

**2510.1 SUBJECT: ORGANIZATION AND POLICY – PROCUREMENT AND CONTRACTS DIVISION**

:1 OBJECTIVE:

To detail the duties of the Chief Financial Officer in the administration of the City' Procurement Code.

:2 AUTHORITY:

This procedure amended by City Council, December 19, 2012, Item A-3.

:3 DIRECTION:

The Chief Financial Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 FUNCTIONS:

A. Introduction

City government, as an institution, has multiple partners including citizens, taxpayers, businesses, visitors, employees, and other governments. As a major institutional, economic, and service force in the region, it is important that the City strengthen relationships with its partners by adopting a clear and comprehensive set of policies and procedures. Furthermore the integrity of the City of Orlando is of utmost importance, and adopting a set of policies is a key element to maintain this integrity.

The purpose of this policy is to detail the responsibilities of the Chief Financial Officer in the administration of Chapter 7 of the City Code (Procurement Code) through the Procurement and Contracts Division.

B. The Procurement and Contracts Division is responsible for:

1. Implementing policies and procedures relating to:

a. The acquisition of supplies, services, professional services, and construction services as provided in City Code;

b. City stores warehouse operations; and

- c. Asset management and inventory operations.
2. Promulgating, with the concurrence of the Chief Financial Officer, operating directives to ensure a consistent and effective procurement function;
3. Implementing City Code provisions governing the negotiation and execution of contracts, task authorizations, contract amendments, and change orders;
4. Implementing the Procurement Code through the determination of procurement methodology and solicitation thresholds;
5. Soliciting recommendations and establish solicitation review committees;
6. Upon determination that an asset or supply has been designated as surplus, selling, trading, donating, destroying, transferring, or otherwise disposing of that property in the most effective and efficient manner;
7. Overseeing a centralized procurement operation for bulk purchases and critical supplies;
8. Establishing procedures regarding emergency purchases;
9. Maintaining quality procurement practices through research and benchmarking; and
10. Adhering to the values and guiding principles of public procurement to preserve the public trust and protect the public interest by ensuring accountability, ethical conduct, impartiality, professionalism, service, and transparency.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Charter, Chapter 2, Sections 36 and 37; and Code of the City of Orlando, Chapter 7. This procedure adopted by City Council August 25, 1986, Item 16(A-27); amended August 15, 1988, Item 14, A-13; amended July 26, 1993; amended April 17, 2000, Item 3-D; policy section # changed from 191.1, April 2004; amended December 19, 2012, Item A-3.

:8 EFFECTIVE DATE:

This procedure effective January 1, 2013.