



## Finance Committee Agenda Item

Meeting Date: August 26, 2025

Agenda Item: Amendment to the Procurement Policy

Staff Contact (name, email, phone): Rachelle Blitch, [rblitch@whitewater-wi.gov](mailto:rblitch@whitewater-wi.gov) , 262-473-1380

### BACKGROUND

(Enter the who, what when, where, why)

Because policies are living documents, regular review and refinement are necessary to maintain alignment with best practices and principles of sound fiscal management. In the area of professional services—where selection is based on qualifications rather than simply the lowest cost—we recognized the need for additional safeguards to ensure responsible fiscal stewardship.

To address this, an addendum specific to professional services has been introduced. It establishes guidelines regarding the maximum duration a municipal advisor's contract may be extended without issuing a new RFP. In addition, we developed a performance monitoring tool to provide clear documentation supporting our decisions and to further strengthen accountability.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

4/2024 – Common Council approved an amendment to the procurement policy

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

Staff recommends approval of the proposed amendment to the Procurement Policy and further recommends its adoption by the Common Council.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Procurement Policy, as updated
2. Municipal Advisor Monitoring Tool