



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

To: All Agency Directors

From: Eric R. Mens, CPP, CPPM *ERM*
Director, Procurement Services

Date: February 2, 2009

Subject: Policy No. 22, Only Practical Source Procurement (Revision 1)

1. Policy No. 22, issued October 20, 2008, replaced in its entirety the policy previously set forth in Purchasing Policies and Procedures Manual dated 09-01-02. This Revision 1 to Policy No. 22 makes the changes discussed below.

(a) In order to correct an administrative oversight, Section 22-5.4 *Review and Approval of Justification* is revised at paragraph (c) to clarify that procurements of \$100,000 or more will require OMBD approval and signature:

“(c) For procurements \$100,000 or more, if the Contract Specialist determines....”

(b) The second sentence of Section 22-7.1 is revised to delete the word “should” and substitute the phrase “Data fields shall, as a minimum, include:”

(c) In order to correct an administrative oversight, Section 22-7.4 is added as below to make Policy No. 22 consistent with reporting requirements contained in Section 17-6.8.3 of Policy No. 17, Emergency Purchases:

“**22-7.4** The Department of Procurement Services shall submit an annual report (including negative report) of sole source purchases to the Mayor’s designee for provision to the Mayor, the Chief Administrative Officer, and the City Council.”

2. This change is effective immediately upon dissemination.