

APPENDIX “E”

SCHEDULE A – Levels of Contract Approval Authority

Sales taxes, excise taxes, goods and service taxes and duties shall be excluded in determining the price of a contract for the supply of goods or services for the purpose of the relationship of the price to the preauthorized expenditure limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract. Emergencies as defined in Section 14.2 are exempt from this Approval Authority.

Dollar Value (excluding taxes, duty or shipping)	Tool / Procurement Process	Approval Authority	Policy Section
Under \$10,000	Purchasing Card or Purchase Order	Executive Director * or any employee exercising delegated authority approval	9
Greater than \$10,000 to \$50,000***	Informal Quotation – three written quotes**	Executive Director * or any employee exercising delegated authority approval	10
Greater than \$50,000 to \$100,000***	RFQ	Executive Director * or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	11
Up to \$100,000***	RFP and RFT	Executive Director * or any employee exercising delegated authority approval and Manager of Purchasing and Supply (jointly)	12
Greater than \$100,000***	RFQ, RFP or RFT	Committee and City Council	12
Greater than \$100,000***	RFQ, RFP or RFT with Irregular Result	Committee and City Council	8.10
Up to \$50,000	Single Source or Sole Source	Executive Director * and Manager of Purchasing and Supply (jointly) – requires documented rationale	14.3 & 14.4
Greater than \$50,000	Single Source or Sole Source	Committee and City Council	14.3 & 14.4
Less than \$2,000,000	Contract Extensions – previously approved by City Council	Director and Manager of Purchasing and Supply (jointly) – requires documented rationale	20.2
Greater than \$2,000,000	Contract Extensions – previously approved by City Council	Committee and City Council	20.2
For the Appointment of Professional Consulting Services			
Less than \$100,000	Appointment from Pre-approved List	Director	15
\$100,000 to \$500,000	Proposals invited from 3 Firms on Pre-approved List	City Council	15
Greater than \$500,000	Two stages: REOI/RFQUAL and RFP	City Council	15

* The City Manager may also exercise the approval authority of an Executive Director.

** A copy of the quotes must be provided to Purchasing and Supply for their records.

*** The criteria and analysis to determine best value must be clearly documented if not the lowest bid.