

FULTON COUNTY PURCHASING CODE

March 16, 2022



Purchasing Thresholds

- Fulton County's purchasing thresholds were last amended by the Georgia General Assembly in 1998, which established the County's current purchasing thresholds.
- The purchasing thresholds have not been adjusted for inflation since enacted in 1998.
- Amending the purchasing thresholds and the purchasing code can be enacted by the Board of Commissioners under the Home Rule Provisions of the Georgia Constitution.

POLICY



Procurement Process Efficiencies

The revisions to the Purchasing Code would create the following efficiencies in the procurement process:

- Would bring Fulton County in line with neighboring jurisdictions comparable in population and budget size;
- Would increase the County's competitiveness within in the business community by aligning the County's thresholds with other jurisdictions with informal procurement thresholds up to \$100,000;
- Would provide increased flexibility to User Departments to procure a greater variety of goods/services without a formal solicitation process while maintaining an open and competitive informal solicitation process;
- Would streamline the procurement process, yield efficiencies, simplify and reduce procurement cycle times.



Comparable Jurisdictions

Procurement Method	Cobb County	DeKalb County	Gwinnett County	City of Atlanta
Micro Purchase				0-5,000 User Dept
Small Purchase	0-10,000 User Dept	*0 – 25,000 User Dept	0 – 4,999 User Dept 5,000- 9,999 Purchasing	0 - 20,000 User Dept
Informal Solicitations (Quotes)	10,000 – 49,999.99	25,000 – 50,000	10,000-100,000	20,001-100,000
Formal Solicitations (ITB/RFP)	**Greater than 50,000	BOC approves all awards where cost/revenue in excess of \$100,000	Greater than 100,000	Greater than 100,000

*DeKalb County, User Department is granted authority, at the discretion of the Department Director, to handle purchases where the cost is less than \$25,000

¹ **Cobb County, If expenditure is budgeted and approved by the Board of Commissioners as a line item in the Department's fiscal year budget, BOC approval is **not** required, Purchasing Director sign contracts

² **Cobb County, If expenditure is **not** budgeted and approved by the Board of Commissioners as a line item in the Department's fiscal year budget, BOC approval is required, Chairman or Delegated Authority sign contracts



Recommendations

PROCUREMENT METHOD	CURRENT THRESHOLDS	PROPOSED THRESHOLDS
Small Purchases that can occur without competition	\$0 – \$2,499.99	\$0 - \$5,000
P-Card per transaction limit	\$2,499.99 per transaction/daily transaction limit - 15	\$2,500 per transaction/daily transaction limit - 15
Informal purchases competitively procured via Quotes	\$2,500 - \$49,999.99**	More than \$5,000 up to \$100,000**
Formal purchases procured competitively procured via ITB/RFP	More than \$50,000	More than \$100,000



Recommendations

** Except that purchases for professional services and any other purchase that requires a written contract in accordance with State Law O.C.G.A. §36-10-1, cannot be procured via small purchases or quotes.



Recommendations

PROPOSED LANGUAGE

Authority of the purchasing agent §102-364(e)

Contract Extension. Under this article, the purchasing agent may extend a contract once for up to 90 days after the date of expiration under the contract for re-procurement purposes only, when the following conditions are met:

- (1) The purchasing agent determines in writing that the extension of the contract is in the best interests of the county and would encourage effective competition; and
- (2) The chief financial officer verifies the availability of funds.



Recommendations

PROPOSED LANGUAGE

Authority of the county manager §102-369

Except as otherwise provided in this article, the County Manager shall have the authority to sign contracts on behalf of the County, in the following circumstances:

- (a) For services, construction, professional and consultant services, grant agreements and intergovernmental agreements up to \$100,000.00 on behalf of the County, subject to budgetary limitations

Periodic Reporting to the Board of Commissioners

The Purchasing Agent shall submit to the Board of Commissioners, a report of all contracts up to \$100,000,00 signed by the County Manager on a monthly basis to be spread on the minutes





QUESTIONS