

Founders Day Committee Purchasing Flowchart

\$10,000 or Less

Seek Best Value.
*Multiple Quotes
Recommended.*

Submit Any Quotes
to City Liaison.

Present to FDC as
Committee Report.

City Attorney creates
Vendor Contract.

Signature Required for
Vendor Payment.

Execute the
Contract.

\$10,001- \$49,999

Seek Best Value.
Minimum 3 Quotes
REQUIRED.

Submit All 3 Quotes
to City Liaison.

Liaison creates
Business Item for
FDC Agenda.

FDC Votes to
Recommend vendor
for contract.

City Attorney creates
Vendor Contract.

Signature Required for
Vendor Payment.

Execute the
Contract.

\$50,000 or More

FDC Provides scope
of service parameters
to City Liaison.

A "Request for
Proposal" is drafted
by City Staff and
posted to the public.

Proposals are
reviewed by a panel of
representatives from
FDC and City Staff.

Review Panel
recommends Best
Value proposal to FDC.

FDC Votes to
Recommend vendor
for contract.

City Attorney creates
Vendor Contract.

Signature Required for
Vendor Payment.

Execute the
Contract.