

PURCHASING

SCOPE

City agencies must make every effort to gain the maximum benefits of a centralized purchasing system and competitive bidding. All materials, supplies, equipment, and services used by agencies, with the exception of professional services and public works (i.e., construction), must be obtained through the Bureau of Purchases. Professional services may be procured through the Board of Estimates with the assistance of the Law Department; public works (i.e., construction) may be procured through the Department of Public Works.

PROCUREMENT THROUGH THE BUREAU OF PURCHASES

To obtain materials, supplies, equipment, or services through the Bureau of Purchases, complete a Requisition (or, if ordering from a master blanket contract, a Release Requisition) using CitiBuy. (CitiBuy is the City's automated procurement system at www.baltimorecitibuy.org. Users may obtain passwords and user identification numbers by contacting the Bureau of Purchases.)

Agency heads are responsible for anticipating purchasing requirements in sufficient time to obtain goods and services through the normal channels in the Bureau of Purchases, and should use the following table as a guide as to the required lead time for the Bureau of Purchases to process their requisitions. (Note that the timeframes given below are averages; some procurement may take longer to complete.)

Purchase from an existing Master Blanket Contract	Expenditure of \$5,000 or Less	Expenditure of \$5,000 to \$25,000	Expenditure of \$25,000 to \$50,000	Expenditure of Over \$50,000
Average of 7 Days	Average of 14 Days	Average of 30 Days	Average of 45 Days	Average of 90 Days

DIRECT PURCHASES

Agencies may procure some items directly from a vendor provided that certain criteria are met. Expenditure Authorizations, Small Purchases Procurement Cards (credit cards), and Petty Cash Funds provide agencies the means to make direct purchases when necessary and are the subject of separate Administrative Manual policies.

RELATED DOCUMENTS

AM-212-1 CONTRACTUAL AGREEMENTS

AM-303-1 DIRECT PAYMENT ORDERS

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AM-301 -1

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PURCHASING

AM-303-2 CITY'S TAX EXEMPTION NUMBER

AM-308-1 PURCHASE ORDERS FOR GOODS & SERVICES – AGENCY
RESPONSIBILITIES

AM-309-1 SMALL PURCHASES PROCUREMENT CARD PROGRAM

AM-401-1 PETTY CASH FUND