



Purchasing 101:

Council Update/Briefing

October 13, 2026

Kenneth Morris, Purchasing Director



Agenda

- Purpose
- Updated Purchase Thresholds
- Procurement Methods
- Vendor Compliance
- Next Steps – Roadmap Update
- Summary



Purpose

- Purchasing Ordinance (Article IX) into effect
 - Approved May 27, 2026
 - Effective July 1, 2026
- Updates on Procurement Modernization
 - Implementation Updates
- Contract Manager Assignments
- Implementation Roadmap Updates



Updated Purchase Thresholds

- Micro: \$0-\$2,500;
- Informal: \$2,500.01-\$125,000;
- Formal: Above \$125,000

Purchasing Quick Reference Guide				
<\$2,500	\$2,500 - \$24,999.99	\$25,000- \$74,999.99	\$75,000- \$124,999.99	>\$125,000
• Departments should <u>obtain goods and services</u> most advantageous to the <u>City</u> through direct purchase through the use of a requisition or p-card.	• For goods and services between \$2,500 and \$24,999.99, the department staff or purchasing department shall obtain, where possible, at least three written quotes. • Purchases within this threshold will require approval from the Purchasing Director. • Minimum of Three (3) Formal/Written Quotes	• For goods and services expected to cost between \$25,000 and \$74,999.99, the department staff and the Purchasing department will use the formal procurement process. • Purchases within this threshold will require approval from the CFO/Finance Director. • Minimum of Three (3) Formal/Written Quotes	• For goods and services expected to cost between \$75,000 and \$124,999.99, the department staff and the Purchasing department will use the formal procurement process. • Purchases within this threshold will require approval from the City Manager. • Minimum of Three (3) Formal/Written Quotes	• For goods and services expected to cost over \$125,000.00, the Purchasing department will manage the process. • Purchases within this threshold will require approval from the City Council. • Formal RFP/ITB Process



Procurement Methods

- Informal Purchases – 3 Quote Minimum Requirement
 - Fair Solicitation/Request Process
 - Documentation
- Alternatives:
 - Cooperatives
 - Sourcewell, Omnia, TIPS, Buyboard, etc
 - State or Piggyback Contract Compliance
 - Georgia DOAS – GA@WORK, GSA (Federal), Gwinnett County, Other Municipalities
 - Sole Source or Standardization Process Requirements
 - Collecting the correct support documentation & following procedure



Vendor Compliance

- Tracking performance against contract metrics
- Quality
- Timeliness
- Customer Service
- Cost Management
- Performance Evaluations
 - Quarterly
 - Annual



Nest Steps – Roadmap Update

- Training
 - Contract Manager Responsibilities
 - Evaluations
 - Reinforcing Expectations
 - RFP Evaluation Committee Training
 - Transparency
 - Reducing Conflicts of Interest
 - Governance Manual & SOP Implementation



Summary

- Rollout of Purchasing Ordinance Tiers
- Determining the Correct Procurement Method
- Assigned Vendor Contract Managers in each Department
- Next Steps



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Questions

