

# Purchasing

## Top 10 Best-Practices to Stay Ethical and Fair



# Council's Roles

## Governance:

- Approve budget
- Approve procurement awards / contracts over \$100,000
- Participate in audit exit briefings



# City Council

Legislation  
Governance  
Policy

Consideration and  
approval of properly-  
determined awards

# City Staff

Execution  
Implementation  
Procedure

Accountability  
Transparency  
Fairness



# Anything Sent to Council:

1. Need determined and defined
2. Budgeted
3. Detailed Scope of Work
4. Competition/Notification
5. Consistent, structured process
6. Objective bid analysis:  
recommendation of award to  
responsible bidder with  
responsive bid



# Purchasing Staff:

- 7. Highly regulated and audited procedures
- 8. Trained, certified staff
- 9. Code of ethics



# Appeals

10. There is an appeal process.

Please refer anyone to:

- The City website
- The Bid itself  
(each has the protest procedure in it)
- The Purchasing Manager



# Where the danger is:

Who can get into legal difficulty?

City council member, city manager,  
department directors

How?

Conflicts of interest, exerting  
improper influence, etc.



# Questions

Anyone can ask questions

All of the process is public

Competition and fairness gets the  
best value for our taxpayers





# Procurement

*An increasingly well-managed city*

