

# CITY OF HARRISBURG PROCUREMENT POLICY

SECTION 1: THRESHOLDS SUMMARY (ANNUALLY PER VENDOR OR PROJECT)						
Type	Threshold (\$)	Purchase Order	Minimum Required Quote/Bids/ Proposal	Requisition Attachment	Authority	Requisition Comments
Goods or Services*	0-3,500	Not Required	1	Requisition Not Required – File Quotes for Auditing	City Code	Requisition not required
Goods or Services <sup>1 2</sup> *	3,500-12,499	PO Required	1	1 Quote	City Code	Quote/Estimate/Proposal #
Goods or Services	12,500-21,299	PO Required	2	2 Quotes	City Code	Quote/Estimate/Proposal #
Goods or Services (where public bid exceptions apply)	21,300+	PO Required	3	3 Quotes	City Code	Contract Number/Reference
Credit Cards or Store Memberships Cards	0+	Not Required	URL Link or Quote	N/A	City Code	“Credit Card Request”
Credit Cards or Store Memberships Cards	3,500+	PO Required	URL Link or Quote	Quote or URL Link	City Code	“Credit Card Request”
Professional Services (RFP may be required) <sup>3</sup>	BA Written Approval	PO Required	Apply above requirements	Contract OR Resolution	City Code	Resolution Number (if in review) or Assigned Contract Number
Emergency Request	3,500+	PO Required	1	Emergency Email	City Code	“Emergency Request MM/DD/YY”
Sole Source <sup>4</sup>	21,300+	PO Required	1	BA Written Approval	City Code	Quote/Contract Number
Cooperative Agreement – Discount/Markup Contracts (i.e. <a href="#">Costars</a> )	21,300+	PO Required	3	Quote Invitation and/or 3+ Competitor Quotes	City Code/ Title 11	Costars or Cooperative Contract Number
Competitively Bid Cooperative Agreements (i.e. US Communities, CAPCOP)	3,500+	PO Required	1	Bid Documents	City Code	CapCOG or Contract Number
<a href="#">State Contract Piggybacking</a>	21,300+	PO Required	1 from State Vendor 1 from Competing Vendor	2 Quotes	City Code	State Contract Number
Sealed Bid or Request for Qualifications & Proposals <sup>5 †</sup>	21,300+	PO Required	1	Bid/RFP Documents	Title 11	IFB/RFP Number & Contract Number

Quote – a written quote/proposal document or email provided by the solicited vendor

\* The Department of Administration will audit invoice pricing and service/job pricing on a test basis to confirm best value is maintained, additional backup may be required at any time.

† Exceptions may apply to this policy; exceptions must be confirmed in writing by the Business Administrator

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<sup>1</sup> [PA Separations Act of 1913 applies to contracts in excess of \\$4,000 where more than one prime is required](#)

<sup>2</sup> [Purchase order required by City Controller to administer the encumbrance system](#)

<sup>3</sup> [Professional Services require City Council approved resolution](#) (Subject to exceptions approved by Solicitor's Office)

<sup>4</sup> [Sole Source justification may be applicable, contact the Purchasing Office for approval](#)

<sup>5</sup> [Prevailing wage rates apply to public work projects in excess of \\$25,000](#)

## SECTION 2: INTRODUCTION

It is the goal of the Department of Administration to ensure goods and services are sourced from competitive and responsible vendors. City Departments and Bureaus are responsible for competitively contracting for the purchase or lease of all materials, supplies, furnishings, equipment, insurance, surety and fidelity bonds or other personal property and non-professional services. In turn, the City will make every effort to process resulting payables within 30 to 45 days from invoice receipt. Regardless of contract value it is the civic duty of City employees to ensure all Departments or Bureaus receive fair and competitive pricing on all materials, general operating goods, services, equipment and labor regardless of procurement amount. Departments and Bureaus must avoid acquisition of unnecessary or duplicative purchases. All Purchase Orders are issued by the City's purchase office following approvals the receipt of all required authorizations. If requisitions entered by Departments/Bureaus require a change to comply with City policy, Departments/Bureaus will be provided with three (3) business days to make the necessary changes before a requisition is denied.

## SECTION 3: THRESHOLDS DEFINED

### REQUESTS BETWEEN \$3,500 TO \$12,599 (ANNUALLY PER VENDOR OR PROJECT)

City Departments and Bureaus have discretion regarding the supplier from whom they wish to purchase these small dollar acquisitions. The City requires Department and Bureaus to actively seek best value. While only one quote is required, the Department of Administration will conduct test audits to confirm best value was obtained.

### REQUESTS BETWEEN \$12,500 AND PA THIRD-CLASS CITY BASE BID THRESHOLD (ANNUALLY PER VENDOR OR PROJECT)

City Departments and Bureaus have discretion regarding the suppliers from whom they wish to purchase. At least two (2) written quotes or proposals are required with the requisition entry for consideration for approval. Departments and Bureaus should seek quotes from qualified MBE/WBE vendors.

### REQUESTS IN EXCESS OF THE PA THIRD-CLASS CITY BASE BID THRESHOLD (ANNUALLY PER VENDOR OR PROJECT)

With some exceptions requiring approval by the Office of the Business Administrator, all acquisitions in excess of the Pennsylvania Third Class City Bidding Threshold ([CPI Adjustment of Base Amounts](#)) require a formal Invitation for Bid (IFB) or Request for Proposal (RFP) including a scoring method based on the need. In response to the bidding process, vendors may reply by submitting bids or proposals using the process administered by the Purchasing Office. All goods and services procured at or above the PA base bid threshold requires a purchasing planning meeting with the Office of Purchasing and/or Business Administrator to confirm the appropriate purchasing procedures are applied.

## SECTION 4: PROCUREMENT STANDARDS OF CONDUCT

**CONTRACT OVERSIGHT** - It is the responsibility of the Department to ensure that all vendors and contractors perform in accordance with the terms, conditions, scope, and specifications of each contract or Purchase Order, and that all pricing as contracted or quoted is appropriately invoiced. It is also the responsibility of the Department to monitor expiring terms of each contract and ensure bids, RFPs contract amendments, addendums and extensions are processed prior to further engaging services. Contracts and any changes to contracts may require legal review and Council approval prior to approval and execution. Contracts in excess of \$3,500 annually will require a Purchase Order.

**CONFLICT OF INTEREST** – Employees responsible for contractor selection must sign a conflict of interest statement for all contracts or purchase orders in excess of the PA base bid threshold for Third Class Cities. Additionally, under the Pennsylvania State Ethics Act no public official or public employee or his/her spouse or child or any business in which the person or his/her spouse or child is associated shall enter into any contract valued at \$500 or more with the governmental body with which the public official or public employee is associated or any subcontract valued at \$500 or more with any person who has been awarded a contract with the governmental body with which the public official or public employee is associated, unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the public official or public employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract. Any contract or

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subcontract made in violation of this subsection shall be voidable by a court of competent jurisdiction if the suit is commenced within 90 days of the making of the contract or subcontract.

Federal Awards: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest as defined by the Electronic Code of Federal Regulations Title 2 Grants and Agreements Part 200, Subpart D.

**COMPETITION** – All transactions must be conducted in a manner providing full and open competition.

- a) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competition for such procurements.
  - b) All solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
  - c) The City must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographical preferences.
  - d) Procurement descriptions may include a statement of the qualitative nature of the material, product or services to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
  - e) Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific feature of the named brand which must be met by offers must be clearly stated
  - f) All pre-qualified lists of independent contractors, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
  - g) Potential bidders must be able to qualify during the solicitation period.
  - h) Retainer contracts are only allowable in response to a publicly process Request for Proposal where contracts must require detailed invoices, timesheets, status reports and final projects prior to processing related payment requests
  - i) Solicitations must not place unreasonable requirements on firms in order for them to qualify as a vendor
  - j) Solicitations should not require unnecessary experience and excess bonding above what is practicable for the acquisition
  - k) The City must not allow non-competitive consulting contracts on retainer
- Federal Awards: Check federal award contract to determine if retainer contracts are allowable under the grant requirements

## **CONTRACTING SMALL, MINORITY BUSINESSES, WOMEN’S BUSINESS ENTERPRISE AND LABOR SURPLUS AREA FIRMS**

The City must take affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

Affirmative Steps Include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

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## SECTION 5: PROCUREMENT PROCESS BY TYPE

### Procurements in excess of the Third Class City Base Bid Threshold

#### PROCUREMENT BY SEALED BID (IFB)

Acquisitions above the State's Third Class City base bid threshold and where a firm fixed price (lump sum or unit price) applies, a formal invitation for bid will be publicly advertised soliciting bidders to respond in accordance with the bid requirements. Sealed bids will be opened publicly on the date as advertised and recorded by a representative of the City's Bureau of Finance and City Controller's Office. Where economical, the City will open bids electronically in accordance with applicable Federal, State and local laws.

The following requirements apply to the sealed bid procurement type:

- a) Bids must be solicited from an adequate number of known suppliers, providing them at least 10 days prior to the date set for opening the bids;
- b) Invitation for bids must be publicly advertised;
- c) The invitation for bids, which will include instructions to bidders, specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- d) All bids will be opened at the time and place prescribed in the invitation for bids;
- e) The bids must be opened publicly;
- f) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, trade-ins, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- g) Any or all bids may be rejected if there is a sound documented reason.

#### PROCUREMENT BY COMPETITIVE PROPOSAL (RFP)

The technique of competitive proposals is normally conducted with more than one firm submitting an offer or proposal, and either a fixed price or not-to-exceed amount for a specific term period or a cost-reimbursement arrangement. Proposals are desired when the selection process incorporates qualitative value factors in addition to contract price.

The following requirements apply to the competitive proposal type and are considered a publicly solicited bid when:

- a) Requests for proposals are publicized and identify all evaluation factors and their relative importance;
- b) Any response to publicized requests for proposals must be considered to the maximum extent practical;
- c) Proposals must be solicited from an adequate number of qualified sources;
- d) The City must have a written method for conducting technical evaluations of the proposals received and for selecting recipients
- e) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- f) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

#### PROCUREMENT BY NON-COMPETITIVE PROPOSAL

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a) The item is available only from a single source;
- b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request;
- d) After solicitation of a number of sources, competition is determined inadequate;
- e) A City Council approved resolution is obtained.

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## **PROCUREMENT BY PENNSYLVANIA STATE CONTRACT “PIGGYBACKING”**

The option to procure using state contracts is only available if the Department of General Services (DGS) indicates that it has been made available for COSTARS members. Please visit [www.emarketplace.state.pa.us/](http://www.emarketplace.state.pa.us/) (a public URL). Those suppliers who hold current state contracts and who have agreed to sell to registered COSTARS members are designated as such on the “Search Contracts” page of the PA eMarketplace linked above. “Yes” within the COSTARS column on that “Search Contracts” page means the supplier has agreed to sell to COSTARS members. “No” within the COSTARS column means the contract for a specific supplier is not available to COSTARS members. The State’s eMarketplace contracts page is the only source by which a contract can be confirmed as available to COSTARS members.

Because the State does not always receive the most competitive pricing for goods and services, and many contracts reflect discounts or mark-ups on undocumented list prices, at least one comparable quote is required to ensure the City is selecting a competitive bidder and receiving best value. The comparable quote can come from any vendor who sells the same or like product. By utilizing a state contract available to COSTARS members, the City is agreeing to the Commonwealth of PA terms and conditions for the selected contract.

## **PROCUREMENT BY COOPERATIVE PROGRAMS TYPE I (based on percentage discounts or mark-up ON dated list price)**

Cooperative programs (i.e. COSTARS) designed to aggregate governmental and/or non-governmental not-for-profit buying power to achieve discounts or low mark-ups on goods for various acquisition types, in some cases called exclusive contracts, allowing the registered member to procure goods and related services above the PA base bid threshold without a public bid process. In order to utilize this exception to public bidding, the Department of Administration requires three competitive quotes for projects or purchases valued above the PA base bid threshold for Third Class Cities. When utilizing cooperative contracts, the City is agreeing to the terms and conditions as written by the cooperative program. These terms and conditions must be documented with the corresponding purchase.

## **PROCUREMENT BY COOPERATIVE PROGRAMS TYPE II (Publicly Bid by Cooperative Organization)**

An alternative cooperative program option (i.e. CapCOG) is available and designed to aggregate governmental and/or non-governmental not-for-profit buying power to achieve low bid pricing by combining the **SPECIFIC** needs of the various participating members and publicly bidding the full complement of identical needs as one bid. Because this type of cooperative program publicly bids **SPECIFIC** projects and goods for registered members no additional quotation is required.

## **PROCUREMENT BY COOPERATIVE/ “PIGGYBACKING” PROGRAMS TYPE III (Publicly Bid by Cooperative Organization)**

An alternative cooperative program option (i.e. US Communities) is available and designed to aggregate governmental and/or non-governmental not-for-profit buying power to achieve overall best value by publicly bidding a lead organization project or specification list and scoring the results. Because this type of cooperative program publicly bids **SPECIFIC** projects and goods for registered members no additional quotation is required.

## **SECTION 6: PROCUREMENT PROCESS BY TYPE**

### **Procurements of less than the PA Base Bid Threshold (Or) Base Bid Exceptions**

#### **ENGAGING PROFESSIONAL OR NON-PROFESSIONAL SERVICES BELOW THE BASE BID THRESHOLD**

See section 8 below.

#### **SOLE SOURCE PROCUREMENTS**

Sole source request must be approved by the Business Administrator prior to submission of the requisition.

#### **EMERGENCY PROCUREMENTS**

Emergency purchases are necessary to protect the public health and safety of our residents, patrons and employees working for and in the City. Due to unforeseen circumstances emergency purchases may be required to ensure safety for all. An emergency requisition is to be processed no later than 5 business days from the date of declaration.

An emergency purchase email request is required when the health and safety of residents, patrons and employees are at risk or where significant damage to assets are foreseen.

To initiate an emergency request, send an email including the following:

1. Email Subject: Emergency Purchase Request, Bureau/Department, Vendor Name
2. Email Body:
  - a) Vendor Name
  - b) Cause of Emergency
  - c) Date of declared emergency
  - d) Justification narrative to include the health and safety hazard that requires an emergency declaration or threat to City assets

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- e) Location (address and/or description)
  - f) Estimated/Known Damages
  - g) Budget Unit/Account
  - h) Available Budget Balance
3. Send Email To: City Budget Manager, Department Director, Finance Director, Purchasing Manager, Deputy Controller, Business Administrator, Mayor and City Controller
  4. Documentation: Print the email and attach to the batch payable submission for the related invoice

## CREDIT CARD PURCHASES

**The City of Harrisburg currently employs a strict credit card policy to protect the City from misuse of City funds. Prior written approval is required from the Business Administrator to request a credit card or store card. The City's credit card is made available as an option to make online payments to merchants or to pay for official City related travel.** The credit card cannot be used to hold reservations or subscription trials until the required approval process has been completed.

For the purchase of goods, services, travel, training and subscriptions using the City credit card, please submit the *Credit Card Use Request Form*. Additionally, a Purchase Order is also required for all requests in excess of \$3,500, to properly encumber the budget.

The credit card is not typically offered for emergency purchases and can only be utilized where the vendor will not accept payment by check. The below examples are provided as a guide as to when the credit card request process may be necessary.

1. Annual, monthly or quarterly online subscriptions are eligible for city credit card use. It is the responsibility of the Department to monitor the subscription transactions and secure the appropriate approvals in advance of all scheduled renewals that may be applied to the credit card. Transaction confirmation documentation (i.e. email receipt or confirmation email) must be submitted to the Purchasing Manager for payment processing within 48 business hours of the transaction. If the above written policy is not followed, the use of the credit card will be revoked.
2. Authorized City business travel reservations are eligible for city credit card use. Requisitions must be submitted to request a purchase order no later than 10 business days in advance of travel. Requisition entries must include the travel event and participating employee name and title. Once a purchase order is approved for travel, all administration of reservations and travel arrangement are the responsibility of the Department to reserve, confirm and manage. Only the credit card transaction will be administered by the Purchasing Manager. All transaction receipts including flight confirmation transactions and hotel check-out folios are the responsibility of the traveler or Department administrator to submit to the Purchasing Manager within 48 business hours. Future travel requests will not be approved for credit card use if the above written process is not followed previously by each requesting party.

## SECTION 7: PROCUREMENTS USING FEDERAL FUNDING, ADDITIONAL REQUIREMENTS

### PROCUREMENT OF RECOVERED MATERIALS

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### CONTRACTING COST AND PRICE

- (a) The Non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- (b) The Non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of



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the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

## **FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW**

(a) The Non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The Non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- (1) The Non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The Non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- (1) The Non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- (2) The Non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

## **BONDING REQUIREMENTS**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

## **CONTRACT PROVISIONS**

The non-Federal entity's contracts must contain the applicable provisions described in [Appendix II to Part 200 – Contract Provisions](#) for non-Federal Entity Contracts Under Federal Awards.

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## SECTION 8: CONTRACT PROCESSING BY PROCUREMENT TYPE

### **PURCHASE ORDERS**

Where a purchase order is required for goods or services, enter a related requisition. Follow the requisition entry guidelines for quickest approval.

### **PROFESSIONAL/PERSONAL CONTRACTS**

Written authorization from the Business Administrator is required for all professional and personal service contract. All personal and professional services require a contract or contract extension shall be executed by the Law Bureau. A request for proposal (RFP) or other formal processes may be required and will be initiated by the Business Administrator and Procurement Services Manager. New service contracts require Council approval. Schedule a meeting with the Business Administrator to review your need.

### **NON-PROFESSIONAL CONTRACTS**

Some non-professional services may require a formal contract. All non-professional services above the State's Third Class City Code base bid threshold will require an RFP or IFB, whichever applies. Contact the Office of Purchasing for assistance on proper application for the desired service. A project meeting with the Business Administrator may be required. Some types of non-professional services include, fireworks displays, lawn care, painting, and pest control.

### **CONSTRUCTION & PROJECT CONTRACTS**

All construction and projects in excess of the Third Class City Code base bid threshold require a project meeting with the Business Administrator. Contact the Office of Purchasing for administrative support in preparing an invitation for bid (IFB) or applicable contract.

### **SUPPLEMENTAL/ADDENDUMS/AMENDMENTS/EXTENSIONS (Contract Options)**

All contract options as defined in the original executed contract require formal execution through the City Solicitor's Office. Requests must be submitted directly to the Business Administrator. To exercise a contract option, enter a corresponding requisition at the time the request is made.

### **INVOICE PROCESSING**

It is the responsibility of the Department to ensure all goods and services are invoiced at the price agreed and in accordance with the corresponding City Purchase Order and all corresponding executed contract documents. The Department of Administration may audit invoices for accuracy and reject payment approval where compliance with contract documents is not evident.