



Preferred Purchasing Partner Agreements

Finance Department

Finance Committee
October 8, 2025

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Issue

Review City's utilization of Preferred Purchasing Partner Agreements:



How Agreements are established.



Opportunities to broaden vendor participation.



Frequency of review/updates.



Enhancing transparency & competitiveness.



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Background

- Authorized under Purchasing Resolution No. 24101
 - Purchasing Manager award authority if funding is in place (Section 508)
 - Competitive procurement waiver if cooperative contracts are available (Section 602, 702, 802)

Cooperative Procurement Defined:

A method where procurement requirements of two or more governmental entities are combined to obtain volume savings and reduce administrative expenses.



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Fiscal Year 2024-2025 Utilization

72 Cooperative Contracts executed across departments

Top Users:

- ❖ Information & Technology – 12
- ❖ Police Department - 6
- ❖ Public Utilities
- ❖ General Services - 5
- ❖ Customer Service – 9
- ❖ Energy Delivery Operations – 7



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Top Cooperative Agencies

- ❖ Sourcewell – 18 Contracts
 - ❖ County of Riverside – 11 Contracts
 - ❖ Omnia/Region 4 ECS – 11 Contracts
 - ❖ Equalis Group – 9 Contracts
- ❖ Additional:
 - NASPO
 - City of Mesa
 - City of Charlotte



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How Agreements are Established

- ❖ Rigorous, competitive national processes:
 - ✓ Needs assessment
 - ✓ Board authorization
 - ✓ Publicly advertised solicitations
 - ✓ Pre-proposal conferences & sealed bids
 - ✓ Evaluation & scoring committees
 - ✓ Awards for 4-year terms + extensions
 - ✓ Documentation available in public portals



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City Review Process

- Conducted **as-needed** when departments identify needs
- **Purchasing staff verify:**
 - Contract is active
 - Terms comply with Purchasing Resolution No. 24101
 - Pricing aligns with established terms
- Departments must provide documentation for **Council/Board Reports**
- Records maintained for **audit readiness**



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Opportunities for Improvement

- ❖ Expand **vendor outreach & training** for local/regional businesses
- ❖ Enhance accessibility of procurement files & documentation
- ❖ Reinforce public confidence in **transparency & fiscal stewardship**



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