Preferred Purchasing Partner Agreements

Finance Department

Finance Committee
October 8, 2025

Issue

Review City's utilization of Preferred Purchasing Partner Agreements:

- How Agreements are established.
- Frequency of review/updates.
- Opportunities to broaden vendor participation.
- Enhancing transparency & competitiveness.

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.

Fiscal Year 2024-2025 Utilization

72 Cooperative Contracts executed across departments

Top Users:

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

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

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

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**

Opportunities for Improvement

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