



PROCUREMENT PROCEDURE

SUBJECT: High Technology Procurement

No. P-12

Effective: February 20, 1997

Revised: June 1, 2013

Approved: Constance P. Sanchez **Date:** 6-18-2013
Constance P. Sanchez
Director of Finance

PURPOSE:

To establish a procedure for the procurement of high technology items, i.e., software applications, telecommunications, radio communications, electronic distributed control systems, and related technical services. The procedure will address requisitioning, developing specifications, defining a procurement package, and issuing bid invitations or requests for proposals.

SCOPE

This procedure applies to high technology items and services that (1) are integrated with the City's network system (2) fall under the administration of the Municipal Information Services Department, (3) and/or interface with any of the Enterprise Resource Planning (ERP) System components such as the financial system, the budget system, the billing system or the human resource system, etc. Those technology items and services that do not fall within the above list are subject to the normal procurement policies and procedures of the City.

PROCEDURE:

The MIS Department will assist departments in their submission of budget requests that contain high technology items.

Upon final approval of the budget, departments will initiate the procurement process by sending a memo request to the MIS department, attaching the proper budget

authorization.

Should multiple departments have a need for the same functionality, MIS will work with the Purchasing Division to strategically procure hardware and/or software items in the best interest of the City as a whole for an enterprise wide solution. The MIS Department will group items to be purchased with other pending items for the same business application area, thus defining a procurement package.

Working with the requesting department and the Purchasing Division, the MIS Department will develop a procurement strategy that will specify whether an informal bid, a competitive sealed bid, a competitive sealed proposal approach or cooperative contract will be used. The MIS Department will also work with the requesting department to prepare a purchase requisition, technical specifications and other items for further processing by the Purchasing Division as directed by State Law and City Policy.

Definition of the procurement package will be made on the basis of logical manageable units of work or projects. Each procurement package will be considered as an individual expenditure; therefore, the value of each package will be the determining factor of requiring competitive sealed proposals in accordance with the requirements of the Texas Local Government Code. This shall not be construed as a means of avoiding the competitive bidding requirements. Opportunity for competitive bids must be given for each expenditure unless state purchasing programs such as DIR are utilized.

When requests for such purchases are presented to the City Council, the requesting department must accompany MIS and/or Purchasing to the Council meeting to justify the needs requirements for the application and the funding mechanism to be utilized.

CONSEQUENCES FOR VIOLATION OF THIS PROCEDURE

Failure to comply with this procedure will result in revocation of purchasing privileges and/or disciplinary action as the circumstances may dictate.

QUESTIONS REGARDING THIS PROCEDURE

Questions regarding this procedure shall be directed to the Assistant Director of Financial Services, or his designee at 826-3160.