

Subject: Fw: Questions/Clarification re: Procurement Policy ORD-0006-2026
Sent: 2/23/2026, 4:57:45 PM
From: Jamille Jones<jamille.jones@gahanna.gov>
To: Council
Attachments: [Analysis for Council.xlsx](#)
[FIN_ATT_48 CFR Part 2 Subpart 2.1 \(in effect on 3-17-2022\).pdf](#)

Hello colleagues,

Please see attached materials in reference to Procurement Policy ORD-0006-2026.

Thank you,
Jamille

From: Joann Bury <Joann.Bury@gahanna.gov>
Sent: Monday, February 23, 2026 4:15 PM
To: Jamille Jones <jamille.jones@gahanna.gov>; Kevin Schultz <kevin.schultz@gahanna.gov>; Miranda Vollmer <miranda.vollmer@gahanna.gov>; Laurie Jadwin <laurie.jadwin@gahanna.gov>
Cc: Trenton Weaver <trenton.weaver@gahanna.gov>
Subject: RE: Questions/Clarification re: Procurement Policy ORD-0006-2026

Hello,

Please see below and attached. Please note the Analysis for Council was performed over purchase orders issued and **not** actual expenditures. Purchase orders were used as they are open for the contracted or quoted amount.

Thank you!

Joann Bury
Finance Director
Finance Department



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From: Jamille Jones <jamille.jones@gahanna.gov>
Sent: Friday, February 13, 2026 12:04 AM
To: Kevin Schultz <kevin.schultz@gahanna.gov>; Joann Bury <Joann.Bury@gahanna.gov>; Miranda Vollmer <miranda.vollmer@gahanna.gov>; Laurie Jadwin <laurie.jadwin@gahanna.gov>
Cc: Trenton Weaver <trenton.weaver@gahanna.gov>
Subject: Questions/Clarification re: Procurement Policy ORD-0006-2026

Hello all,

Please see below for the list of additional questions and information requested by Council in regards to Procurement Policy ORD-0006-2026.

- Clarification on the pre-qualification of vendors:
 - For architecture and engineering. Is this limited to design only? Would a construction manager contract (or similar where any construction is part of the underlying agreement) be included as a potential contract falling under this pre-qualification? For context, this \$250,000 threshold matches the prevailing wage law threshold.

This is strictly for architectural and engineering design services. Please note that 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.

- Am I correct in assuming that this would be limited to work that the city does not have the capability of performing on its own as a smaller city (e.g., we're not Columbus)?

These services enhance the services provided by City employees.

- Confirm/clarify ORC sections that pertain to 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.

- Seeking additional conversation on the \$250,000 threshold for Council approval.
 - Could we consider say \$100,000?

The administration believes the \$250,000 threshold is the appropriate amount based on previous Uniform Guidance. Please provide context around why \$100,000 vs \$250,000.

- Please share a copy of federal procurement policy guidance relied on for 2022 procurement policy revisions and recent updated guidance

Please see attached. The thresholds are highlighted. We used the main threshold for each and did not include the varying limitations. This can also be located at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

- Please provide total value of professional contracts from March 2022 to year to date between \$10k-\$250k, specifically those that council did not specifically authorize outside of operations budget approval.

See Analysis for Council attached. These are all authorized as part of the operational budget process. All were provided since the administration cannot procure any services without appropriations.

- Seeking scope of work and duration of contract terms with five largest (meaning largest contracts/payments) grossing vendors from March 2022 to year to date

See Analysis for Council attached.

- Further information on the processes internal to the administration when identifying a professional services vendor and approving a professional services contract below the \$250k threshold (outside of the procurement process tree)

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.

Thank you and we look forward to further discussion.

JAMILLE JONES she/her/hers

City Council, Member At Large

Council Liaison to the Gahanna Jefferson Board of Education



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[Schedule time to meet with me by clicking here.](#)