



# Purchasing Task Force Action Plan

## Finance Department

Finance Committee  
September 25, 2017

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## Agenda

1. How Did We Get Here?
2. Purchasing Task Force
3. Big Picture Changes
4. Procedural Changes
5. Authority Limits
6. Summary of Process Changes



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## How Did we get here?

1. City Charter; Centralized Purchasing
2. Matrix Audit - Operational and Performance Audit
3. Purchasing Task Force
4. Management Partners



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## Purchasing Task Force

1. Made up of 83 Citywide Participants
2. Assess Current Purchasing Policies
3. Improve and Streamline
4. Recommendations



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## Big Picture Changes

1. Transition from a staff centric centralized purchasing system to a nimble system of centralized review
2. Purchasing Resolution
  - a. Complete Rewrite: Input From All Departments
  - b. Clarifies Controls and Purchasing Rules
3. Administrative Manual: Complete Rewrite of Purchasing Sections in Progress
4. Formal Training Program in Progress



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## Procedural Changes

1. Enhance the purchasing arrangement with RPU
2. Travel Cards Eliminated
3. Purchasing Manager Authority to Reject Bids
4. Annual Purchase Orders – Budget Process
5. Formal Vendor Evaluation Process
6. New Tools
  - a. Request for Proposals
  - b. Vendor Selection Plan



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## Authority Limits

1. Increase Bidding Threshold from \$2,500 to \$10,000
2. P-Cards
  - a. Increase Single Transaction Limit from \$2,500 to \$10,000
  - b. P-Card Rebate of Approximately 1.82% of Total Spend



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## Summary of Process Changes

### New Purchasing Process

1. Bidding Threshold increase to \$10,000
2. P-Card Limit Increase to \$10,000
3. Standardize Purchasing Procedures
4. Provide Templates to Users
5. Provide Check-off Lists of City Requirements to Users



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## Recommendation

That the Finance Committee:

1. Review, provide input, and forward to the City Council the recommended enhancements to the City's Centralized Purchasing system;
2. Direct staff to work with City Attorney's Office to finalize the Purchase Resolution changes and forward to the City Council for approval in October 2017; and
3. Direct staff to return to City Council in one-year with an update.



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