

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT PURCHASING GOODS AND SERVICES	Number 35.10	Issue 5	Page 1 of 6
	Effective Date July 1, 2010		

1. Purpose

- 1.1 To establish the policy and procedure for centralized purchasing of goods not stocked in Central Stores, and for the acquisition of non-professional services.
- 1.2 To establish policy and procedure for Purchasing & Contracting Department staff assigned to act as liaison to requesting departments, Auditor/Comptroller, and other City departments on procurement matters.
- 1.3 To establish policy and procedure for department staff assigned to act on procurement matters as their department's liaison to the Purchasing & Contracting Department, Auditor, and Comptroller.

2. Policy

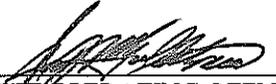
- 2.1 The Purchasing & Contracting Department shall assign and use qualified persons from their staff to act as liaisons with other City departments, Auditor, Comptroller, and others concerning procurement of equipment, materials, supplies and non-professional services.
- 2.2 Departments shall assign and use qualified persons from their staff to act as their department's liaisons with the Purchasing & Contracting Department, Auditor, Comptroller, and other City departments concerning department payments for equipment, materials, supplies, and non-professional services.
- 2.3 Procurement of non-stock items and non-professional services shall be requested by the departments by use of Purchase Requisitions via on line SAP requisitions.
- 2.4 Departments may purchase equipment, materials and supplies with their City credit card (p-card), in accordance with Administrative Regulation 95.55.

(Supersedes Administrative Regulation 35.05, Issue 1, effective February 1, 1980)

(Supersedes Administrative Regulation 35.10, Issue 4, effective February 1, 1980)

(Supersedes Administrative Regulation 35.20, Issue 2, effective July 1, 1967)

Authorized



CHIEF OPERATING OFFICER



PURCHASING AGENT

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- 2.5 Department liaisons who are responsible for requisitioning shall be responsible for determining what items are available in Central Stores to avoid requisitioning such items as outside purchases.
- 2.6 Department liaisons shall:
- A. Serve as information resources/assistance to their departments and as points of coordination with Purchasing & Contracting Department staff for department's materials/supplies and services procurement activities.
 - B. Coordinate between department requesting personnel and Comptroller on Purchase Requisition submittal and expenditure requests against the available budget for an account or project.
 - C. Coordinate between department requesting personnel and Comptroller on Purchase Order and Receiving Report distribution and processing.
 - D. Coordinate between department requesting personnel and the Purchasing & Contracting Department on Purchase Requisition submittal, including ensuring all supporting documentation is attached to the Purchase Requisition and SAP and Municipal Code guidelines are followed.
 - E. Coordinate between Auditor/Comptroller (Accounts Payable) for timely Receiving Report completion/submittal and on vendor payment schedules. Where required, serve as contact for vendors on payment status questions and invoicing.
 - F. Assist department in procurement status follow-up with vendors.
 - G. Assigned liaison personnel shall attend Purchasing & Contracting training sessions, scheduled through that department.
- 2.7 Purchasing & Contracting liaisons shall:
- A. Serve as information resources/assistance and as point of coordination to department liaison for department's materials/supplies and services procurement activities.
 - B. Assist departments in periodic planning for the procurement of on-going or future materials, supplies, equipment, and service needs.

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- C. Coordinate with department liaison and vendor community, and serve as vendor/supplier contact, on Requests for Bid (RFB), Requests for Quote (RFQ), Requests for Information (RFI), Requests for Statement of Qualifications (RFSQ), and Requests for Proposal (RFP).
- D. Coordinate with department requesting personnel and/or department liaison on Purchase Requisition submittal, including ensuring all supporting documentation is attached to the Purchase Requisition and SAP and Municipal Code guidelines are followed.
- E. Coordinate with department liaison and Comptrollers on issuance of Purchase Orders, ensuring SAP, Purchasing & Contracting, and Municipal Code guidelines are followed.
- F. Assist department liaison with writing RFP/RFP/RFSQ product and/or services specifications

3. Procedure – Purchase Requisitions

Responsibility

Action

Requesting Departments

- 3.1 Department heads shall select and assign qualified persons from their staff to serve as liaisons for procurement of materials, supplies, equipment, and services, and shall submit lists identifying these persons and their locations to the Purchasing Agent, City Auditor, and Comptroller.
- 3.2 For sole source requests, routes explanatory memo requesting approval by department head and submits authorized request to Purchasing Agent.
- 3.3 Prepares Purchase Requisition in SAP according to instructions in Process Narrative PN-0113 , SAP and Purchasing & Contracting resource manual guidelines, verifies accounting data and availability, accuracy, suitability, completeness and adequacy, and obtains authorized signature.
- 3.4 Liaison forwards the approved Purchase Requisition to the Office of the Comptroller.

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| | 3.5 When Council approval is required per City Municipal code, prepares Request for Council Action, unless the requirement is Citywide. |
| Comptrollers | 3.6 Reviews requisitions for accurate accounting data, funds availability, and appropriate approvals. Generates transactions to encumber funds. |
| Purchasing & Contracting | 3.7 Purchasing Agent shall select and assign qualified persons from their staff to serve as liaisons for procurement of materials, supplies, equipment, and services, and shall submit lists identifying these persons and their locations to the City Departments, City Auditor, and Comptroller. |
| | 3.8 Serves as information resource and points of contact/assistance to department liaisons and the vendor community for all materials/supplies and services procurement activities. |
| | 3.9 Reviews the Purchase Requisition for proper purpose/benefit and reasonableness and, if necessary, contacts the department Liaison for clarification or additional information. Carries out the proper solicitation and award process, except Request for Council Action, unless the Purchase Requisition is a Citywide requirement. |
| <u>Responsibility</u> | <u>Action</u> |
| Purchasing & Contracting | 3.10 Reviews and releases Purchase Requisition and issues RFB/RFP, and/or Purchase Order (as required) in SAP system. |
| | 3.11 Prints Purchase Order and sends to vendor. |
| Requesting Department | 3.12 Department Liaison compares Purchase Order with Requisition, and immediately informs Purchasing & |

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Contracting if there is any error.

3.13 Department Liaison provides follow-up as necessary with vendor and contacts responsible Buyer in Purchasing & Contracting if assistance is needed in resolving problems.

3.14 Department Liaison coordinates with requestors on receipt and acceptance/rejection of purchased items. Assists in the process of receiving Report completion and timely submittal to the Comptroller, records data from or keeps copy of all Receiving Reports. (See A.R. 35.30, Receipt of Goods and Services.)

4. Procedure – Changes and Cancellations Responsibility

Responsibility

Action

Requesting Department

4.1 Requestor notifies Department Liaison of any required change or cancellation. Requests to change or cancel Purchase Orders must be in writing and signed by authorized department designee. Enters modification request in OneSD SAP system for Comptroller’s review and approval. (The procedure is the same as for Purchase Requisitions.)

4.3 Forwards modification/cancellation request to Comptroller.

Comptroller

4.4 Reviews and approves Requisition.

Purchasing

4.5 Reviews and releases modification; mails to vendor.

5. Procedure – Report of Unsatisfactory Materials, Supplies or Equipment

Policy: Unsatisfactory materials, supplies, or equipment shall be reported to Purchasing by the requesting department. Purchasing shall take appropriate action to prevent recurrence of the problem.

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Responsibility

Action

Requesting Department

5.1 Prepares a Report of Unsatisfactory Materials, Supplies or Equipment (Form PA-10).

Responsibility

Action

Requesting Department

5.2 Sends original and duplicate to Purchasing & Contracting.

Purchasing & Contracting

5.3 Reviews report and:

A. Compares with any previous reports on the same item.

B. Contacts vendor as required.

C. Requests quality control testing/information as applicable.

5.4 Completes "Action Taken" portion of Form PA-10; sends duplicate to originator and files original.

APPENDIX

Legal References

City Charter, Section 35, 80, 82, 84, 94, 100

San Diego Municipal Code Sections 22.0504 and 22.0209, Chapter II, Article 2, Division 5

Council Policy 300-07

Forms

PA-6, Purchase Order – Receiving Report

PA-10, Report of Unsatisfactory Materials

Subject Index

Equipment, Reporting Unsatisfactory

Material, Reporting Unsatisfactory

Purchasing

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