

Procurement Manual Update

- FY23-24



<CHANGE POINTS>*

Effective October 1, 2023

Section	Subject	Change	Description
3.1	Training	Procurement training	From quarterly to annual (plus additional training as required by departments)
5.0 (2)	Blanket PO	Approvals	Clarify that BPO requires same approval threshold as all PO's
5.0 (3)	P-Card	Approved use of P Card	"... use requires an approved Travel or approved PO. Otherwise the user will submit an After The Fact for procurement card expenditures."
5.0 (5)	Procurement Method	Add steps for selection	Add steps 1-5 to determine procurement method
5.1.1	PO <\$1,000	Add approvers	Requires Finance and Purchasing (not Executive)
5.1.2	PO \$1,000 - \$3,000	Add approvers	Requires Finance and Purchasing and Executive
5.1.3	PO > \$3,000	Add approvers	Requires Finance and Purchasing and Executive
5.16	Awards	Signing Authority	Procurement Director: contracts up to \$100k (with Council approval) City Manager: contracts \$100k or more (with Council approval)
6.3.1	RFP	Determination of Use	Update language to from statute when to use RFP instead of RFB
6.3.11	RFP Evaluation	Evaluation scoring	Remove acceptable/potentially acceptable/unacceptable (scoring only)
6.4	Professional Services	Solicitation thresholds	\$1M or greater requires full solicitation \$50k- \$1M solicitation or use of pool from prior solicitation <\$50k may use criteria listed

* Material Changes - Excludes minor wording and formatting changes

Procurement Manual Update

- FY23-24



CITY OF
MISSION

<CHANGE POINTS>*

Effective October 1, 2023

Section	Subject	Change	Description
8.1	Bid Bonds	When required	"If the contract is for the construction of public works or is under a contract exceeding \$100,000..."
8.2	Payment Bonds	Amount	Increased from \$25k -> \$50k per Chapter 2253
10.0	PO Changes	Delivery dates	Do not need to close PO for late delivery within same FY (discrete PO's)
13.0	Cooperative Purchases	When to use	"Cooperative purchases should be utilized when feasible prior to beginning the formal solicitation process."
13.1	Interlocal Purchases	Language	Updated from chapter 791 of TX Gov't Code
16.0	Capital Items	Amount	Change from \$1k -> \$5k (effective date from Oct 1, 2022)
24 (2)	Travel	Ground Transport	Allow use of ride-share; rules for tipping
24 (4)	Travel	Per Diem	Change from fixed amount to follow US GSA rates
24 (4)	Travel	Hotels	Change payment method from check to P-card
24 (6)	Travel	Registration Fees	Add P-card as payment form
25.0	Travel	General Policy	Change from paper forms to electronic system Travel at zero cost to City does not require submission of approval Travel for same purpose may be consolidated onto one report (1 mo) Add requirement for memo on final travel

* Material Changes - Excludes minor wording and formatting changes