



"The Best Waterfront City in Which to Live, Work And Play."

CITY OF RIVIERA BEACH

TO: HON. MAYOR, CHAIRPERSON, AND CITY COUNCIL

THROUGH: JONATHAN EVANS, CITY MANAGER, MPA, MBA, ICMA-CM

FROM: ALTHEA PEMSEL, PROCUREMENT DIRECTOR, MS, CPSM, C.P.M

SUBJECT: DISCUSSION: PROCUREMENT CODE REVISION

DATE: FEBRUARY 17, 2021

CC: GENERAL PUBLIC

Background:

The City's Procurement Code is an important tool to guide City Staff and City Administration in obtaining the goods, products, and services the City needs to ensure operational continuity and consistency. The supply chain and marketplace overall changes rapidly whether it is via technology, business models, and laws and regulations. The Procurement Code, as all City Ordinances, must occasionally be reviewed and revised to incorporate such changes. The last update to the Procurement Code was January 18, 2012.

Discussion:

This discussion is to obtain input from the Council to assist Procurement in achieving its goal Re-imagining a Procurement Department whose processes facilitates everyone at the City in meeting and exceeding their operational and community goals.

Over the past several months, staff have reviewed the Procurement Code. This review process has consisted of (1.) Examining procurement provisions of other municipalities 2.) Receiving input from our consultants 3.) Drafting commercial non-discrimination policy and 4.) Drafting proposed rewrites to the cone of silence ordinances.

The cone of silence ordinance revisions and the commercial non-discrimination policy are addressed in separate memorandums.

Rationale:

The first goal of the update is to streamline the code by succinctly stating what governs and moving explanatory and additional information into a purchasing guide/manual. The procurement Code review entails most of the following components.

1. Identifying and eliminating outdated provisions
2. Update, add, and delete definitions
3. Combine application and best practice of code
4. Review other codes in our area for best practice and best in class
5. Add provisions to support and enhance S/W/MBE firms
(Adjustments will probably be required after the completion of the disparity study)
6. Ascertain and clearly define roles and responsibilities
7. Review threshold to match operational needs
8. Consider the use of alternative sourcing methods
9. Include sustainability initiatives

Please find attached an outline of the Procurement Code and the proposed recommendations for each section of the procurement code.

Recommendations:

Due to the substantial changes and modifications, we are proposing to our code, we recommend adopting an entirely new one while ensuring the foundation of the code remain yet; updated to current business and operations climate.

Attachment:

Procurement Code Outline