



Date: April 14, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Discussion: **Amending the Purchasing Policy**

Objective:

To discuss an updated Purchasing Policy for the Town of Howey-in-the-Hills, incorporating best practices in procurement and clarifying authority thresholds for purchasing and contracting activities.

Summary:

The proposed April 2025 draft of the Town’s Purchasing Policy reflects a thorough review of Town operations and recent procurement experiences. A redlined version has been prepared for Council’s reference and comparison.

Key revisions include:

1. Threshold Updates for Procurement Methods
 - Small Purchase threshold is reaffirmed at \$5,000 or less (formerly \$3,000).
 - Purchasing Quotes apply to purchases between \$5,000.01 and \$50,000.
 - Competitive Sealed Bids / RFPs are required for purchases \$50,000 and above. (These thresholds better align with procurement standards used by other Florida municipalities.)
2. Expanded Use of Cooperative Purchasing (Piggybacking)
 - Codifies conditions for piggybacking contracts, including:
 - Verification of competitive solicitation.
 - Clear provisions for shared use.
3. Enhanced Procedures for Professional Services
 - Clarifies processes under the Consultants’ Competitive Negotiation Act (CCNA).
 - Requires a project scope document, evaluation team appointment, public notice, and formal interviews for professional services contracts exceeding \$50,000.

Fiscal Impact:

There is no direct fiscal impact associated with approving the revised Purchasing Policy.

Staff Recommendation:

Staff recommends approval of the proposed policy changes, to be brought forward as a resolution at a future meeting.