

Procurement Enhancement and Development Suggestions

Suggestion	Explanation	Purpose	What's Required	Costs Related
Contract Administration	<ul style="list-style-type: none"> The contract administration program should include, but not be limited to, the following requirements: Clear definition and purpose of contract administration Clear description of the components of contract administration to include: <ul style="list-style-type: none"> Receiving Acceptance Inspection Verification of invoice pricing Approval of invoices for payment Clear roles and responsibilities for each component noted above A process for monitoring contractor performance A method for tracking and reporting contract renewals and expirations Formal training session for all staff assigned contract administrator responsibilities Oversight by the Procurement Services Develop mandatory training for all staff involved in the contract administration process 	<p>Following the award of the contract this could ensure full compliance by all parties with the terms and conditions.</p> <p>Including, but not limited to: receiving, inspection, acceptance, verification of pricing prior to approval for payment. It would also address the contract renewal and expiration processes as well as how contract compliance, performance and contract disputes should be handled. Important component of the procurement cycle and ultimately determines if the City receives the goods and services as stated in contracts</p>	Currently in the recruitment process, expected to be filled by June 30.	Personnel and material costs for one Contract Compliance Officer position
Increase informal open market quotes thresholds	Single quote threshold from \$2,500 to \$5,000	Reduces the department/office time with obtaining additional open market quotes and Procurement Services time for reviewing additional open market quotes on non-repetitive lower cost items.	Administrative, City Manager approval	Potential cost savings with personnel time required to obtain 3 open market quotes

Increase formal solicitation thresholds	Formal Bid/RFP threshold from \$25,000 to \$50,000 (Procurement Services will still source all purchases greater than \$25,000)	Reduces time associated with issuing, evaluating and awarding formal solicitation. Formal bid/RFP threshold will correlate with City Manager spending authority level and budgetary transfer authority	Code amendment, Section 38.40, 38.42 and 38.43	Potential cost saving with personnel time required to formal bid process
Increase to Procurement Card single transaction limit	Single transaction limit from from \$1,000 to \$2,500	Reduces the time associated with entering, reviewing and approving purchase Requisition Will require additional review and monitoring by Procurement Card Administrator	Position creation Change in City's Fixed Asset amount Administrative and potential Code amendment, Section 38.39	Personnel and material costs for one Procurement Card Administrator position Potential cost saving with reduction in processing of purchase Requisition and Purchase Orders
Administrative Contract Renewals	City Commission approved contracts/terms to be renewed administratively via the City Manager City Manager approved contracts/terms to be renewed administratively via the Procurement Services Director	Reduces time associated with taking Commission approved contracts/terms back for renewals Reduces time associated with taking City Manager approved contract back for renewals	Code amendment, Section 38.48 (C) (1)	Reduces costs associated with creating agenda items for contracts/terms approved by City Commission
Modification to Section 38.40 (C) (8) "Best Interest Exemption"	Revise from unanimous approval to a simple majority to bring Hollywood in line with other Broward Cities	Less controversy with procurement items, makes policy decision not subject not subject to will of single Commissioner	Code amendment, Section 38.40 (C) (8)	Minimal staff time to develop ordinance
Create additional "Exemptions" to the Procurement Process	Provide exemption to the competitive process formal or open market for the following: 1. Software licenses renewals 2. Servicing or warranty work of	To meet operational needs and provide greater procurement efficiencies	Code amendment, Section 38.40 (C) and 38.43	Reduce costs associated with soliciting open market or formal solicitations or review sole source and

	<p>equipment by the authorized dealer or manufacture representative.</p> <p>3. Advertising in newspaper, periodicals, television, radio, billboards or other formal adverting media</p> <p>4. Books, publication technical publications,</p> <p>5. Postage</p> <p>6. Utilities (water, electric)</p> <p>7. Membership fees</p> <p>8. Shipping, Freight, storage charges</p>			best interest exemptions
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