

# The Villages®

## Community Development Districts

# Purchasing Department

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Community Development Districts

*Hospitality ~ Stewardship ~ Hard Work ~ Innovation & Creativity*

[www.DistrictGov.org](http://www.DistrictGov.org)

# What Do We Do in the Purchasing Department?

## Areas of Responsibility

- 
1. Purchase Orders
  2. Purchasing Card Program
  3. Competitive Solicitations
  4. Contract Administration

# Purchase Orders

Written document ordering supplies, commodities, professional services and construction services for the District. The document shows all terms and conditions of the purchase.



## 3 Types of Purchase Orders

- Standard / Contract
- Emergency
- Disaster



Non Solicited purchases are defined as any purchase where the total value is below \$50,000.

In compliance with our Purchasing Policy, dollar thresholds determine the requirements for the Invitation to Quote process.

Estimated Value	Quote Requirement
\$.01 - \$4,999.99	No mandatory quotation or bid requirements
\$5,000.00 - \$24,999.99	Three written quotes required
\$25,000.00 - \$49,999.99	Three written quotes required and obtained by Purchasing
\$50,000.00 and Over	Solicitation Process

A white 3D figure is standing next to a laptop. The laptop screen is blue and displays the word "STATS" in white capital letters. The figure has its right hand pointing towards the screen.

**Fiscal Year 2021/2022**

- Issued 4,906 purchase orders
- Total \$102,945,401.25

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# Purchasing Card Program

- Provides an efficient method of purchasing and paying for goods and services
- Enables the cardholder to purchase approved commodities and certain services directly from vendors
- Purchases are made in accordance with District Purchasing policies and procedures



## Benefits to the District

- Emergency/Field Purchases
- Rebate on P Card purchases from JP Morgan Chase
- Operations cost savings and efficiencies



**Fiscal Year 2021/2022**

- Total Spend \$4,828,703.00  
\*Rebate Amount \$76,776.38

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# Competitive Solicitations

- All purchases \$50,000.00 and greater
- Required by Florida State Statutes
  - ✓ Invitation to Bid
  - ✓ Request for Proposals
  - ✓ Request for Qualifications
  - ✓ Request for Information
- Open/Fair to All Interested Vendors
- Publicly Advertised
- Must Be “In the Sunshine”



# Competitive Solicitations



**Invitation to Bid** - used when a specific scope of work or precise specifications for a commodity, group of commodities or certain services can be stated. Award is based on lowest responsive and responsible bid.

**Request for Proposal** - Primarily for services. Based on qualifications and cost with qualifications being most important. Uses award criteria such as Proposer's experience, years in business, and professional certifications and credentials. Selection/Evaluation Committee members score and rank proposals. Award made to highest scoring and ranked proposer.



# Competitive Solicitations continued...

## REQUEST FOR QUALIFICATIONS

Similar to Request for Proposals but qualifications are the sole basis of selection. Does not include pricing. Can be used as part of a multi-step bidding process or award directly.



## REQUEST FOR INFORMATION

A selection method used for the acquisition of products or services when only the end result desired is known. Enables the “marketplace” to provide information on how to reach that result.

# Piggybacks, Consortiums, Co-Ops & Alliances

As a governmental entity the District has the ability to gain an economy of scale advantage and utilize contracts that have been formally solicited by another governmental entity or by a governmental consortium in which the entity is an active member.

This is an excellent process to gain efficiencies by using another agencies awarded agreement for products and services that meet the Districts same needs, terms and conditions. By using these methods, the District can save both time and resources.



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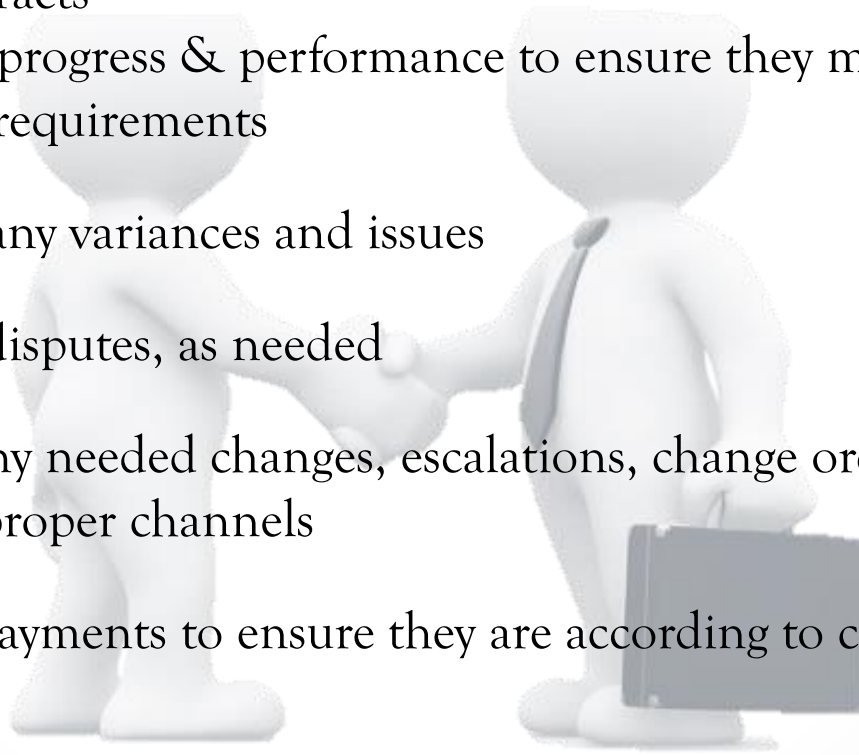
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# Contract Administration

- Manage, Monitor and Maintain all documentation on over 700 contracts
- Monitor progress & performance to ensure they meet the contract requirements
- Identify any variances and issues
- Resolve disputes, as needed
- Process any needed changes, escalations, change orders, etc. through proper channels
- Review payments to ensure they are according to contract



# Other Purchasing Activities



- Train District Departments and Vendors on District Purchasing Policies and Procedures.



- Train District Staff on use of BSA Software Requisition Process
- Train on P-Card Processes



- Assist Risk Management to Ensure all Vendors are properly Insured and Certified to conduct work in the District.

- Sale of surplus Property at Auction



# Thank you!

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