



CITY OF EL PASO

Purchasing & Strategic Sourcing

February 3, 2025

Agenda

- Overview
- Procurement & Sourcing Policy
 - Roles & Responsibilities
 - Procurement Process
 - Example: Best Value Bid Procurement
- Cone of Silence
- Cooperative Contracts
 - EP Marketplace
- Supplier Resources
- Upcoming Initiatives

Overview

Purchasing & Strategic Sourcing

Core Functions and Responsibilities



Purchasing & Supply Chain Management

Centralized
Capital and non-capital
Formal/Informal Procurements: Construction and Goods and Services
Consulting and Advanced Procurement Planning Services



Contract Administration

Training and Technical Assistance
Vendor Performance Management System
Wage Theft Ordinance



Outreach, Workshops & Expos

Winning Wednesday
Cooperative Purchasing Expo



Vendor Management

Vendor Management & Profile Management
Contract Repository
Innovation
EP Marketplace
Electronic Commerce
PeopleSoft Purchasing Training and
Troubleshooting



Supplier Resources

Hire El Paso First - Local Bid Preference Ordinance
Vendor Outreach and Workshops
Supply El Paso



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

Governing Regulations

- Resolution – Budget/Cooperative Purchases
- Resolution - Medical Benefits for Evaluation Criteria
- Resolution - Procurement & Sourcing Policy
- Resolution – Delegation of Authority for Alternative Procurement Methods
- Resolution – Delegation of Authority for Rejecting Bids and Proposals
- Ordinance No. 018370 – Wage Theft
- Ordinance No. 018169 – Hire El Paso Local Preference
- Ordinance No. 016529 - Indebtedness
- Ordinance No. 016300 - Lobbying

Procurement & Sourcing Policy

Amended and Restated
as of
May 9, 2023

Roles and Responsibilities

Procurement & Sourcing Policy

Section 2 – Procurement Authority & Responsibilities

2.2.1 The Mayor

Under the authority of the Council, the Mayor shall sign all lawful acts of the Council, such as ordinances, resolutions, conveyances, grant agreements, plats, contracts and bonds. The Council may, by ordinance, provide that additional designated officials may sign such acts of Council on behalf of the Mayor as provided by law.

2.2.2 City Council

Approval of the City Council is required for contracts and contract modifications that alone, or in the aggregate, **total an amount in excess of (\$50,000)**. In addition to the above, only City Council has the authority to terminate formal contracts in accordance with the terms of such contracts and enter agreements relating to resolution of any contract dispute.

Procurement & Sourcing Policy

Section 2 – Procurement Authority & Responsibilities

2.2.3 The City Manager

The City Manager shall have the authority to execute intergovernmental agreements, as delineated within Ordinance 16015, contracts, purchase orders and/or modifications up to fifty thousand dollars (\$50,000) without City Council approval.

Procurement & Sourcing Policy

Section 2 – Procurement Authority & Responsibilities

2.2.4 The Purchasing Director

The Purchasing Director shall serve as the Chief Procurement and Contracting Officer and is authorized to execute intergovernmental agreements, contracts, purchase orders and/or modifications in accordance with the authority delegated by the City Manager. The Purchasing Director may also sign contracts/agreements for the acquisition of any city goods and services in an amount of \$5,000.01 to \$50,000 per annum, or an aggregate of \$100,000 on a multi-year contract. All single purchases equal to or greater than \$50,000 must be approved by City Council upon review by the City Manager. The Purchasing Director can issue purchase orders in an amount greater than \$50,000 if approved by City Council. The City Council herein delegates the authority to the Purchasing Director to exercise options of contracts wherein the initial term was approved by City Council.

Procurement Process

User Department's Responsibilities: Scope of Work

User Departments must develop well written SOW's.

Provide sufficient information for suppliers to determine:

- Whether the solicitation aligns with their business.
- If it is profitable for them and worth the effort to respond to a solicitation

Procurement Methodologies

Informal > 50K

Formal < 50K

- Low Bid
- Best Value Bid
- Request for Proposal
- Request for Qualifications
- Competitive Sealed Proposal
- Design-Build
- Construction Manager-at-Risk
- Public Private Partnership
- Cooperative Contracts

Best Value Bid Procurement

Best Value Bid Procurement

The Best Value Bid procurement method seeks to award based on the bidder offering the best value bid. It is **not** based solely on price but includes evaluation factors.

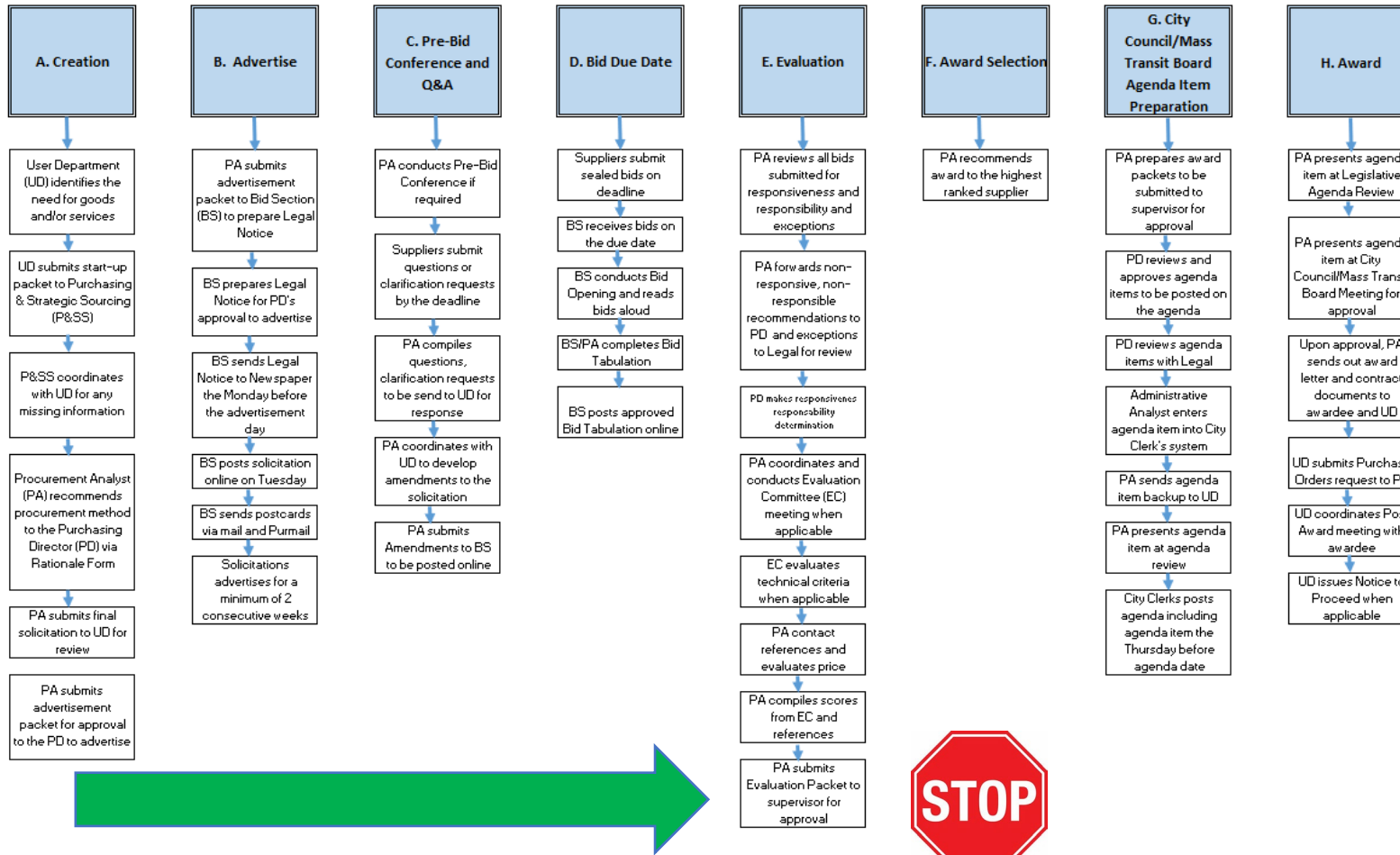
The is method is typically used for the following projects:

- ❖ Janitorial
- ❖ Security Guards
- ❖ Ground Maintenance
- ❖ Services related to repair and maintenance

Governing Regulations:

- ❖ Texas Government Code, Chapter 252. Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments.
- ❖ Resolution - Medical Benefits for Evaluation Criteria
- ❖ Ordinance No. 016529 - Indebtedness
- ❖ Ordinance No. 016300 - Lobbying
- ❖ Ordinance No. 018370– Wage Theft
- ❖ Title VI
- ❖ 2 CFR 200

Best Value – Workflow



Cone of Silence



Cone of Silence Policy

The City's Cone of Silence/Anti Lobbying Policy was adopted to ensure a **fair** and **competitive bidding** environment *by preventing* communication or lobbying between City officials, employees, or representatives and parties involved in the procurement process that could create an unfair advantage to any party with respect to the award of a City contract.

Cone of Silence Policy

The City's Cone of Silence/Anti-Lobbying Policy *prohibits any communication or lobbying activities with City officials, employees and/or its consultants or contractors* on matters of a solicitation from its advertisement through the date said item is posted on the forthcoming City Council agenda.

Lobbyist Policy

Ordinance #016448

The City Council declares that the operation of responsible democratic government **requires** that the fullest opportunity be afforded to the people to petition their government for the redress of grievances and to express freely to any city officials their opinions on pending municipal questions and on current issues; and that to preserve and maintain the integrity of the governmental decision-making process in the city, it is necessary that the identity, expenditures, and activities of certain persons who engage in efforts to influence a city official on matters within their official jurisdictions, *either by direct communication to the official, or by solicitation of others to engage in such efforts, be regulated and be publicly and regularly disclosed.*

Procurement & Sourcing Policy

Section 15 – Conflict Resolution

15.1 Protest/Dispute

Only a vendor who has actually submitted a response to a solicitation may appeal an award decision. Failure to follow the requirements of the protest procedures established by the City of El Paso and included in all solicitations, shall constitute a waiver of all protest rights. Protest must be made after the Council agenda has been posted and by 5 p.m. the day before the Council meeting in which the award will be made.

Cooperative Contracts

What is a Cooperative contract?

An agreement between a local, state, regional, or federal government and businesses to obtain advantages of volume purchasing including administrative savings.



City Council approved cooperative programs:

1. State of Texas Department of Information Resources (DIR)
2. Harris County Department of Education Cooperative
3. Houston-Galveston Area Council (HGAC)
4. ESC Region 19 Cooperative Purchasing Program
5. Tarrant County Cooperative Purchasing Program
6. Texas Association of School Boards (TASB Buy Board)
7. Texas Procurement and Support Services (TPASS)

City Council approved cooperative programs:

8. The Cooperative Purchasing Network (TCPN/National IPA)
9. Texas Multiple Award Schedule (TXMAS)
10. Omnia Partners
11. U.S. General Services Administration (GSA)
12. Technology Bidding and Purchasing Program (PEPPM)
13. ESC Region 8 (TIPS) Cooperative Purchasing Program
14. Division of Purchases and Supply (DPS), a business unit of the Department of General Services for the Commonwealth of Virginia

What is EP MarketPlace?

- Online shopping system similar to an Amazon store using approved cooperative contracts
- Comparative shopping experience to cross search vendor pricing for off-the-shelf items
- Available to all city employees to shop, request quotes and create carts
- EP MarketPlace does not have a minimum or maximum threshold
- Expedite the purchase of goods and services

EP MarketPlace Layout

The screenshot shows the EP MarketPlace website interface. Callout A points to the search bar at the top. Callout B points to the left-hand navigation menu. Callout C points to the 'Popular Suppliers' section at the bottom. Callout D points to the shopping cart icon in the top right corner.

- A. Off-the-Shelf Catalog Search
- B. Categories
- C. Popular Suppliers
- D. Shopping Cart

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



Supplier Resources









- Online Bidding System
- Hire El Paso First
- Supply El Paso

Online Bidding System- Ion Wave

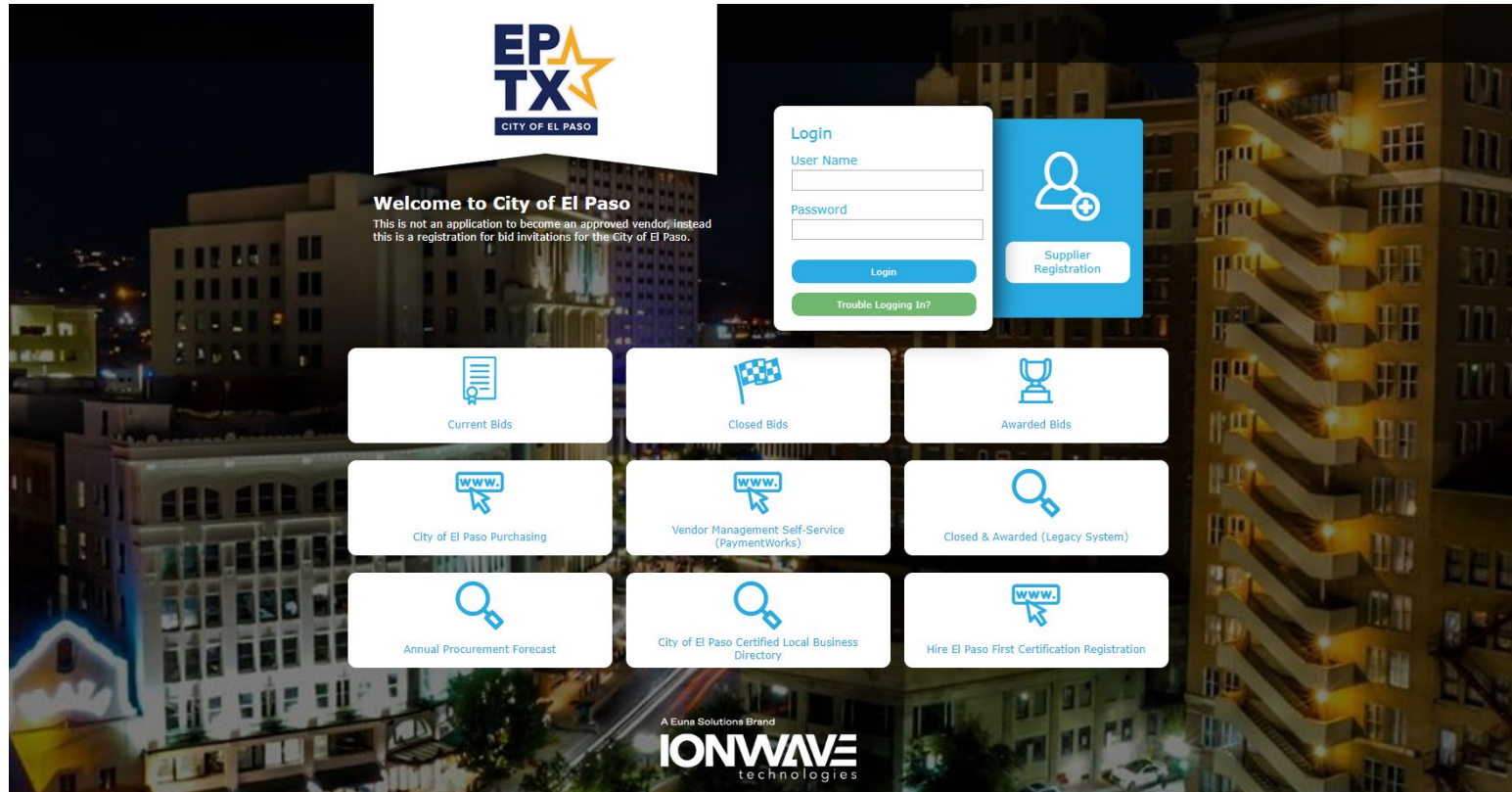
An online bidding system is a web-based system that provides the ability for suppliers to respond to all RF(X)s to submit their bids, proposals, statements of qualifications electronically through a secure portal.

Total number of registered vendors: 3,256

Agencies Available for Registration

Agency ▲
<input type="text"/>
 Allied States Cooperative by ESC 19, TX
 Canutillo ISD, TX
 Clint ISD, TX
 El Paso County, TX
 El Paso ISD, TX
 El Paso Water, TX
 University of Texas at El Paso
 Ysleta ISD, TX

Online Bidding System- Ion Wave



Landing Page <https://elpasotexas.ionwave.net/Login.aspx>

QR Code

Purchasing & Strategic Sourcing

Scan To Register & View Bidding Opportunities



O: 915-212-0043

VendorManagement@elpasotexas.gov

www.elpasotexas.gov/purchasing

Hire El Paso First Local Preference Background

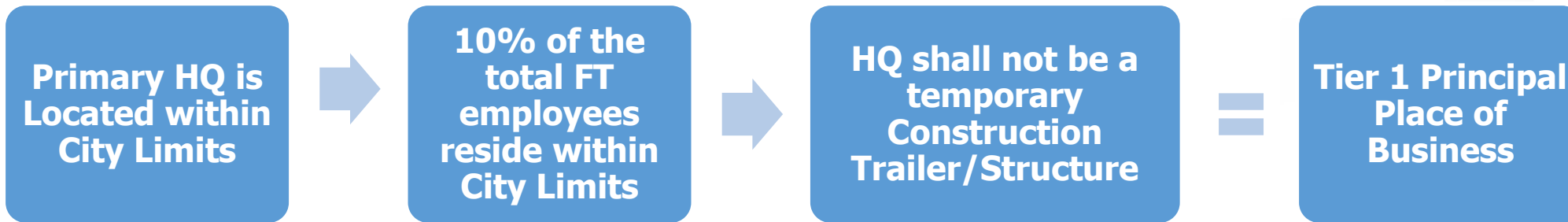
The El Paso City Council recognizes that the foundation of a **strong local economy** are programs to **encourage businesses to locate within the local area** of the City of El Paso and to hire El Paso residents as employees for those business.

On June 17, 2011, the **Texas Legislature amended 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.**

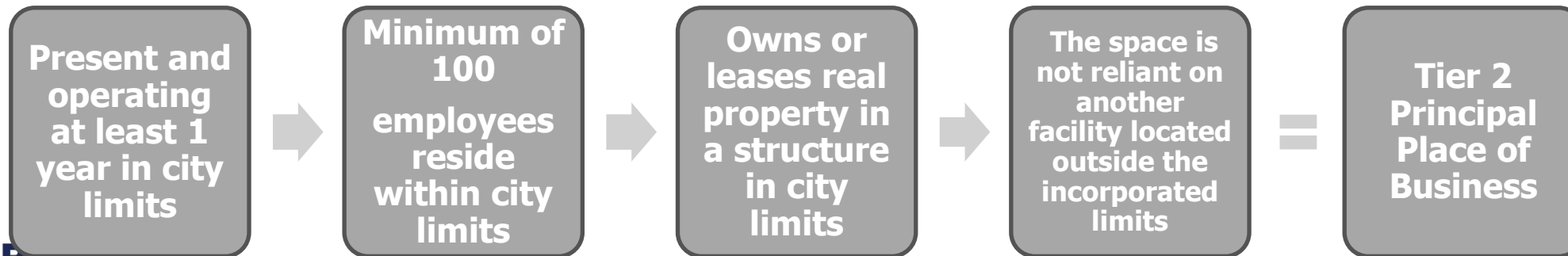
With this amendment and in the interest of economic development opportunities for the City of El Paso, the City's Purchasing & Strategic Sourcing Department has implemented a local business purchasing preference policy in order to infuse additional dollars into the local economy.

Qualifications

Tier 1 Principal place of business:



Tier 2 Principal place of business:



Hire El Paso First Applies to:

1. 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.
- Contracts for personal property or services in an amount equal to or greater than \$500,000.

2. Alternative Procurement Methods:

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

Hire El Paso First DOES NOT Apply:

- 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.
- Purchases made through a purchasing cooperative program.
- 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.
- Professional Service Contracts Under Chapter 2254 of the Texas Government Code.

Supply El Paso

- Supply El Paso is market-making initiative to help local businesses compete for contracts and grow
- El Paso can serve as a national model for fostering local enterprise growth through effective procurement, focusing on key sectors like defense, energy and manufacturing

Partners



Local Spend

			FY 2024
Local	\$	232,161,499	
Non-local	\$	195,654,428	
Total Dollars Spent	\$	427,815,927	

Upcoming Initiatives

- 12th Annual Cooperative Expo – April 1-2, 2025
- Supply El Paso Board Commitment
- Revisions to Medical Benefits for Evaluation Criteria
- Revisions to Hire El Paso First



MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople