

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**



**DEPARTMENT:** Purchasing & Strategic Sourcing  
**AGENDA DATE:** August 18, 2025  
**PUBLIC HEARING DATE:** N/A  
**CONTACT PERSON NAME:** Claudia A. Garcia, Director  
**DISTRICT(S) AFFECTED:** All

**PHONE NUMBER:** (915) 212-0043

**SUBJECT:**

Presentation and discussion on the Overview of the Procurement Sourcing Policy and Procurement Process. Session 3 – Contract Administration & Vendor Outreach.

**BACKGROUND / DISCUSSION:**

Purchasing & Strategic Sourcing will provide an overview of the Procurement Sourcing Policy and the procurement process in a series of sessions.

**COMMUNITY AND STAKEHOLDER OUTREACH:**

N/A

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

N/A

**PROTEST**

N/A

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: N/A

Funding Source: N/A

Account: N/A

**REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:**

Report any contributions or donations to City Council of an accumulated total of \$500 or more. Report the name of the elected official and the amount.

NAME	AMOUNT (\$)
Form was provided to the applicant	N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

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Claudia A. Garcia – Director of Purchasing & Strategic Sourcing