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	<i>Revised Date:</i> 1/30/20	<i>Section # & Title:</i> 100 General Administration	
Phoenix Business and Workforce Development Board (approval authority)	<i>Date Approved:</i> 06/14/18	<i>Subject # & Title:</i> .101 Administrative Regulation 3.10	

I. APPLICABILITY/SCOPE

The Administrative Regulation (AR) 3.10 governs the City’s procurement of goods and services when the good or service procured results in the payment of a price, reimbursement of cost, receipt of other consideration by the City, or any combination thereof. Procurement activities executed under Workforce Innovation and Opportunity Act (WIOA) Title IB will follow the established guidelines in the City of Phoenix Administrative Regulation 3.10 - General Procurement Procedures.

II. PURPOSE

The purpose of AR 3.10 is to allow City government to operate more efficiently by improving uniformity and consistency in the area of general procurement. Administrative Regulation (AR) 3.10 is a primary point of reference for procurement activities across the organization. The AR provides City departments with guidance in complying with Phoenix City Code (PCC) Chapter 43 – PROCUREMENT and guidance on the roles and functions with procurePHX.

The City of Phoenix (City) is a recipient of federal funding under The Workforce Innovation and Opportunity Act (WIOA) that was signed into law on July 22, 2014. The WIOA program is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA which supersedes the Workforce Investment Act (WIA) of 1998 became effective on July 1, 2015. All recipients of funding under WIOA must comply with the program income requirements as provided by the U.S. Department of Labor (DOL) Employment and Training Administration (ETA) and the Arizona Department of Economic Security (ADES).

III. BACKGROUND

The WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. In carrying out this vision, it is often necessary for the City or sub grantees to provide goods and services for fees which enhance, promote, or support its service functions.

The City of Phoenix Administrative Regulation 3.10 was revised to update the amended thresholds approved by the Phoenix City Council on May 10, 2017. Clarifications were made to eprocurement, now procurePHX.

IV. DEFINITIONS

Aggregate Amount - The aggregate amount is the total estimated amount for the entire contract period including extension years, freight and any other charges, excluding applicable taxes.

Amendment - An alteration to a written document by modification, deletion or addition.

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	<i>Revised Date:</i> 01/30/20	<i>Section # & Title:</i> 100 – City and Department Procurement Policies and Procedures	
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Bidder - Any person or firm submitting a competitive bid in response to a solicitation such as an Invitation for Bid (IFB) or Request for Quotation (RFQ).

Determination - A document, as required under this AR, wherein a specific procurement decision or authorization is recorded.

Evaluation Criteria - The factors used by the City to evaluate proposals, statements of qualifications or responses. Examples of evaluation criteria may include such factors as: past performance; experience; references; financial, management and technical capability; quality and performance of goods or services; and price, cost or revenue in the case of revenue contracts.

Formal Procurements - Procurements of goods or services where the aggregate amount is expected to exceed \$100,000

Informal Procurements - Procurements of goods or services where the aggregate amount is anticipated to be equal or greater than the payment ordinance threshold and will not exceed \$100,000. It is recommended to process a formal procurement if the aggregate amount is greater than \$95,000.

Negotiation - A bargaining process between two or more parties, each with its own viewpoints and objectives, seeking to reach a mutually satisfactory agreement on, or settlement of, a matter of common concern.

Procurement - The process of selecting, purchasing or receiving goods or services under this AR, including detailing the specifications for the goods or services, issuing a solicitation, receiving offers or responses, evaluating offers or responses, requesting City Council to authorize awarding contracts, if appropriate, and awarding contracts.

Professional Services - Professional services are defined as infrequent, technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licensed occupations, the services are considered "professional," and the contract may be awarded to partnerships, firms, or corporations as well as individuals. This definition does not apply to architectural or engineering services required to be procured through the Street Transportation Department.

Qualified Vendor List - Lists of firms pre-qualified to supply a professional service in a specific field. These lists are established and maintained by various City departments/functions from the information gathered from a Request for Qualifications (RFQ).

Request for Proposal (RFP) - A document used for soliciting competitive proposals; the RFP process permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bid (IFB).

Request for Qualifications (RFQu) - A Solicitation requesting information concerning a person or business entity, including the person's or entity's qualifications, competence, financial capability, management, in order to select a provider or develop a qualified vendor list.

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Request for Quotations (RFQ) - An informal solicitation requesting verbal or written quotes from vendors without formal advertising and receipt of sealed bids. Normally used to establish price competition for smaller purchases.

Suspension - A temporary determination to exclude a contractor from submitting offers for a definite or indefinite period of time, usually before initiating debarment.

procurePHX – The official City of Phoenix electronic procurement system for the procurement activities related to goods and services.

V. POLICY

Refer to the [City of Phoenix Administrative Regulation 3.10](#) for the general procurement policy.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. REFERENCES

The City of Phoenix Administrative Regulation 3.10 – General Procurement Procedures can be found at: <http://insidephx/ars/Documents/ar310.pdf>.