

Mayor and City Council Agenda Item Request

Meeting Date: 3/21/2016

Type: Ordinance / Regulations / Resolution

Call to Podium:

Stephanie M. Walker, Director of Finance and Administration

Agenda Item Title:

Resolution of the Mayor and City Council Revising the Procurement Policy for the City of Gaithersburg

Responsible Staff and Department:

Stephanie M. Walker, Finance and Administration

Desired Outcome from Council:

Vote on Resolution

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Supporting Background Information:

Staff presented the draft Procurement Policy at the Mayor and City Council work session on February 21. Based on feedback from that work session the following changes have been incorporated within the draft Procurement Policy:

- Changed the purchasing threshold for which solicitations are required from \$25,000 to \$30,000. This retains the current policy's purchasing threshold for solicitations.
- Added a sentence within the scope of the policy to direct the Regulations manual to ensure transparency is considered within the operating procedures.

Additionally, staff is working with the Public Information Officer to add a page on the City's website to post the results of each solicitation.