

# Procurement Administrative Guideline Update



# Background

- Commission establishes controls on District spending through policy ATT-3
- Ensures allocation of District resources are subject to appropriate review and consideration
- Delegation to CED for developing procurement guidelines



# Purpose and Intent

- Compliance with Commission policies
- Compliance with statutes and regulations
- Encourage free and open competition
- Avoid corruption
- Remove barriers to inclusion



# Why an update?

- Current procurement code was last updated in 1992
- Developed for construction goods/services
- Increased flexibility for Departments
- Create efficiencies
- Opportunity to update tools and workflows



# Process

- Created a team
- Updated the code into an administrative guideline
- Reviewed best practices
- Updated spending limits and approval points



# What's New?

- Defined authority
- Higher approval limits for Departments
- Less formal advertising for non-construction
- New competitive negotiation
- Piggybacking
- New manual, workflows, training and tools



# Types of procurement

- Construction
- Non-construction
- Professional services
- Competitive negotiations
- Piggybacking



# Controls

- Updated documentation requirements
- Approval forms and automated routing
- Templates
- Training must be completed before authorization
- Finance and procurement review





# Where we are

- CED signed guideline May 1
- Communication to staff
- Training for staff in progress
- Manual and workflows updated
- Health check in 6 months



# Questions?



Madison Metropolitan Sewerage District





Thank you!