

Purchasing 101

Introduction to Purchasing Training – For City Council



General Services Purchasing Division (GSPD)

City Charter 2.9.3(A) states General Services Purchasing Division has the following duties and powers:

Exclusive management and control of the purchasing of all supplies, equipment and personal property and services in connection therewith, for the City and County and for all departments, agencies, boards, commissions and authorities thereof, except the City Council, and the power to establish and control standards and specifications for such supplies, equipment and personal property after consultation with the requisitioning department, agency, board or commission.



When to use GSPD vs Contracts Departments

- When you need to purchase a good or non-professional service* – GSPD (e.g., repair of truck scale, window tinting, vehicles, automotive parts, graphic design services)
- When you need Professional Services – GS Contracts Department (e.g., Emergency Contracts, On-Call Contracts)
- When you need Professional Services that pertain to only your agency – Agency Contracts Department. (e.g., Food Services, Polygraph Examination Services, Laundry Uniform Cleaning)

*For services over \$10,000 GSPD will solicit the need and the Contracts Department will manage the contract.



How to Purchase through GSPD

- Workday Requisition (Reg)
- Workday Blanket Purchase Order (BPO)
- If a new RFP is needed, enter a request through [Salesforce](#)



What is needed for a Requisition

- Valid Quote from Vendor (requisition submittal date should be within 30 days of issuance of quote)
- Agency Contact information for receipt of goods or services
- Vendor Contact information (**including email address**)
- Special Delivery information if needed (e.g., delivery times)
- Any approval documents, including completed Bid Exceptions Forms, completed Unauthorized Purchases Forms, DSBO determinations (50K+ on new needs).
- Any other documents to help with the purchase



Other Considerations Needed

- TS Department for any technology related goods or services
- Prevailing Wage for any non-professional services – if in doubt contact Prevailing Wage
- DSBO determination for any solicitation over \$50,000



Different Types of Solicitations



3 Type of Solicitations

1. **Informal Proposal** - \$10,000 - \$50,000, lowest responsive proposer
2. **Invitation for Bid (IFB)** - \$50,000 and over, lowest responsive bidder
3. **Request for Proposal (RFP)** - \$50,000 and over, highest score inclusive of technical merit and pricing



Sourcing Steps – Best Practice

- First Step: look at existing MPOs and Executed Contracts to see if the goods or services are already sourced to a contract
- If you have a new need (goods or services) that needs to be sourced, reach out to your Procurement Analyst first



Different Types of Contracts



3 Types of Contract

1. **Purchase Order (PO)** – Transactional, for goods and services, managed by GS Purchasing
2. **Master Purchase Order (MPO)** – goods and services related to good, managed by GS Purchasing
3. **Executed Contracts** – for services, managed by a Contracts Department or City Agency



Where to find the Contracts

- MPOs – [Purchasing Denver Hub Page](#)
- GS Executed Contracts – [Citywide Contracts Denver Hub Page](#)
- Agency Contracts – See your Agency's Contract Administrator



Cooperative Purchases

- Cooperative agreement between various governmental entities that take advantage of economies of scale
- Agreements have been competitively awarded by larger entity
- Has language for City to use the contract
- If looking to purchase a product over \$10,000, ask the vendor if they participate in any cooperative agreements



Vendor Agreements

STOP – DO NOT SIGN

ONLY THE MAYOR CAN SIGN VENDOR AGREEMENTS

If you sign a vendor agreement, you may be personally liable for the agreement.

If they are asking for a signature, DO NOT SIGN IT.- Contact the Purchasing Division for guidance.



Who to Contact for Questions

- Contact your Procurement Analyst
- [Purchasing Denver Hub Page](#)
- Email: central.purchasing@denvergov.org



Questions

