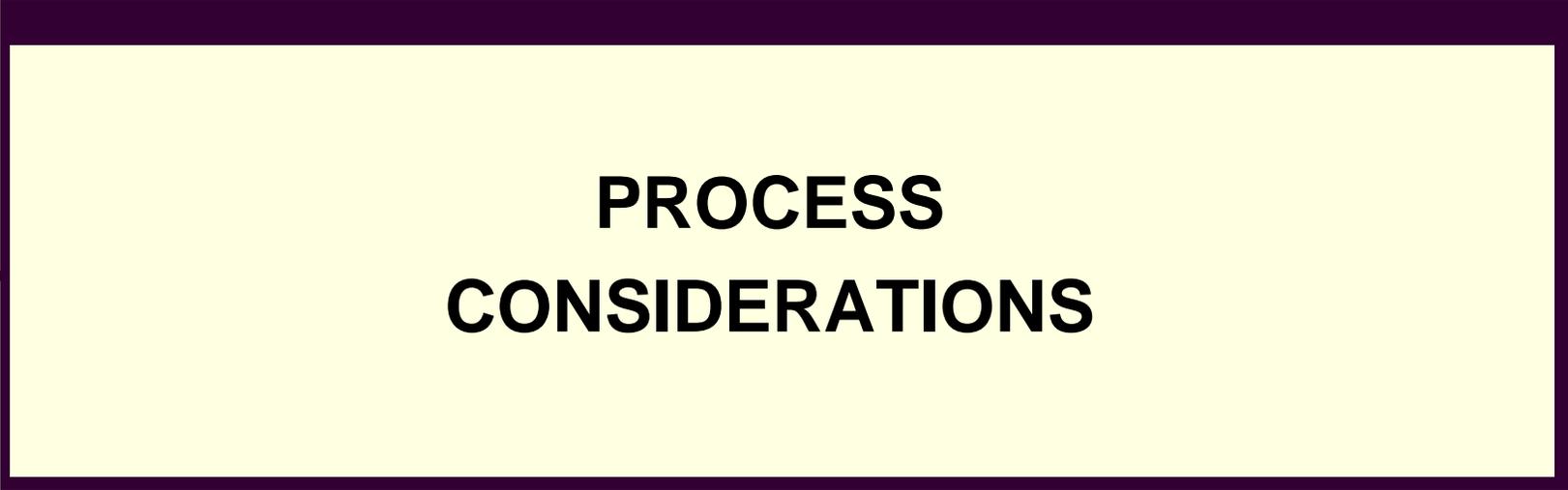
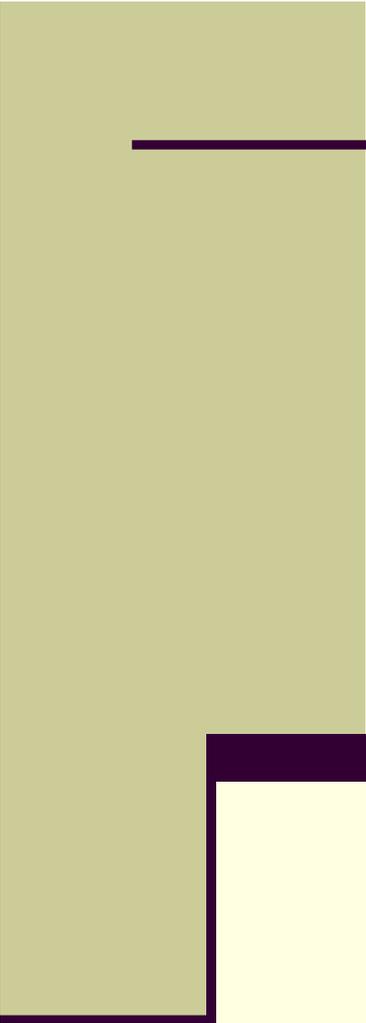


City Manager Financial Approval Authority



CITY OF LAS CRUCES PROCUREMENT



**PROCESS
CONSIDERATIONS**

PROCUREMENT METHODS

COMPETITIVE PROCUREMENTS

REQUEST FOR BIDS

AWARD: LOWEST PRICE MEETING ALL BID
REQUIREMENTS

REQUEST FOR PROPOSALS

AWARD: HIGHEST RANKED RESPONDENT BASED
ON PRE-DETERMINED EVALUATION
CRITERIA

COMPETITIVE PROCUREMENTS

CLC PROCUREMENT CODE

24-34, LCMC, 1998	Operational Procedures
24-33, LCMC, 1998	Delegation of Purchasing Authority
24-61, LCMC, 1998	SAC Procedures
24-62, LCMC, 1998	SAC Contract Recommendation
24-97, LCMC, 1998	Lease Financing
24-99, LCMC, 1998	All Purchases >\$50K
24-161, LCMC, 1998	Cost-Plus % of Cost Contracts
24-228, LCMC, 1998	Change Orders > \$50K
24-346, LCMC, 1998	Cooperative Procurement JPA
24-381, LCMC, 1998	Employee Conflict Waiver

COMPETITIVE PROCUREMENTS

STATE OF NEW MEXICO STATUTES

DESCRIPTION	STATUTE
Governmental Conduct	10-16-13, NMSA, 1978
Construction Bids Preference / Bonding / Wage Rates Licensing / Registration	13-4, NMSA, 1978
Subcontractor Fair Practices Act	13-4-31, NMSA, 1978

COMPETITIVE PROCUREMENTS

U.S. CODE OF FEDERAL REGULATIONS (CFR)

DEPARTMENT	PROCUREMENT CODES
Agriculture	<u>7 CFR 3016.36</u>
Commerce & Foreign Trade	<u>15 CFR 24.36</u>
Defense	<u>32 CFR 33.36</u>
Education	<u>34 CFR 80.36</u>
Energy	<u>10 CFR 600.140-148</u>
Health & Human Services	<u>45 CFR 92.36</u>
Housing & Urban Development	<u>24 CFR 85.36</u>
Interior	<u>43 CFR 12.76</u>
Justice	<u>28 CFR 66.36</u>
Labor	<u>29 CFR 97.36</u>
State	<u>22 CFR 135.36</u>
Transportation	<u>49 CFR 18.36</u>
Treasury	--
Veteran Affairs	<u>38 CFR 43.36</u>

COMPETITIVE PROCUREMENTS

FEDERALLY FUNDED

- Code of Conduct Compliance
- Open and Fair Competition
- Contractor Qualifications
 - EPLS
- Cost Reasonableness Determination

COMPETITIVE PROCUREMENTS

HIGHLY REGULATED PROCEDURES



PROCUREMENT METHODS

NON-COMPETITIVE PROCUREMENTS

CLC PROCUREMENT CODE	DESCRIPTION
<u>24-4, LCMC, 1998</u>	EXEMPTIONS
<u>24-95, LCMC, 1998</u>	SOLE SOURCE PROCUREMENT
<u>24-96, LCMC, 1998</u>	EMERGENCY PROCUREMENT
<u>24-316, LCMC, 1998</u>	EXISTING CONTRACT PROCUREMENT

NON-COMPETITIVE PROCUREMENTS

SOLE SOURCE DETERMINATION:

Review and approval by purchasing manager

EMERGENCY PURCHASE DECLARATION:

Review and approval by City Manager

EXISTING CONTRACT PURCHASE:

Review and verification by Purchasing staff

ACCOUNTABILITY

AUDITS:

NEW MEXICO DEPARTMENT OF FINANCE/ADMINISTRATION

NM STATE AUDITOR ANNUAL FINANCIAL AUDIT

FEDERAL DEPARTMENT OF TRANSPORTATION

FEDERAL HOUSING & URBAN DEVELOPMENT

CLC INTERNAL AUDITOR

CLC BUDGET CONTROL:

Department Directors

Office of Management & Budget

COUNCIL ACTION ITEMS

TIMING:

NORMAL PROCESSING:

	MIN.	MAX.
REVIEW / EVALUATE :	1 DAY	21 DAYS
PROCESS DAYS :	17 DAYS	17 DAYS
<hr/> TOTAL DAYS :	<hr/> 18 DAYS	<hr/> 38 DAYS

EXTENDED PROCESSING:

ADD 14 TO 21 DAYS TO NORMAL PROCESSING TIME FOR EACH MEETING/SUBMITTAL DEADLINE MISSED:

	MIN.	MAX.
1 ST MISSED DEADLINE :	32 DAYS	59 DAYS
2 ND MISSED DEADLINE :	46 DAYS	80 DAYS

COUNCIL ACTION ITEMS

FY2011 PROCUREMENT AUDIT FOLDERS

Total	:	279
Action Items	:	66
Percentage	:	24%

Total Purchases	:	\$75,787,480.46
Action Items	:	\$16,374,994.40*
Percentage	:	22%

* Cost Via Indefinite Cost/Quantity Price Agreements Not Included

COUNCIL ACTION ITEMS

PROCESSING COST ESTIMATE

AVERAGE # LABOR HOURS	:	4.5
AVERAGE HOURLY COST	:	\$ 26.30
# PROCUREMENT ACTION ITEMS FY2011:		66
ESTIMATED ANNUAL COST	:	\$7,810.61
MINIMUM COST PER ACTION ITEM	:	\$ 118.34

COUNCIL ACTION ITEMS

OTHER CONSIDERATIONS

CONSTRUCTION BONDING CAPACITY

CONSTRUCTION PROJECT COMPLETION

CONSTRUCTION RISK

FY2011 CONSTRUCTION ACTIONS: 19

AMOUNT AWARDED : \$9,567,828.28

RISK FACTOR : 1 - 5%

COST : \$95,678 - \$478,391.14

OTHER ADMINISTRATIVE AUTHORITIES

New Mexico State :	Purchasing Director & V.P Adm. / Finance Report on High Profile Purchases
City of Rio Rancho:	Finance Director Report on High Profile Purchases
City of Albuquerque:	\$55,000.00
City of Santa Fe:	\$50,000.00
City of El Paso:	\$50,000.00
Dona Ana County:	\$50,000.00

PROCESS OPTIONS

INCREASE ADMINISTRATIVE AUTHORITY

REVIEW A MONTHLY REPORT:

BUDGETED COMPETITIVE PROCUREMENT SUMMARY

(BID/RFP# / DESCRIPTION / AMOUNT / COMPANY / LOCATION)

REVIEW / APPROVE:

NON-COMPETITIVE PROCUREMENTS

CHANGE ORDERS EXCEEDING CONTINGENCY/SCOPE

PROCESS CONSIDERATIONS

DISCUSSION