



# Agenda Cover Memorandum

Meeting Date: March 24, 2014

Meeting Type:  COW (Committee of the Whole)  City Council  Budget Workshop

Item Title: Procurement (staff update)

Action Requested:

- Approval
- For discussion
- Feedback requested
- For your information

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Information:

Further discussion of procurement rules and regulations was held at the February 24, 2014 COW. At the end of the discussion, I volunteered to take ownership of the outcomes requested by Council, as the Finance Director stated that, based upon the priority list for his department, that he would not be able to devote appropriate staff resources to accomplish the outcomes in a timely manner that was acceptable to Council.

I have established a project management team consisting of myself, the Assistant to the City Manager (former Purchasing Assistant), and a Finance Fiscal Tech (responsible for requisitions) to manage these tasks to completion. This memo serves to provide a status update to the deliverables for this project, along with estimated deliverable dates.

There are two specific outcomes for this project: 1) incorporate the procurement rules and requirements presented in the strawman proposal from Alderman Mazzuca into our current procedures and 2) recommend ordinance and 3P Manual changes to Council for adoption. In follow up to information presented at the February 24 COW, staff was asked to address items (if any) we did not recommend incorporating into the procedures, policies, or codes, as part of the deliverables.

The team is currently working on benchmarking the strawman and staff feedback, along with other model procurement policies and procedures, with the current Purchasing Procedures Manual for the City (a copy was shared at the 2/24 COW). This work is being completed with representatives from every City department. This work will be completed, and the recommendations / analysis will be presented, at the April P&R COW as a discussion item. The City Attorney believed, after I discussed the project plan with him, that he could draft ordinance and 3P manual changes, based upon the feedback from the policy changes presented at the April 28 COW and subsequent discussion, for action at the May 27 COW.

## Agenda Cover Memorandum (Cont.)

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The project management team, based upon the current workload, believes that these project management timelines will be met.

Timeline Summary:	4/28 COW	Policy and Procedure changes presented
	5/27 COW	Ordinance and 3P changes presented
	June Council	Ordinance readings and 3P resolution

Independent of this project, as informational, interviews for the City's hire of the Purchasing Agent / Procurement Officer will be the week of March 31. It is estimated that this individual would be onboard at the City sometime in May.

### Attachments:

- none