



# Memorandum

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Date: September 11, 2024

To: Honorable Mayor and Councilmembers

From: Rey Valdes  
City Manager

Subject: **Utilization of NASPO Contract No. 19-19-05 for Procurement Support Services**

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## **Background**

The City of Doral requires procurement acquisition support services to assist the Department of Procurement and Asset Management in effectively managing the acquisition of diverse goods and services required by each City department. This is particularly important in light of the departure of the Director and its currently limited staff.

Civic Initiatives, LLC specializes in public sector procurement review and transformation support, with a focus on providing support to public procurement officers across the nation. The firm was created by public procurement professionals to provide effective support for public procurement professionals, with a majority of the team having direct experience in public sector procurement.

The State of Hawaii, by and through the National Association of State Procurement Officials (“NASPO”), competitively procured and awarded an agreement for procurement acquisition support and consulting services with Civic Initiatives, LLC (agreement number 19-19-05), which has an effective date of June 6, 2019, and has been renewed through December 2, 2024.

The City Manager previously engaged Civic Initiatives within the Manager’s discretionary authority on a limited project-by-project basis and wishes to expand the scope of services and obtain authority to utilize budgeted funds to provide ongoing support while a new Procurement and Asset Management Director is identified and brought on board.

Accordingly, Civic Initiatives, LLC submitted the attached scope of work which provides for both procurement acquisition support and compliance review services and includes a dedicated staff

member to serve on-site and virtually, as needed, as well as access to the entire Civic Initiatives, LLC team to provide any additional support that may be required.

### **Procurement**

Section 2-322 of the City Code of Ordinances provides that the City may enter into contracts procured by other public entities and cooperative purchasing ventures. The National Association of State Procurement Officials (“NASPO”) competitively procured and awarded Agreement No. 19-19-05 for procurement acquisition support and consulting services to Civic Initiatives, LLC. Accordingly, the City may enter into an agreement with Civic Initiatives, LLC pursuant to NASPO Contract No. 19-19-05, which has been procured through a cooperative purchasing program.

### **Fiscal Impact**

This item has a fiscal impact which is estimated to amount to approximately \$94,235.92 for 3 months, or as may otherwise be required. Funding for this purchase will be paid from Account No. 001.50005.500340 General Government Contractual Services or other such account where budgeted funds are available.

### **Recommendation**

The City Manager’s office respectfully requests that the Mayor and City Councilmembers authorize the City Manager to utilize NASPO Contract No. 19-19-05 and enter into an agreement with Civic Initiatives, LLC for procurement support services in a form acceptable to the City Attorney.