



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance

DATE: May 14, 2024

SUBJECT: Motion to Approve a Third Amendment to the Agreement with Kirk Buffington for Professional Procurement Services - **Finance**

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of this agreement to authorize the 3rd Amendment to the existing Professional Procurement Services Agreement, which seeks to incorporate supplementary services on an as-needed basis, enhancing the flexibility and scope of the existing agreement.

BACKGROUND OF ITEM:

The Professional Procurement Services Agreement was initially established to facilitate procurement processes within our organization. Since its inception, the agreement has been pivotal in streamlining procurement activities, ensuring efficiency, and maintaining compliance with regulatory standards.

ANALYSIS:

Approval of this Third Amendment is essential for enhanced flexibility; allowing for supplementary services on an as-needed basis gives our organization the flexibility to adapt to evolving procurement needs and challenges. Additionally, it allows expert access. The amendment enables us to tap into the expertise and resources of the consultant, ensuring that we have access to specialized support when required.

STRATEGIC PLAN:

This amendment directly aligns with the city's strategic plan by enhancing the services provided by Finance/Purchasing, specifically supporting strategic plan priority #1 of financially sustaining the city. Improving the procurement process ensures cost-effectiveness and fiscal responsibility, contributing to the city's long-term financial sustainability and stability vision.

PROCUREMENT:

Sec. 2-258(g) Professional Services - Contracts for the service of professionals, including but not limited to the practice of law, management consulting, medicine, real estate appraisal, or other areas of expertise as determined by the City Manager or designee to be in the best interest of the City, and not otherwise subject to the requirements of F.S. § 287.055, as amended, may be

entered into without competitive bidding; however, qualifications, work history and other relevant data shall be reviewed before entering into such contracts. Professional services contracts that exceed the threshold established in subsection 2-256(a) of this Code ("Methods of Source Selection") will require approval by the City Commission.

FISCAL IMPACT:

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
110-160-531100-519 (Professional Services – ARPA)	\$175,000	\$15,000	\$8,675

ATTACHMENTS:

1. Original Agreement
2. 1st Amendment
3. 2nd Amendment
4. 3rd Amendment