

CITY OF ROUND ROCK PROCUREMENT PROCESS OVERVIEW

CITY MANAGER ITEMS

- Any outside agreement / contract that requires a signature for \$50,000.00 or less
 - Exception: Art / performer agreements that are approved by Contract Administration.
- Any unbudgeted capital purchase for \$50,000 or less

PURCHASES UP TO \$3,000.00 (Non Competitive)

- One quote.
- Departments are encouraged to use a ProCard for purchases up to \$3,000.00, unless unauthorized (Procurement Card Policies and Procedures Manual - Unauthorized Use, pg. 6).
- If the vendor does not accept ProCards, a requisition shall be entered into Munis.
- If goods or services are ordered from CoRR contract, a requisition with a contract # shall be entered into Munis, do not use a ProCard or a Request for Check
- Request for check can be used for single one time purchase of goods or services up to \$1000 or if the purchase falls within the exceptions table.

PURCHASES FROM \$ 3,000.01 TO \$50,000 (Competitive - Informal)

- Three documented quotes are required.
- A minimum of two (2) HUB vendors from the Centralized Master Bidders List (CMBL) must be contacted from Williamson and Travis Counties.
- Request from Purchasing a CoRR vendor list by commodity
- A requisition shall be entered into Munis with detailed specifications and all required documentation attached into Munis Tyler Content Manager (TCM).
- If goods or services are ordered from CoRR contract, a requisition with a contract # shall be entered into Munis
- Purchasing issues purchase order
- A purchase order must be provided to the vendor prior to the City receiving any goods or services.

CITY COUNCIL ITEMS

- Any item the City Manager deems necessary to be put on the agenda
- Any purchase or term contract that authorizes expenditures over \$50,000
- All government agreements regardless of dollar amount

PURCHASES OVER \$50,000 (Competitive - Formal)

- A detailed requisition with supporting comprehensive specifications shall be entered into Munis, so Purchasing may begin the formal solicitation process.
- Purchasing shall assist the Department in developing/confirming the specification(s).
- Formal solicitation is placed on the City's webpage and published in the Austin American Statesman for a minimum of 14 days.
- Sealed bids are collected and a formal bid opening takes place.
- Contract Administration will work with Law to process paperwork.
- Recommendation of award is submitted to City Council by Department.
- Contract established and/or a purchase order is issued.
- Award notification is posted on the City's website.
- If goods or services are ordered from CoRR contract, a requisition with a contract # shall be entered into Munis
- A purchase order must be provided to the vendor prior to the City receiving any goods or services.