

Purchasing Policy Work Session

Board of County Commissioners Meeting

7/23/24

Purpose

To present background on the revisions to the Purchasing Ordinance and Purchasing Administrative Code

Outline

- Background
- Proposed Changes
 - Monetary Thresholds
 - Change Orders
 - Evaluation Committee
 - Suspension and Debarment
- Recommendations and Next Steps

Background

- July 2021 – Began the comprehensive rewrite of the policies
 - Seminole County Administrative Code Section 3.55
 - Seminole County Code of Ordinances Chapter 220
 - County Manager's Policy
- September 2023 – Director review of drafts
- November 2023 – Initial feedback from Commissioners on drafts
- June 2024 – Follow up with Commissioners on the proposed changes

Proposed Monetary Threshold Changes

	CURRENT	PROPOSED
Fixed assets recorded and tagged	\$1,000	\$5,000 (Statutory Change)
P-card single transaction limits	Up to \$999.99	Up to \$1,500
P-card total transaction limit	Up to \$3,000	Up to \$5,000
No Quotes (PO or Blanket PO)	\$0 - \$5,000	\$0 - \$10,000
Two (2) written quotes obtained by the User Department	\$5,000 - \$10,000	\$10,000.01 - \$25,000
Three (3) formal/written quotes obtained by Purchasing	\$10,000 - \$50,000	\$25,000.01 - \$100,000
Formal Solicitation Process	Over \$50,000	\$100,000.01 or greater
Purchasing Manager purchase approval authority	Up to \$50,000	Up to \$100,000
County Manager purchase approval authority	Up to \$100,000 (over \$100,000 goes to Board)	Between \$100,000.01 to \$250,000 (\$250,000.01 or greater goes to Board)
County Manager approval for Unauthorized Commitments	Up to \$50,000	Up to \$250,000

Proposed Changes

Change Orders

- Current Admin Code:
 - 5% under \$2M
 - 3% over \$2M
- Proposed:
 - 5% all change orders

Proposed Changes

Evaluation Committee

- 3 or more County Employees who are subject matter experts
- > \$500,000 Department Director must be on the Evaluation Committee
- > \$1,000,000 County Manager or Designee must be on the Evaluation Committee
- Marketing and Advertising vendors include two Tourist Development Council (“TDC”) members appointed by the TDC or otherwise authorized by the Board
- Purchasing Manager reviews and approves evaluation committees

Proposed Changes

Suspension and Debarment

- The Purchasing Manager issues written notification to the Vendor
 - with concurrence of County Attorney and County Manager
 - the Board has the authority to waive or remove

Recommendations and Next Steps

- Finalize the policies
- August 27, 2024
 - Resolution and Purchasing Administrative Code
 - Public Hearing for the Purchasing Ordinance