

# Procurement

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FEBRUARY 23, 2026

# Questions

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- Clarification on the pre-qualification of vendors.
  - Is this for design services only? Would construction manager type services be included?  
**This is strictly for architectural and engineering design services. Please note cost is not a consideration. This is just to determine who is most qualified. When a project arises, the most qualified firms are contacted first to provide a proposal.**
- Would this be limited to work the City does not have the capability to perform as a smaller City?  
**These services enhance the services provided by City employees.**
- Clarify/Confirm ORC pre-qualification terms of vendors?  
**Correction. ORC 153.68 only requires having a current statement of qualifications on file. The City goes a step further than the ORC by requiring a full pre-qualification process every three years as well as an annual certification process.**

# Questions

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- Could \$100,000 be considered for the small purchase threshold?  
**The administration believes \$250,000 is appropriate based on previous uniform guidance. Please provide context around why \$100,000 vs \$250,000**
- Share a copy of the federal procurement guidance relied on for the 2022 procurement policy revision and recent updated guidance.  
**This was provided via e-mail along with a link to current guidance.**
- Please provide the total value of professional from March 2022 to date between \$10K and \$250K, specifically those that Council did not specifically authorize outside of operations budget approval.  
**This information was provided via e-mail**

# Questions

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- Provide the five largest vendors from 2022 to date.

**Provide via e-mail**

- What is the internal process for identifying a professional service vendor and entering into a contract that is below \$250,000?

**This is laid out on the decision tree. If the service will be \$10,000 or less (micro-purchase) try to use different vendors but just need to open a requisition. Greater than \$10,000 but less than \$250,000 (small purchase), request proposals from at least two vendors. With professional services qualifications is also a large piece so requests for proposals for professional services will always require qualifications. The responses are scored and the most qualified at the best cost is selected. The Mayor is informed of the selected vendor and provided the contract to sign. Over \$250,000 the process is the same as the greater than \$10,000. Only difference is the scoring and recommended vendor is presented to Council for authorization for the Mayor to sign the contract.**

# Our Gahanna

- Goal 2 - Serve Our Community: High-quality municipal services that are effective, collaborative, and responsive.
  - Enhance internal operations
    - A.2: Establish a framework by which projects may be evaluated and prioritized while measuring progress toward the City's goals.
    - A.5: Embed the Strategic Plan into the City's budget development process.
    - A.6: Hold an annual retreat to review the Strategic Plan and update or revise goals as appropriate.
    - A.8: Ensure transparency and responsiveness throughout City government.
    - A.12: Assess technology usage across all city departments and identify needs and/or barriers to utilizing available technology to the fullest extent to enhance communications and improve operations.
    - A.14: Establish internal guidance of policies and procedures to ensure they are applicable, modern, and achieve compliance.
    - A.16: Streamline procurement and financial practices

# Data Analysis

Threshold	\$250,000	\$150,000	\$100,000	\$79,568
Percentage of Professional Services Authorized	73%	79%	82%	85%
Number of Professional Service Contracts Authorized	12	11	18	29

# Comparison – Professional Services

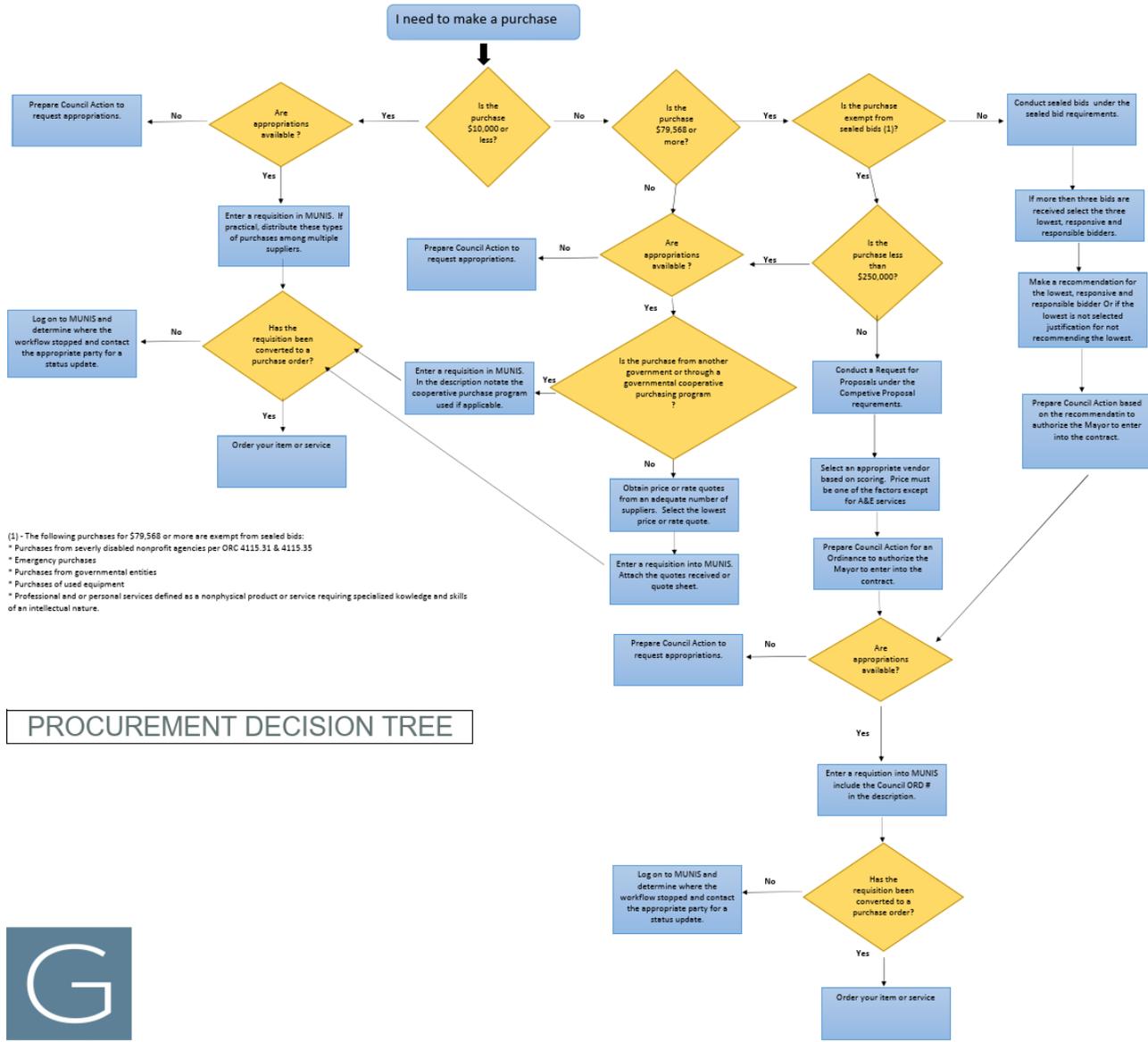
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City	Amount
Upper Arlington	\$150,000
Westerville	\$100,000
New Albany	\$100,000
Worthington	\$75,000
Dublin	\$75,000* (currently under review to increase)
Hilliard	\$75,000

# Procurement

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FEBRUARY 9



PROCUREMENT DECISION TREE



# Petty Cash

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- 133.02 (C)(1)(a)- \$100 reimbursed via City's petty case procedures

# Micro and Small Purchases

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- 133.02(C)(2)(a) – Micro Purchase
  - \$1 - \$10,000 purchase may be made by obtaining a purchase order through Finance as defined by procurement policy
- 133.(C)(3)(a) – Small Purchase
  - \$10,001 - \$250,000 purchase may be made by obtaining quotes from an adequate number of qualified sources as defined by procurement policy
  - Excludes items required to be bid under ORC 735.05. These items follow competitive bidding.

# Sealed Bids

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- 133.02(C)(4)(a) - For purchases of \$75,000 or more for 2024; increased by three percent each year thereafter with exceptions for (2026 amount \$79,500):
  - Purchases made from qualified nonprofit agencies under 4115.31 – 4115.53
  - Emergency purchases
  - Purchases from other governmental agencies
  - Purchases of used equipment
  - Professional and personal services
- Council authorization for Mayor to sign contract.

# Competitive Proposals

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- 133.02(C)(5)(a) – Sealed bids are not required, and the purchase is \$250,001 or more
- Council authorization for Mayor to sign contract.

# 133.02(C)(6)(a)

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- Non-competitive or sole source only allowed for the following:
  - only available for a single source
  - public exigency or emergency
  - expressly authorized by the federal awarding agency or pass-through
  - competition determined to be inadequate after solicitation from a number of sources

# Pre-Qualified Contracts

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- Permissible under ORC 153 for architectural and engineering services
- Allows the City to pre-qualify firms for services
- When projects arise, the most qualified is contacted for contract negotiations which would follow professional services procedures.

# QUESTIONS?

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# Comparison – Professional Services

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