - CHARTER >> PART 5. - CITY DEPARTMENTS >> DIVISION 2. - OFFICE OF LEGAL AFFAIRS >> SUBDIVISION A. LEGAL DIVISION >>

SUBDIVISION A. LEGAL DIVISION

Sec. C5-20-3. Legal Functions.
Sec. C5-20-4. Special Counsel, Experts; Assistant Corporation Counsels.
Sec. C5-20-5. Opinions.
Sec. C5-20-6. Action of Corporation Counsel on Building Violations.

Sec. C5-20-3. Legal Functions.

The Corporation Counsel shall act as legal advisor of the City, the Mayor, the Boards of Representatives, Finance and Education and all other Officers, Departments, Boards, Commissions, Authorities, Agencies and Bureaus in matters relating to their official duties. The Corporation Counsel or his/her designee shall appear for and protect the rights and interests of the City in all actions and proceedings brought by or against it or any of the municipal Officials, Departments, Boards, Commissions, Authorities, Agencies and Employees. The Officers, Departments, Boards, Commissions, Authorities, Agencies and Employees shall not employ other counsel. The Corporation Counsel shall have charge of all appeals in which the City or any Officer, Department, Board, Commission, Authority, Agency or Employee thereof is involved. Subject to the approval of the Mayor and within the appropriation therefor, the Corporation Counsel shall have the power to compromise any claim by or against the City. The Corporation Counsel shall prepare all forms of contracts and other instruments in which the City is concerned, and shall in all respects act as attorney for the City, its Officers, Departments, Boards, Commissions, Authorities and Agencies. Notwithstanding the foregoing, the Board of Representatives may, by resolution jointly presented by the Majority Leader, Minority Leader, the President and Clerk and approved by the affirmative vote of not less than thirty-one (31) members, retain independent counsel to represent the Board of Representatives with respect to a specific case or controversy in rendering opinions and appearing in any proceeding and may appropriate monies to pay the fees and costs of such counsel.

(Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012)

Sec. C5-20-4. Special Counsel, Experts; Assistant Corporation Counsels.

The Corporation Counsel, with the written consent of the Mayor, may employ counsel and experts to assist in the conduct of important cases or proceedings in which the City is interested and incur such expenses as the Corporation Counsel may deem necessary, provided an appropriation has been made therefor. The Corporation Counsel may appoint such assistant Corporation Counsels in the unclassified service as are provided for by ordinance, provided an appropriation has been made therefor.

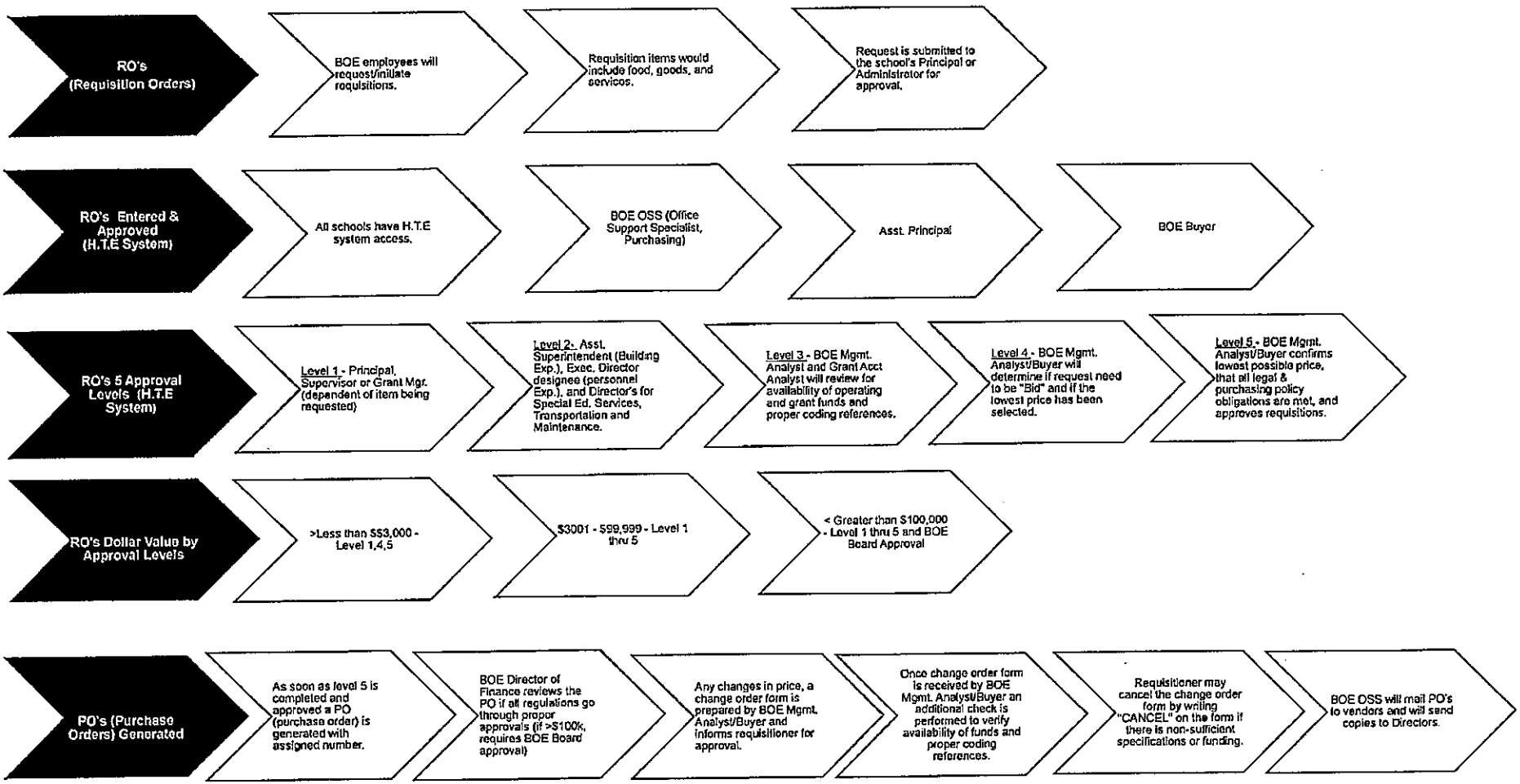
(Referendum 11-3-1987; Referendum 11-7-1995)

Sec. C5-20-5. Opinions.

The Mayor, the President of the Board of Representatives, the Majority Leader, the Minority Leader and the Standing Committee Chairpersons of the Board of Representatives, the head of any City Department, or any elected or appointed City Board, Commission, Authority, Agency or Bureau may, in writing, request that the Corporation Counsel, and the Corporation Counsel shall, render an opinion, in writing, upon any question of law arising in connection with the exercise by the aforementioned, of their official powers and duties.

BOE Purchase Requisition and Orders Flowchart FYE 2012-2014

Exhibit B-2
Prepared by: City's Internal Auditor, Teresa Viscariello
Date: June 6, 2016



Detail Comparison Table of the COS and BOE Purchasing Ordinance

Exhibit B-3
Prepared by: Teresa Viscariello
Date: 6-6-16

		COS			BOE		
Goods and General Services (misc supplies, minor repairs, etc.	Dollar thresholds	Under $3,000	$3,000 - $7,500	Over $7,500	Under $3,000	$3,000 - $7,500	Over $7,500
	Requirements	No quotes	3 quotes (oral/written)	Competitive Bids - Public notice is issued inviting sealed bids, solicitation of sealed bids	No quotes	3 quotes (oral/written)	Competitive Bids - Public notice is issued inviting sealed bids, solicitation of sealed bids.
	Approvals				OSS, MA-AB, FD		FD, MA-AB
RFP	Dollar thresholds	Under $10,000	$10,000 - $25,000	Over $25,000	Under $10,000	$10,000 - $25,000	Over $25,000
	Requirements	No quotes	3 quotes (written)	Competitive Proposal (Written) - Public notice issued inviting sealed bids, solicitation or sealed bids- Contract, possible insurance	No quotes	3 quotes (written)	Competitive Proposal (Written)- Public notice issued inviting sealed bids, solicitation or sealed bids- Contract, possible insurance.
	Approvals				OSS, MA-AB, FD		FD, MA-AB
Purchases and Purchasing Orders (PO's)	Dollar thresholds	Under $25,000	Over $25,000	Over $100,000	Under $25,000	Over $25,000	Over $100,000
	Requirements	No Contracts	Written Contracts	Additional Approvals required	No Contracts	Written Contracts	Additional Approvals required
	Approvals						SOS, BOE
Bid Waivers	Dollar thresholds	Under $25,000	Over $25,000	Over $50,000	Under $25,000	Over $25,000	Over $50,000
	Requirements	Department requests (PO can be issued)	Time in critical factor and sole provide for product type - written contract required	No competitive bid or proposal process.	Department requests (PO can be issued)	Time in critical factor and sole provide for product type - written contract required	No competitive bid or proposal process.
	Approvals				MA-AB, FD, SOS, BOE		
Miscellaneous Contracts	Dollar thresholds	When determined by purchasing agent may utilize if in the best interest of the city.			When determined by purchasing agent may utilize if in the best interest of the BOE.		
	Requirements	Award is made. Providing that proper bidding and award procedures have be used at the state level.			Award is made. Providing that proper bidding and award procedures have be used at the state level.		
	Approvals				FD, MA-AB		
Sec. 23 - 18.8	Exemptions from City's Purchasing Ordinance	Public Utilities are not subject to Purchasing Ordinance	Invoice from vendor	PA in H.T.E system	Same as City		
Sec 23 - 18.8	Reporting	Contracts Awarded by Competitive Bid process.	PA files written quarterly reports to DOA, Mayor, BOF, and BOR	[redacted]	Reporting structure differs from City Requirement does submitt reporting to BOE Board		
		Contracts Awarded Competitive Bid or Proposal process.					
		Contract Extensions					
		Contract through state bids					
		Bid Waivers					
		A List of All Contracts Awarded for Purchase of Goods and Services. (Name, address, department making purchase, minority status of vendor/contractor, type of goods/services, total price paid.	PA files annually with City's Town Clerk	[redacted]			
Sec. 23 - 18.8	Exemptions from City's Purchasing Ordinance	Public Utilities are not subject to Purchasing Ordinance	Invoice from vendor	PA in H.T.E system	Same as City		
Muni Code Sec. C5-20-4	Not in Purchasing Ordinance but Charter Code (Exemption)	Legal Professional Fees from Legal Department	Invoice from vendor	PA in H.T.E system	Same as City		

COS Legends	COS Descriptions
PA	Purchasing Agent
DOA	Director of Administration
LD	Legal Department
RM	Risk Manager
BOF	Board of Finance
BOR	Board of Representative

BOE Legends	BOE Descriptions
MA-AB	Management Analyst/Acting Buyer
FD	Finance Director
LD	Legal Department
BOE	Board of Education Board
OSS	OSS
SOS	Superintendent of Schools