



Legislation Details (With Text)

**File #:** 140700. **Version:** 6 **Name:** Professional Services Contract Process  
**Type:** Discussion Item **Status:** Passed  
**File created:** 2/3/2015 **In control:** Legislative and Organizational Policy Committee  
**On agenda:** 10/15/2015 **Final action:** 10/15/2015  
**Title:** Purchasing Process for Professional Services (B)

This is a request for the City Commission to discuss the local vendor preference policy.  
**\*\*ESTIMATED STAFF PRESENTATION 10 MINUTES\*\***

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 140700\_Procurement Presentation\_20150303.pdf, 2. 140700A\_Evaluation Team Comp\_20150504.pdf, 3. 140700B\_Evaluation Criteria\_20150504.pdf, 4. 140700C\_Local Vendor Pref\_20150504.pdf, 5. 140700D\_Prof Selections\_20150504.pdf, 6. 140700A\_Local Vendor Pref Proposed Modifications\_20150909.pdf, 7. 140700B\_Local Vendor Preference\_20150909.pdf, 8. 140700A\_Local Vendor Pref Proposed Modifications\_20151015.pdf, 9. 140700B\_Local Vendor Preference\_20151015.pdf

Date	Ver.	Action By	Action	Result
10/15/2015	6	City Commission	Approved as Recommended	Pass
9/9/2015	5	Legislative and Organizational Policy Committee	Discussed	
5/4/2015	4	Legislative and Organizational Policy Committee	Retained in Committee	
1/15/2015	2	City Commission	Referred	Pass

**Purchasing Process for Professional Services (B)**

**This is a request for the City Commission to discuss the local vendor preference policy. \*\*ESTIMATED STAFF PRESENTATION 10 MINUTES\*\***

During the January 15, 2015 City Commission meeting, the Commission referred a discussion of the Purchasing Process for professional services to the Legislative and Organizational Policy Committee.

On March 3, 2015 staff presented the process for procuring professional services to include the evaluation of qualifications, written proposals, the oral presentations, and price. They will also discuss the Consultant's Competitive Negotiation Act (CCNA), when it applies, as well as when and how the Local Preference Policy enters into the process.

The Committee asked staff to contact peer cities for comparisons related to the makeup of selection committees, and weights for scoring criteria. Committee member Carter also agreed to work with a representative from CPPI to develop ideas about how policies might be improved, specifically local preference.

On May 4, 2015, staff presented the results from peer cities regarding the make-up of the evaluation/selection committees and criteria weights. The Committee recommended for contracts in excess of \$2 million that

selection committees have a minimum of five members, with the user department representing less than the majority vote. This action requires a procedural change only to be implemented by the City Manager and General Manager. No action was taken with respect to weights as it should be determined based on each project.

On September 9, 2015, the committee continued discussions with regard to the Local Vendor Preference ordinance. This discussion considered the length of time required for a vendor to hold a business tax license and how many full time employees are employed at the local office and the percentage applied. The current ordinance requires the vendor to hold a valid business tax license issued by the City at least six months prior to the bid or proposal opening date to be considered "local". A proposal submitted by a representative of a local contractor suggests a two year requirement prior to bid/proposal opening date or the origination of the business in Gainesville. It also suggests that the vendor have a minimum of two full-time equivalent employees working in the established office for a three year period. With respect to the current five percent, the representative also suggests extending a three percent preference for businesses located in Alachua County. An outline of the ordinance and a comparison of local preference policies adopted by peer cities are included in the backup.

None

The Commission: 1) discuss the local vendor preference policy; 2) take any action deemed appropriate; and 3) remove from this item from the Legislative and Organizational Policy Committee referral list.