



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

1. Agenda Item Number:

**22**

2. Council Meeting Date:  
April 26, 2007

TO: **MAYOR & COUNCIL**

3. Date Prepared: March 15, 2007

THROUGH: **CITY MANAGER**

4. Requesting Department:  
Management Services

5. **SUBJECT:** Recommend approval of a contract for professional services for an Operational Assessment of the Purchasing Division to the National Institute of Government Purchasing in an amount not to exceed \$46,650.

6. **RECOMMENDATION:** Recommend approval of a contract for professional services for an Operational Assessment of the Purchasing Division to the National Institute of Government Purchasing for an amount not to exceed \$46,650.

7. **HISTORICAL BACKGROUND/DISCUSSION:** This award is for a consultant team from the NIGP (National Institute for Government Purchasing) to conduct an operational assessment of the Purchasing Division. The NIGP will assess the operating efficiency and effectiveness of the Purchasing Division, examine a variety of topics, recommend best practices and changes where needed. The Purchasing Division's last operational assessment was conducted in 1995 and led to a number of improvements in operating procedures, resulting in increased efficiency and effectiveness in providing support to internal customers. Since the 1995 assessment, the Purchasing Division has experienced a number of significant changes to include technology, legislation, City Code updates and legal opinions that impact the organization. Additionally, growth and changes affecting other City departments and divisions since 1995 impact the operations of the Purchasing Division. To ensure best practices and to remain abreast of legislation and trends in public purchasing, an operational assessment is needed.

8. **EVALUATION PROCESS:** The Purchasing Division issued a Request for Proposal (RFP) to all known providers. Responses were received from MGT of America, Deloitte, KPMG, Morpheus Brown LLC and the NIGP. A team consisting of the Purchasing Manager, Purchasing Supervisor, a Procurement Officer and the City Risk Manager evaluated the proposals. The NIGP was the consensus recommendation for their top evaluations in all categories including qualifications, experience, references and price.

9. **FINANCIAL IMPLICATIONS:** Funds for this project have been appropriated in account 10101290 0000 5219 000000, General Fund Non-department Consultant Services.

10. **PROPOSED MOTION:** Move to award contract PG7-918-2442 for the Purchasing Division Operational Assessment to the NIGP for an amount not to exceed \$46,650, per staff recommendation.

**APPROVALS**

**11. Requesting Department**

Robert Combs, CPPB, Purchasing and Materials  
Manager

**12. Department Head**

O.D. Burr Acting Management Services Director

**12. Buyer/Contract Admin.**

Robert Combs, CPPB, Purchasing and Materials  
Manager

**13. City Manager**

W. Mark Peritz