

CITY OF ROUND ROCK PROCUREMENT PROCESS OVERVIEW

CITY MANAGER ITEMS

- Any outside agreement / contract that requires a signature up to \$100,000
 - Exception: Art / performer agreements.
 - Exception: Director Authorization Form (DAF) Process ≤ \$10,000
- These are approved by Contract Administration
- Any unbudgeted capital purchase up to \$100,000

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 number 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 council agenda
- Any purchase or term contract that authorizes expenditures over \$100,000
- 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 Bonfire webpage and published in the Austin American Statesman or Round Rock Leader 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.**