



CITY OF EL PASO

Overview of the Procurement Sourcing Policy and Procurement Process

July 21, 2025

Agenda

Session 1 – July 21, 2025

- Purchasing Functions
- Procurement & Sourcing Policy Overview

Session 2 – August 5, 2025

- Procurement Process Overview

Session 3 – August 19, 2025

- Contract Administration
 - Vendor Performance Report
- Vendor Outreach
 - Supply El Paso

Session 1

Purchasing & Strategic Sourcing

Core Functions and Responsibilities



Purchasing & Supply Chain Management

Centralized Procurement: Construction and Goods and Services
Cooperative Programs
Consulting and Advanced Procurement Planning Services



Contract Administration

Training and Technical Assistance
Vendor Performance Management System
Contract Repository



Supplier Resources, Outreach & Workshops

Supply El Paso
Training with Strategic Partners
Annual Cooperative Purchasing Expo



Vendor Support Systems

Self Service vendor Portal-PaymentWorks & PeopleSoft
Online Bidding System – Ionwave
EP MarketPlace Platform

Procurement Sourcing Policy Overview

Governing Regulations

- 2 Code of Federal Regulations 200
- Texas Government Code, Chapter 271. Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments
- Texas Government Code, Chapter 252. Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments.
- Texas Government Code, Chapter 2254. Professional and Consulting Services
- Texas Government Code, Chapter 791. Interlocal Cooperative Purchasing Program
- Texas Government Code, Chapter 2269. Contracting and Delivery Procedures for Construction Projects
- City Charter

Governing Regulations

- Annual Budget Resolution – Cooperative Purchases
- Resolution - Medical Benefits for Evaluation Criteria - August 28, 2012
- Resolution - Amended Procurement & Sourcing Policy - April 17, 2018
 - Latest Revisions May 9, 2023
- Resolution – Delegation of Authority for Alternative Procurement Methods – March 31, 2020
- Resolution – Delegation of Authority for Rejecting Bids and Proposals – October 22, 2024
- Ordinance No. 018370 – Wage Theft - June 16, 2015
- Ordinance No. 018169 – Hire El Paso Local Preference – November 8, 2011; May 5, 2014 & August 26, 2014
- Ordinance No. 016529 - Indebtedness - December 19, 2006
- Ordinance No. 016300 - Lobbying - March 7, 2006

Section 2 – Procurement Authority and Responsibilities

City of El Paso's Governing Body

City Charter Article III: The City Council & Article IV: The Mayor

1. **Mayor:** Elected head of the City government for ceremonial and military purposes; presides over City Council; has no administrative duties.
2. **City Manager:** Chief Administrative Officer responsible for the administration of all City affairs.
3. **City Council:** Eight Elected District Representatives and the Mayor with legislative powers.

Section 2 – Procurement Authority and Responsibilities

Procurement and contract award duties of the Governing Body

1. **Mayor:** Signs all lawful acts of the Council.
2. **City Council:** Approves contracts and modifications exceeding \$50,000; authority to terminate formal contracts.
3. **City Manager:** Executes agreements up to \$50,000 without Council approval; can execute urgent contracts requiring ratification.
4. **Purchasing Director:** Executes interlocal agreements and contracts within delegated authority; signs contracts and contract modifications for goods and services between \$5,001 and \$50,000 and up to \$100,000 for multi-year contracts; can exercise options of contracts approved by City Council.

Section 1– Introduction

Policy Purpose:

Establish the **general guidelines** for conducting procurements in accordance with applicable, federal, state, local laws, ordinance(s) and/or statutes.

Application

1. Policy is **applicable to all procurements** for goods and services, including construction.
2. Purchasing Director is responsible for establishing **procurement procedures** in accordance with general procurement practices and **in compliance with applicable laws**.
3. Focused on openness, fairness and transparency to **promote competitiveness**.

Section 1– Introduction

Modification to The Amended and Restated Procurement and Sourcing Policy

1. Changes to the policy must be approved by the City Council, except for non-material changes which can be made by the City Manager or Purchasing Director.
2. Modifications may be required due to changes in regulations or because of process improvements.

Section 3 – Compliance with Procurement Policies

1. **All City staff must comply** with procurement laws, regulations, policies, and procedures.
2. All City staff shall conduct procurement or procurement related duties with the highest ethical standards and business practices.

Section 4 – Duties of the Purchasing Director

Responsibilities

1. Lead the operations of the Purchasing & Strategic Sourcing Department (P&SS)
2. Serve as Wage Theft Coordinator and Chief Contract Compliance Officer
3. Establish **contracts that represent the best value** for the City
4. Collaborate with other agencies to **reduce costs and improve services**
5. Promote standardization to improve the City's efficient use of resources
6. Provide procurement planning and consultation services
7. Strategic Sourcing
8. **Ensure compliance** with **procurement** applicable **laws and regulations**

Section 5 – Responsibility of City Staff Involved in Procurement

Purchasing Representatives

1. **Knowledgeable** of procurement policies, procedures, and laws.
2. Maintain **confidentiality** of procurements.
3. Provide **guidance to user departments** on procurement requests and contract modifications.
4. Ensure all **requirements** are clearly **identified in solicitations** for evaluating purposes.

Contract Administrator

1. Each **user department** select the contract administrator for each of their contracts.
2. Follow procurement policies, procedures, and principles of contract administration.
3. Manage contracts for **compliance** and monitor **vendor performance**.
4. Report contract compliance issues promptly to P&SS.
5. In coordination with P&SS engage the Legal Department for escalated matters.

Section 6 – Procurement Guidelines

Cone of Silence/Anti-Lobbying Policy

1. Prohibits communication or lobbying activities with City officials, employees and/or its consultants or contractors on matters of a solicitation that could create **unfair advantages during the bidding process.**
2. Applies from the **advertisement** of a solicitation until **the award** is posted on the City Council agenda.

Sustainability

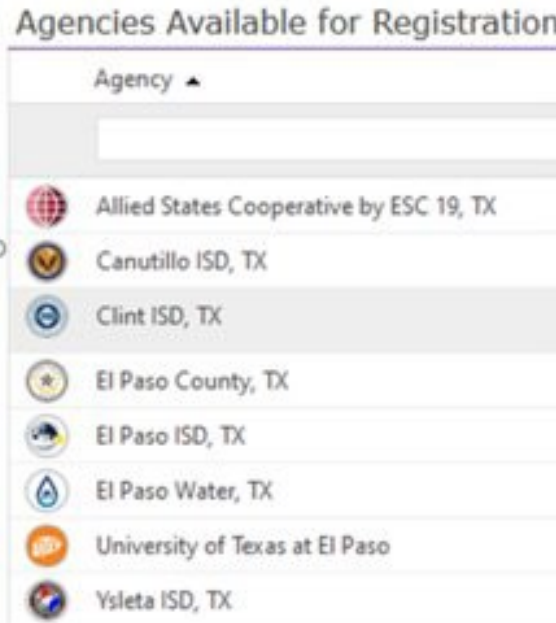
1. Include sustainability factors in solicitations, such as resource conservation, energy efficiency, and use of recycled materials when appropriate.

Section 6 – Procurement Guidelines

Public Notice Requirement

Promote an **open and transparent** procurement process by giving public notice of bidding opportunities as required by **procurement laws** and regulations.

1. Advertise solicitations in a **local newspaper** for procurements with an estimated value of \$50K and over.
2. Post all solicitations on the City's Online Bidding System – Ionwave
 - Launched May 2022
 - Other local entities



Section 7 – Initiation of Procurement Action

1. User departments are responsible for starting coordination for procurements required to fulfil the **needs of the departments**.
2. User Departments must consider **funding** and its **deadlines** for planning purposes.
3. The required documents to start the procurement process are:
 1. Scope of Work and/or Specification
 2. Independent Cost Estimate
 3. Grant Procurement Information (when applicable)

Section 8 – Evaluation Committee

1. The evaluation committee is formed to evaluate the responses received for a solicitation.
2. The members of a committee are **identified by the user department** in coordination with the Purchasing Director.
 - Consideration to non-City committee members can be given if City desires to supplement its skill set or industry knowledge for non-routine and/or complex projects.

Section 8 – Evaluation Committee

Committee Members Responsibilities

1. Comply with the **Cone of Silence Policy**. Each committee member signs the policy.
2. Immediately notify P&SS if there is a conflict of interests.
3. Be available for all meetings needed during the evaluation phase of a procurement.
4. Select a Chair for the committee.
5. **Carefully review and evaluate** all responses received:
 1. Use the criteria in the solicitation
 2. Evaluate the **information** they have **in writing** and provide a score
 3. **Evaluate** each response **against the criteria**
 4. Take appropriate notes for each response

Section 8 – Evaluation Committee

P&SS Responsibilities

1. Provide all the information required for evaluation purposes
2. Conduct a pre-evaluation meeting with the evaluation committee to address:
 - 1. Cone of Silence Policy**
 2. Provide instructions and guidelines
3. Compile and **review scores.**
- 4. Address any discrepancies** with committee members.
5. Complete the evaluation averaging scores to determine the ranking.

Section 9 – Selection of Procurement Method

Items to considered in the procurement selection method:

1. Scope of work
2. Estimated amount
3. Project timeline and deadlines
4. Procurement laws, regulation and policies

Section 9 – Selection of Procurement Method

P-Card

1. Used for **commercially available** items from retail stores
2. **One-time** purchases during the fiscal year for an estimated value **less than \$3,000**.

Direct Purchase Order

1. A DPO is a contract
2. Threshold: \$1.00 to \$5,000
3. Historically Underutilized Business **(HUB) Requirement** as per Texas Local Government Code section 252.0215 is applicable as follow:
 1. \$1.00 - \$3,000 – HUB requirement is not applicable.
 2. \$3,001 - \$5,000 – 2 HUBs shall be contacted and 3-quotes requested at least.

Section 9 – Selection of Procurement Method

Cooperative Program

An arrangement where **multiple entities** (government agencies or procurement organizations) combine their purchasing power to **procure goods and services together**.

Benefits:

1. **Cost Savings:** due to volume discounts and reduced administrative overhead.
2. **Time Savings:** in the procurement process and access to a wider range of competitively awarded suppliers.

Section 9 – Selection of Procurement Method

Regulations

1. Regulated under Chapter 791 & Chapter 271 of the State of Texas Local Government Code.
2. Use of additional cooperative programs require City Council approval.
 1. P&SS will review the procurement process to determine **compliance with procurement standards, laws and regulations.**
 2. Coordinate with Legal for **interlocal agreement.**
3. City Council **approves the use** of approved cooperative programs **through the annual budget** resolution
4. City Council has approved the use of **14 cooperative programs:**
 1. Region 19 – Allied States Cooperative

Section 9 – Selection of Procurement Method

Cooperative Purchasing Example

Rolling Stock – Vehicles

- Multiple vendors under the approved programs
- Local vendors
- Process Improvement – EP MarketPlace

Section 9 – Selection of Procurement Method

What is MarketPlace?

1. Uses **awarded cooperative contracts**
2. Online shopping system similar to an Amazon store
3. **Comparative shopping** experience to cross search vendor pricing for off-the-shelf items
4. Available to all city employees to shop, request quotes and create carts
5. EP MarketPlace does not have a minimum or maximum threshold
6. Expedite the purchase of goods and services creating **efficiencies and cost savings** for purchasing transactions for goods and services available

EP MarketPlace Layout

The screenshot displays the City of El Paso MarketPlace website. At the top, there is a navigation bar with the site logo, a search bar, and links for 'Melissa Pina', 'Transferred Carts', 'Quotes', 'Support', 'Create', and 'Supplier Stores'. A sidebar on the left lists various categories such as 'All Suppliers', '1-Hire El Paso First', 'Classroom and Science', 'Electrical Supplies', 'Equipment Rental', 'Equipment/Tools', 'Facilities Maintenance', 'Fitness Equipment', 'Furniture', 'Healthcare Products', 'Heavy Equipment', 'HR Services', 'HUB Certified Businesses', 'HVAC', 'Janitorial Supplies', 'Job Order Contracting (JOC)', 'LOCAL', 'Office Supplies', 'Play Equipment', 'Printing Services', 'Promotional Items', 'Public Safety', 'Security', 'Services', 'Technology', 'Uniforms and Apparel', 'Vehicle Part and Fuel', and 'Z - Green Certification and Recycling'. The main content area is titled 'Welcome' and 'Purchasing & Strategic Sourcing Department "Changing the paradigm of how the City does business"'. It features a 'New Suppliers' section with a grid of 48 supplier logos, including companies like Aspen B Distributing, Border International, CRAFTCO, Creative Bus Sales, Dantek Systems, DGT United Funding, D7, DOBGETT, EGL, EKL Graphics, ERL, FERGUSON, Gartner, Global Sales and Services, GO DIRECT, H.A. GRAY, HUB, KINDE FISCHER, LD, LESLIE'S, LONGCHON, MATRIX, NET Transcripts, OTC, PASO-TEX, PLAYGROUND SOLUTIONS, PLYMOUTH, SOUTHERN AUTO BLISS, SPARK, SRB, THORNTON ROUTERS, UNITED, USD Inc., ZZ LINER, and WAGON DAY. At the bottom, there is a 'Popular Suppliers' section with logos for amazon.business, STAPLES Business Advantage, Office DEPOT, and others. A legend on the right side of the image maps letters A, B, C, and D to specific features: A. Off-the-Shelf Catalog Search, B. Categories, C. Popular Suppliers, and D. Shopping Cart.

<https://shop.equallevel.com/elpaso/login>



Section 9 – Selection of Procurement Method

Procurement Methodologies for Competitive Procurements

Informal > 50K

Formal < 50K

- Low Bid
- Best Value Procurements
 1. Best Value Bid
 2. Request for Proposal
 3. Request for Qualifications
 4. Competitive Sealed Proposal
 5. Design-Build
 6. Construction Manager-at-Risk
 7. Public Private Partnership

Section 9 – Selection of Procurement Method

Non-Competitive Procurement Methods

1. **Regulated by State** of Texas Government Code Chapter 212, 252, 286, 287, 391, 418 and others.
2. Regulated by **City ordinances and policy**.

Examples:

1. Emergency Purchases
 1. Public calamity;
 2. Public health and safety;
2. Sole Sources;
3. Gas, water, electricity services;
4. Advertising;
5. 2 Consecutive unsuccessful competitive procurement attempts

Section 10 – Prohibited Practices

1. **Separate or Sequential Purchases** with the purpose to circumvent or avoid the appropriate procurement and approval process.

Example: Park benches

2. **Unauthorized Purchases:** City employees shall not request goods or services without required authorization by the Purchasing Director.

3. **Unfair Competition:** Contractors/consultants that developed specifications, requirements and/or statements of work shall be excluded from competing in the procurement process for said projects.

Section 11 – Special Approvals

- 1. Streets and Maintenance:** Rolling Stock- Earth moving vehicles, construction vehicles, trucks, trailers, tractors, service vehicles, automobiles motorcycles and any mobile equipment such as forklifts, man lifts or cranes that are either self propelled or assisted in movement by a self propelled vehicle. Generally, anything that needs to be registered to travel on a road or highway with the exception of construction or earth moving equipment which is usually stationary at work sites and trailered during transport of any kind. **This does not include attachments, accessories or added equipment.**



- 2. Information Technology:** Technology goods and services.

Section 12 – Socioeconomic Programs

Hire El Paso First Program

Purpose: local business purchasing **preference** policy in order to infuse additional dollars into the local economy.

- 1. Regulated by Texas Local Government Code** Sections 271.905 and 271.9051 to allow for the City's consideration of location of a bidder's principal place of business when awarding certain contracts.

Timeline:

Hire El Paso First- Local Preference Policy adopted

November 8, 2011

May 5, 2014

Amendment to add Alternative Procurement Methods for construction

August 26, 2014

Amendment to include tier 2

Section 12 – Socioeconomic Programs

Hire El Paso First Program

Applicable to:

Low Bid Procurements:

- Construction contracts in an amount less than \$100,000.
- Contracts for personal property or services in an amount of less than \$500,000 & greater than \$500,000.

Alternative Procurement Methods Construction:

- Competitive Sealed Proposal
- Design-Build
- Construction Manager-at-Risk
- Public-Private Partnership

Section 12 – Socioeconomic Programs

Hire El Paso First Program

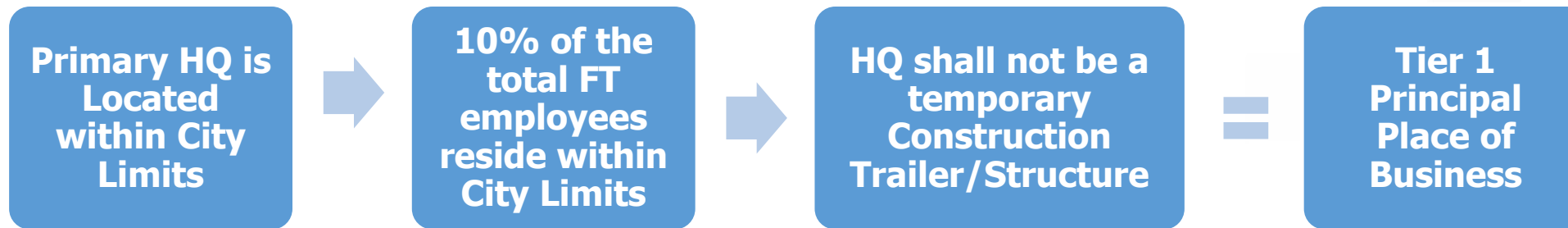
Not applicable to:

1. Any contract in which the **federal** government participates in the form of a **grant or loan**, or where the City acts as a conduit for federal money.
2. Purchases made through a **purchasing cooperative program**.
3. The purchase of **telecommunications services or information services**, as those terms are defined by 47 U.S.C. and in accordance with Local Government Code section 271.9051.
4. **Professional Service** Contracts Under Chapter 2254 of the Texas Government Code.

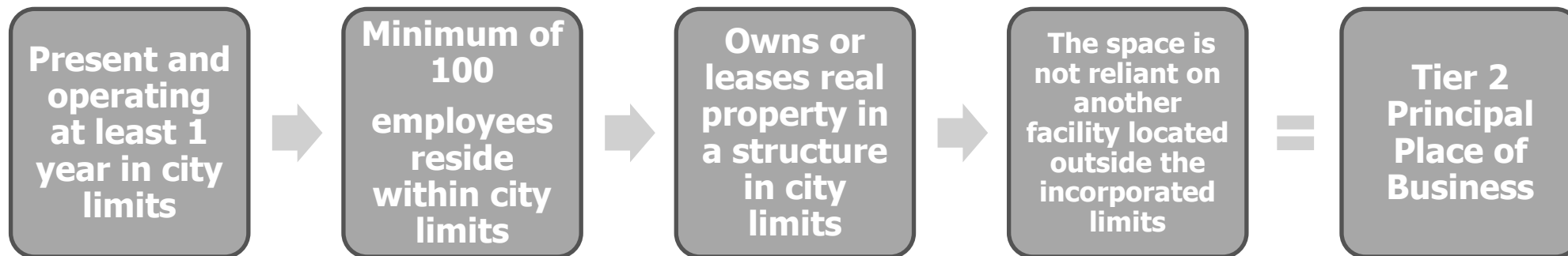
Section 12 – Socioeconomic Programs

Hire El Paso First Program - Qualifications

Tier 1 Principal place of business:



Tier 2 Principal place of business:



Section 12 – Socioeconomic Programs

Historically Underutilized Business/Disadvantaged Business Enterprises

1. **State:** Texas Local Government Code Sections 252 - HUBs
2. **Federal:** 49 CFR Part 26 - DBE

Geographical Preferences

Prohibited unless allowed by funding entity.

Section 13 – Due Diligence

- 1. Responsiveness and Responsibility Check:** This review confirms that all responses **meet the requirements** in the solicitation and that vendors have the ability to **meet the performance and quality requirements**.
- 2. Cost and Price Analysis:** Conducted to determine the **reasonableness of price** proposed by a vendor.
- 3. Indebtedness Check:** For all formal procurements, the City may refuse to do business with a vendor that is **delinquent to the City** for a debt of \$100 or more.
- 4. Debarment Check:** This verification ensures a vendor does not appear on the list at the System for Award Management prior to award as **excluded**.

Section 13 – Due Diligence

5. State Reciprocity: Preference reciprocity is applied to a **non-resident vendor** at the same percentage preference at its home state.

6. Texas Comptroller's-Divestment Statute Lists Check: The lists are used to guide state entities in divesting from companies that engage in activities that the **state deems harmful or undesirable**.

7. Ineligible Sourcing List Check: This verification ensures an award recommendation is not made for a vendor that was **terminated for default by the City**.

Section 14 – Federal Provisions

All federally funded projects will be procured in **compliance with federal guidelines** under the 2 Code of Federal Regulations 200: General Procurement Standards and all the appropriate provisions will be incorporated in the contract documents. These include but are not limited to:

1. Federal Transit Administration;
2. Federal Aviation Administration;
3. Community Development Block Grant, and;
4. Any other grant funds

Section 15 – Conflict Resolution

Protest

1. Only a vendor that submitted a response to a solicitation **can appeal an award** recommendation.
2. Protest process is included in all solicitations
 1. Deadline is 5:00 pm the day before the Council meeting in which the award will be made.

Debriefing

1. Vendors that responded to a solicitation **can request** a debriefing session.
2. P&SS and the Committee Chair will provide information to improve future submittals.
3. Debriefing process is included in all solicitations
 1. Deadline to request a debriefing is 5 days after award date

Session 1 Takeaways

Takeaways

1. The focus of this policy is to establish the **overall principles and guidelines** for Purchasing & Strategic Sourcing.
2. This policy is a **living document** that will be updated administratively with material changes presented to City Council.
3. Procurement methodologies can be group as follows:
 1. Commercially available goods and services purchases using a **P-Card** for one-time purchases.
 2. **Direct Purchase Orders** for purchases from \$1-\$5,000 as regulations and policies allow.
 3. **EP MarketPlace** Purchases – Goods and services offered in the platform have been already competitively procured and those contracts are ready to be used.
 4. **Competitive** procurements facilitated by the City.
 5. **Non-Competitive** procurements as **regulations and policies** allow.

What is next?

Agenda

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Session 2 – Procurement Process Overview

Sneak Peek

Competitive Sealed Proposal

