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**Title:** PRESENTATION OF PROCUREMENT PROCESSES, RESPONSIBILITIES, AND BEST PRACTICES

**Sponsors:** Purchasing Department

**Indexes:**

**Code sections:**

**Attachments:** 1. Agenda Cover Report, 2. Purchasing Best Practices, 3. Agency Comparison Table, 4. Guide for Public Procurement Officials NIGP, 5. OIG Advisory 2014-01, 6. OIG Contract Oversight Review 2015-R-0001, 7. OIG Tips and Trends 2017-0003 RFP or ITB, 8. OIG Tips and Trends 2015-0004 Evaluation Criteria, 9. Purchasing Policies and Procedures Manual - Approved July 11 2018 FINAL

Date	Ver.	Action By	Action	Result
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**TO:** Mayor and Commissioners  
**FROM:** Jennifer Alvarez, Purchasing Director  
**THROUGH:** Mark R. Lauzier, City Manager  
**DATE:** October 9, 2018

PRESENTATION OF PROCUREMENT PROCESSES, RESPONSIBILITIES, AND BEST PRACTICES

**Recommended Action:**

Engage a discussion of procurement processes, responsibilities, and best practices.

**Background:**

The City of Delray Beach Purchasing Department is responsible for bringing the greatest value to the City and its residents in an efficient and cost-effective manner. This discussion will highlight best practices, tips from the Office of Inspector General (OIG), and other vital components to the procurement process that help us achieve our mission. Several publications are included as attachments for reference.

**Attachments:**

1. Purchasing Best Practices
2. Agency Comparison Table
3. Guide for Public Procurement Officials NIGP
4. OIG Advisory 2014-01
5. OIG Contract Oversight Review 2015-R-0001
6. OIG Tips and Trends 2017-0003 RFP or ITB
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**Funding Source/Financial Impact:**

N/A

**Timing of Request:**

This item is not time sensitive.