

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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CITYWIDE DEPARTMENT USE OF COOPERATIVE PROCUREMENT CONTRACTS	Effective Date June 22, 2018		

ATTACHMENT 1

COOPERATIVE PROCUREMENT CERTIFICATION MEMORANDUM

DATE: [INSERT DATE]
TO: [INSERT NAME], Director, Purchasing & Contracting
FROM: [INSERT NAME OF PERSON WRITING CERTIFICATION MEMO], [TITLE]
SUBJECT: Request for Cooperative Procurement Contract under San Diego Municipal Code §22.3208
[INSERT NAME OF COOPERATIVE PROCUREMENT CONTRACT]

In accordance with San Diego Municipal Code (SDMC) §22.3208, the [INSERT NAME OF DEPARTMENT] Department requests the Purchasing Agent utilize a contract for the provision of [INSERT DESCRIPTION OF GOOD OR SERVICE] as described in the [INSERT NAME OF COOPERATIVE PROCUREMENT CONTRACT] contract (hereinafter “Contract”) awarded by [INSERT THE AGENCY NAME].

The Contract meets the requirements of SDMC §22.3208 as described below:

1. The Contract is in the Best Interest of the City:

[INSERT REASONS]

2. The Contract is to the City’s Economic Advantage:

[INSERT REASONS]

In addition, the City will save time and resources by utilizing this existing Contract, in lieu of putting this item out to bid.

3. The Contract was Awarded Using a Process the Complies with the Policies, Rules, and Regulations Developed by the City Manager:

Advertising: The [AGENCY] [Describe method of advertising here. This could be posting the notice of the solicitation on the Agency’s website, advertising in a newspaper of general circulation, etc.] on [INSERT DATE(S)]. The deadline for submission of sealed proposals in response to the [SOLICITATION] was [INSERT DATE]. In addition, the [AGENCY] posted the [SOLICITATION] on the following websites [INSERT NAMES OF WEBSITE] on the following dates [INSERT DATES].

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Therefore, the [SOLICITATION] was advertised in the named print publication(s) and website(s) for more than ten (10) days prior to the solicitation closing date in compliance with SDMC § 22.3208 and A.R. XX.

In addition, and consistent with Charter section 100, the [AGENCY] awarded the contract after completing a comprehensive, fair, and objective bidding process which included clearly defined criteria.

Summary of Evaluation Process: [INSERT SUMMARY OF EVALUATION CRITERIA AND EVALUATION PROCESS AS DESCRIBED IN SOLICITATION]

Based on the foregoing, I certify that the requirements of SDMC § 22.3208 and A.R. XX are met: the [AGENCY] Contract is in the City's best interests; (2) the contract is to the City's economic advantage; and (3) the Contract was competitively awarded using a process that complies with the policies, rules, and regulations developed by the City Manager. This request is approved.

Director, Purchasing & Contracting

Date

Attachments: [LIST ANY ATTACHMENTS]

cc: FILE

[INSERT NAME OF EMPLOYEE/ORIGINATING DEPARTMENT]

[INSERT NAME OF PURCHASING AND CONTRACTING CONTACT], [TITLE]