

City of Billings Purchasing Policy & Procedures

Presented by:
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Purchasing Policy

- ▶ Policy adopted via Res. 16-10523
- ▶ Res. 18-10756:
 - ▶ Amended signing authority and contract execution process
 - ▶ Inadvertently repealed policy statement

New Purchasing Policy

- ▶ New Resolution - 5/12/25 meeting
 - ▶ To include:
 - ▶ Title;
 - ▶ Statement of intent; and,
 - ▶ Direction to set Procedures

Purchasing Procedures

- ▶ Standardizes forms and contracts
- ▶ Establishes efficient procedures and guidelines
- ▶ Applies to all City staff
- ▶ Maximizes return on investment
- ▶ Creates accountability
- ▶ Last updated April 2024 by AO #160

New Purchasing Procedures

- ▶ Clarification of RFP process
- ▶ Addition of RFQ process
- ▶ Addition of Scoring/Evaluation
- ▶ Consistent RFP/RFQ process
- ▶ Addition of Print Management Procedures
- ▶ Reviewed to ensure support of:
 - ▶ Code, MCA and AG Opinions

Request for Proposals (RFP)

- ▶ Used for professional services other than A&E, consulting, software, etc. - \$50k+
- ▶ Innovative ideas anticipated
- ▶ Best value for the City
- ▶ Evaluation factors
- ▶ Negotiable

Request for Qualifications (RFQ)

- ▶ Used for Architectural, engineering and land surveying services:
 - ▶ At least every 5 years for Fed funded;
 - ▶ Annual or biennial for all others;

Or....

Request for Qualifications (RFQ)

- ▶ Project-specific RFP of shortlist @ \$50k+
 - ▶ Best value for the City
 - ▶ Evaluation factors
 - ▶ Direct negotiation

Questions?