



Legislation Details (With Text)

**File #:** 20-0004      **Version:** 1      **Name:** Procurement Sole Source  
**Type:** Ordinance-Coded      **Status:** Passed  
**File created:** 11/21/2019      **In control:** City Council Legislative Session  
**On agenda:** 2/12/2020      **Final action:** 2/12/2020  
**Title:** Ordinance to Amend and Reenact the City Code of the City of Hampton, Virginia by Amending Chapter 2, Titled "Administration," Article XIV, Titled "Procurement Office," and Section 2-324, Titled "Applicability of, and compliance with, article" to Authorize the Chief Procurement Officer or His Designee to Approve Sole Source Transactions

**Sponsors:**

**Indexes:** Procurement

**Code sections:** 2.234(i) - Applicability of, and compliance with, Article

**Attachments:** 1. Sec 2-234 Rev Sole Source Approval (Redlined), 2. Sec 2-234 Rev Sole Source Approval (Clean)

Date	Ver.	Action By	Action	Result
2/12/2020	1	City Council Legislative Session	approved	Pass

Ordinance to Amend and Reenact the City Code of the City of Hampton, Virginia by Amending Chapter 2, Titled "Administration," Article XIV, Titled "Procurement Office," and Section 2-324, Titled "Applicability of, and compliance with, article" to Authorize the Chief Procurement Officer or His Designee to Approve Sole Source Transactions

**PURPOSE/BACKGROUND:**

See Discussion.

**Discussion:**

Hampton City Code 2-324(i), as currently adopted, requires City Council approval for all sole source acquisitions. Traditionally, those items appear on Council's consent agenda. The current action, if approved, would amend that code section to redirect approvals of those transactions to the chief procurement officer or his/her designee. That designee is the Deputy Director of Finance and Purchasing, Procurement Department, the individual who is also charged with managing Consolidated Procurement.

The primary impact of this amendment is to provide a mechanism to more efficiently and expeditiously process requests for sole source acquisitions (as approvals can be made as needed, and would no longer be limited to Council meeting dates). In addition, it would vest responsibility for approval in the position most knowledgeable in purchasing practices, and most equipped to scrutinize departmental sole source requests.

The proposed modification effectively creates an administrative review process, and is consistent with the current processes in the cities of Newport News, Norfolk, Chesapeake, Virginia Beach, and Portsmouth.

**Impact:**

Adoption of this modification will allow for more expedited processing of sole source requests.

**Recommendation:**

Adopt amendment to Hampton City Code Section 2-234(i) regarding sole source purchasing approval.

**BE IT ORDAINED** by the City Council of the City of Hampton, Virginia, that Section 2-324(i) of the City Code of the City of Hampton, Virginia be amended to read as follows:

**Chapter 2 - ADMINISTRATION**

...

ARTICLE XIV. PROCUREMENT OFFICE

...

Sec. 2-324. - Applicability of, and compliance with, article.

...

- (i) Upon a determination that circumstances make only one (1) source practically available for that which is to be procured, a purchase order or contract may be negotiated and awarded to that source upon the specific approval of the chief procurement officer or his designee.