



DATE: December 13, 2023
TO: Board of Commissioners, Acting in its Capacity as the Local Contract Review Board
FROM: Kimberly Branam, Executive Director
SUBJECT: Report Number 23-38
Adopting Amendments to Local Contract Review Board Administrative Rules

BOARD ACTION REQUESTED AND BRIEF DESCRIPTION

Adopt Resolution No. 7510

This action by the Prosper Portland Board of Commissioners (Board) acting in its capacity as the agency's Local Contract Review Board (LCRB) will amend Prosper Portland's LCBR Administrative Rules to update the monetary thresholds for the agency to procure the goods and services, public improvements, and personal services using streamlined procedures consistent with recent changes to State of Oregon law.

STRATEGIC ALIGNMENT AND OUTCOMES

Adopting this action will allow Prosper Portland to continue to be a good steward of public funds by expending funds efficiently and according to State law.

BACKGROUND AND CONTEXT

On April 8, 1987, the Prosper Portland Board through Resolution No. 3550 designated the governing body of Prosper Portland as the LCRB for Prosper Portland to exercise the power and authority granted under State law relating to public contracts and purchasing.

On August 24, 2011, the Prosper Portland Board, acting as the LCRB, through Resolution No. 6904 established LCRB Administrative Rules, which govern how Prosper Portland procures goods and services, public improvements, and personal services needed for the agency to operate. The LCRB Administrative Rules prescribe the solicitation method based on the anticipated cost of the contract.

On May 30, 2023, Governor Tina Kotek signed Senate Bill 1047, which amends the State's Public Contracting Code to increase the contract price thresholds under which a contracting agency may apply certain streamlined solicitation and procurement methods for public contracts to be effective January 1, 2024. In response to this legislation, Prosper Portland seeks to amend its LCRB Administrative Rules to match these new contract price thresholds for its streamlined solicitation and procurement methods (see a summary of the new thresholds in Attachment A). The amended LCRB Administrative Rules will automatically adjust in response to future amendments to the contract price thresholds set forth in the State Public Contracting Code.

EQUITY IMPACT

Adopting this resolution will afford Prosper Portland a greater opportunity to directly support local small businesses by streamlining the process for contracting with such business on a larger range of small and intermediate procurements of goods and services, public improvements, and personal services.

COMMUNITY PARTICIPATION AND FEEDBACK

There was no public participation related to this action.

BUDGET AND FINANCIAL INFORMATION

There are no direct financial impacts from this action.

RISK ASSESSMENT

There are no risks to this action. If not adopted, Prosper Portland will be missing an opportunity to make its procurement processes more efficient, effective, and to have a greater opportunity to support local businesses.

ATTACHMENTS

- A. Summary of New Procurement Thresholds

SUMMARY OF NEW PROCUREMENT THRESHOLDS

Goods and Services

GOODS AND SERVICES		
Amount	Process	Procurement Requirements
Decentralized Process (completed by department staff)		
\$1 - \$1,000	Direct Pay	Need a Purchase Order and an Invoice
\$1,001 - \$25,000	Purchase Order	A signed Purchase Order
Centralized through the Procurement Team		
\$25,001 - \$50,000	Intermediate Procurement	Phone calls or emails to at least three (3) vendors to obtain verbal or written quotes.
\$50,001 - \$250,000	Intermediate Procurement	Request for written offers from three (3) vendors.
≥ \$250,000	Formal Solicitation	Requires an RFP with advertising.

Personal Services

PERSONAL SERVICES		
Amount	Process	Procurement Requirements
Decentralized Process (completed by department staff)		
\$1 - \$1,000	Direct Pay	Need a Purchase Order and an Invoice
\$1,001 - \$25,000	Purchase Order	A signed Purchase Order
Centralized through the Procurement Team		
≤ \$100,000	A&E Direct Award with a solicitation. A contract and PO are required.	
\$25,001 - \$50,000	Intermediate Procurement	Phone calls or emails to at least three (3) vendors to obtain verbal or written quotes.
\$50,001 - \$250,000	Intermediate Procurement	Request for written offers from three (3) vendors.
≥ \$250,000	Formal Solicitation	Requires an RFP with advertising.

Public Improvement

PUBLIC IMPROVEMENT		
Amount	Process	Procurement Requirements
Decentralized Process (completed by department staff)		
\$1 - \$1,000	Direct Pay	Need a Purchase Order and an Invoice
\$1,001 - \$25,000	Purchase Order	A signed Purchase Order
Centralized through the Procurement Team		
\$25,001 - \$50,000	Intermediate Procurement	Phone calls or emails to at least three (3) vendors to obtain verbal or written quotes.
\$50,001 - \$100,000	Intermediate Procurement	Request for written offers from three (3) vendors.
≥ \$100,000	Formal Solicitation	Requires an ITB with advertising.