

DRAFT ORDINANCE

CITY OF ST. HELENS, OREGON

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING A POLICY FOR REQUESTS FOR PROPOSALS (RFP) AND  
CONTRACT REVIEW FOR THE CITY OF ST. HELENS

## **Section 1. Purpose**

The purpose of this Ordinance is to establish a uniform, transparent, and legally sound policy governing the issuance, evaluation, award, and renewal of Requests for Proposals (RFPs) and service contracts entered into by the City of St. Helens. This Ordinance ensures procurement processes are efficient, competitive, and accountable to the public.

## **Section 2. Scope**

This Ordinance applies to all City departments and covers contracts for professional services, operations, facilities management, and other municipal service contracts unless otherwise exempt by law.

## **Section 3. Definitions**

- (a) **RFP (Request for Proposal):** A formal solicitation for competitive proposals for City services.
- (b) **Short-Term Contract:** A contract not exceeding 18 months.
- (c) **Medium-Term Contract:** A service contract with an initial term of up to three (3) years, renewable as provided herein.
- (d) **Long-Term Contract:** A contract with an initial term of up to five (5) years, renewable as provided herein.
- (e) **Performance Review:** An annual evaluation of contractor performance against established criteria.
- (f) **Council:** The St. Helens City Council.

## **Section 4. Contract Terms and Renewals**

### **(a) Short-Term Contracts:**

- Used for one-time services or projects under 18 months.
- Must follow RFP procedures when above procurement thresholds.

### **(b) Medium-Term Contracts:**

- Initial term shall not exceed three (3) years.

- May include up to two (2) renewal terms of two (2) years each, for a total of seven (7) years.
- Annual performance review required.

**(c) Long-Term Contracts:**

- Initial term shall not exceed five (5) years.
- May include up to two (2) renewal terms of five (5) years each, for a total of fifteen (15) years.
- Performance review required every two (2) years.

**(d) Renewals:**

- Renewal of contracts is not automatic and requires Council approval.
- Renewal must be based on satisfactory performance, financial accountability, and demonstrated benefit to the public.
- Renewal review shall commence not less than six (6) months before expiration.

## **Section 5. RFP Procedures**

- (a) All RFPs must receive legal review before issuance.
- (b) RFPs shall remain open for no less than thirty (30) calendar days.
- (c) An evaluation committee, consisting of staff, subject matter experts, and at least one Council liaison, shall review and score proposals.
- (d) Award shall be based on published evaluation criteria including qualifications, experience, cost, community benefit, and compliance.

## **Section 6. Performance Reviews**

- (a) City staff shall conduct annual (or biennial, where applicable) performance reviews of contractors.
- (b) Reviews shall be documented and presented to Council.
- (c) Contractors failing to meet performance requirements shall be subject to corrective action or termination as provided herein.

## **Section 7. Termination**

- (a) **For Cause:** The City may immediately terminate any contract if the contractor fails to perform, violates law, or breaches material terms.
- (b) **For Convenience:** The City may terminate any contract without cause upon ninety (90) days written notice.

## **Section 8. Re-Bidding Requirement**

- (a) Upon expiration of maximum contract terms (seven years for medium-term contracts and fifteen years for long-term contracts), the City shall conduct a new competitive RFP.
- (b) No contract may be extended beyond its maximum term without a new competitive process.

## **Section 9. Exceptions**

- (a) Emergency procurements may be authorized consistent with Oregon law and must be documented in writing.
- (b) Contracts under statutory dollar thresholds may follow informal procurement procedures as permitted by state law.

## **Section 10. Administration**

- (a) The City Administrator shall oversee implementation of this Ordinance.
- (b) The City Attorney shall provide legal review for compliance with Oregon procurement statutes.
- (c) Council shall adopt any additional rules and procedures necessary to carry out this Ordinance.

## **Section 11. Effective Date**

This Ordinance shall take effect on \_\_\_\_\_.

---

**PASSED AND ADOPTED by the City Council of the City of St. Helens, Oregon, this \_\_\_\_ day of \_\_\_\_\_, 2025.**

**APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2025.**