

CITY OF ROUND ROCK PROCUREMENT PROCESS OVERVIEW

CITY MANAGER ITEMS

- Any outside agreement / contract that requires a signature under \$50,000
 - Exception: Art / performer agreements
 - Exception: Director Authorization Form (DAF) Process ≤ \$10,000
- These are approved by Contract Administration
- Any unbudgeted capital purchase under \$50,000

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

- One quote
- Departments are encouraged to use a ProCard for purchases up to \$3,000, unless unauthorized (Procurement Card Policies and Procedures Manual - Unauthorized Use, pg. 6)
- If the vendor does not accept Credit Cards, 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

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

- Three documented quotes are preferred
- At minimum, 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 the appropriate contract # shall be entered into Munis
- Purchasing issues purchase order
- **A purchase order must be provided to the vendor prior to the City ordering or 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)

- Purchasing may begin the formal solicitation process once the department provides a formal request in the form of a specification or scope of work for the goods or services
- Purchasing shall assist the Department in developing/writing/confirming the specification(s)
- Department enters in requisition for solicitation need
- 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
- Award will go to the lowest cost responsible bidder or the best evaluated respondent
- Contract Administration will work with the Legal Department to process contract or PO paperwork
- Recommendation of award is submitted to City Council by the 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 ordering or receiving any goods or services.**