

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council's Budget and Personnel Committee AGENDA ITEM 4
From: Staff
Date: April 20, 2018 Budget and Personnel Committee Meeting
Subject: Proposed Amended Purchasing Policy

Background

Council's Purchasing Policy establishes policies related to the purchase of goods and services by Council in the conduct of its activities. The policy was last revised on December 20, 2012. This update is intended to bring Council's purchasing policies into compliance with current law and techniques as well as enhance the organization and scope. The Budget and Personnel Committee has the responsibility to review the proposed amendment and to provide a recommendation to Council for action at their May 18, 2018 meeting.

Analysis

Staff performed a review of Council's Purchasing Policy and identified a number of proposed changes that will improve clarity, align the document with administrative practices at Council, incorporate current techniques, and expand the scope to encompass all purchasing activities at Council while still meeting the requirements of our local, state, and federal funding partners. The document was also reviewed by Council's Attorney and suggested revisions incorporated. Due to the extensive nature of the reorganization and scope change, the entire document is proposed to be replaced. Attached is the proposed new policy and, for reference, the existing policy from 2012.

Recommendation

The Budget and Personnel Committee should approve the proposed amended Purchasing Policy and authorize staff to present the updated policy for Council's approval at its May 18, 2018 meeting.

Attachments