

BERRYVILLE TOWN COUNCIL BUDGET AND FINANCE COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Meeting Room A/B
Regular Meeting
January 24, 2019
10:30 a.m.

<u>Item</u>		<u>Attachment</u>
1. Call To Order	Erecka Gibson, Chair	
2. Approval of Agenda		
3. Discussion	On-line payment options	1
4. Discussion	Amendments to Procurement Policy Manual	2
5. Discussion	Budget Calendar	3
6. Closed Session	No Closed Session Scheduled	
7. Other		
8. Adjourn		

↑ Denotes an item on where a motion for action is included in the packet

Attachment 1

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: ONLINE PAYMENT OPTIONS
DATE: 1/16/2019
CC: KEITH DALTON, TOWN MANAGER

As Heather reported earlier, there have been no changes since the October 18, 2018 committee meeting.

Council was provided with the following backup documentation:

- Non-competes; counter swipe authorization, discussed at 10/18/18 meeting.
- Transactions by Payment Type (typical month) provided at 10/18/18 meeting.
- Online Payment Comparison, provided at 9/27/18 meeting.
- Official Online Payment Contract Documents
- InvoiceCloud Contract Documents
- InvoiceCloud References and Queries

Attachment 2

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: PROCUREMENT POLICY CHANGES
DATE: 1/16/2019
CC: KEITH DALTON, TOWN MANAGER

Attached are the revisions to the Procurement Policy as a result of removing the word "Solicited" from the "Minimum Number of Solicited Quotes" in both the Small and Large Purchase Policy Matrix.

The changes appear on pages 3,4,7 and 8.

In this section *VPPA Limit* shall be defined as the threshold amount requiring competitive negotiation set in the VPPA.

The competitive pricing methods set forth below shall be followed for purchases not expected to exceed the VPPA Limit.

1. Goods and/or Nonprofessional Services Not to Exceed VPPA formal bid limit

1a. Up to \$10,000

- Where the Town's estimated cost of goods or nonprofessional services is \$10,000 or less, purchases may be made upon receipt of a minimum of one (1) written or telephone (oral) quotation.
- If more than one quote is solicited, the award will be made to the lowest responsive and responsible bidder.
- Additional sources may also be solicited, and competition is encouraged.
- Employees should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.
- P-Card is the preferred purchasing method.
- The purchasing limit of an employee is defined as the credit limit of the P-Card assigned to said employee.

1b. >10,000 to \$20,000

- Where the Town's estimated cost of goods or nonprofessional services is >\$10,000 up to \$20,000, purchases may be made upon ~~solicitation of~~ with a minimum of two (2) written ~~or telephone (oral)~~ quotations.
- Additional sources may also be solicited, and competition is encouraged.
- Employees should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.
- P-Card is the preferred purchasing method.
- The purchasing limit of an employee is defined as the credit limit of the P-Card assigned to said employee.

1c. Over \$20,000 to VPPA formal bid limit

- Where the Town's estimated cost of goods or nonprofessional services is over \$20,000 to the small purchase limits set in the VPPA, ~~solicit~~ receive four (4) written quotes using informal IFB.
- Quotes must be verified on the Record of Solicitations for Price Quotes form to be completed and signed by the Department Head and attached to a Request for Purchase Order form.
- If fewer than the required number of quotes are obtained, the reasons shall be documented and notification sent to Town Council.
- Approved Purchase Order is required prior to purchase.

2. Professional Services Not To Exceed VPPA Formal RFP Limit

- The Town may obtain required professional services using an Informal Request for Proposal up to the small purchase limits set in the VPPA.
- A minimum of four (4) ~~solicited quotes should be~~ are requested required.
- A written determination for the use of competitive negotiation is not required for Informal RFPs
- The solicitation should include a cover sheet, a general description of what is being sought, the factors and weights to be used in evaluation, the Town's General Terms and Conditions (either in full or by reference), and any special terms and conditions including unique capabilities or qualifications that will be required.
- Offers may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and hour stated in the solicitation.
- If fewer than the required number of quotes are obtained, the reasons shall be documented, and notification sent to Town Council.
- In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers.
- Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.
- An approved Purchase Order and a contract is required before goods are received or services rendered.

3. Transportation-related Construction (Up to \$25,000)

- Per the VPPA, the Town may establish purchase procedures not requiring competitive sealed bids or competitive negotiation for single term contracts for transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000.
- Competition is encouraged. A minimum of three (3) quotes are to be obtained using informal IFB. The informal IFB will be listed on the Department of General Services central electronic procurement website.
- The informal IFB should include a cover sheet, a general description of what is being sought, the factors and weights to be used in evaluation, the Town's General Terms and Conditions (either in full or by reference), and any special terms and conditions including unique capabilities or qualifications that will be required.
- Offers may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and hour stated in the solicitation.
- If fewer than the required number of quotes are obtained, the reasons shall be documented and notification sent to Town Council.
- In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers.
- Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.
- An approved Purchase Order and a contract is required before goods are received or services rendered.

Conferences/Site visits:

- All pre-bid conferences and/or site visits shall be mentioned in both the IFB and any advertisement.
- If attendance at such a conference or site visit is a prerequisite for bidding, the public notice period shall be long enough to provide adequate opportunity for potential bidders to obtain a copy of the IFB and attend.
- Any changes in the requirements of the solicitation must be made by written addendum.
- The due date for receipt of bids should not be less than 10 days after the issue date of the addendum.

Sources:

- If fewer than the required number of sources are solicited, the reasons must be documented in writing and placed in the bid file and sent to Town Council for determination.
- ~~Solicit at least~~ Receive bids from three (3) valid sources, ~~including a minority or women-owned businesses, if available, and or~~ advertise on the Virginia Department of General Services central electronic procurement website. Notice shall be posted on the Town website.

Sealed Bids (IFBs)

Receipt, Opening, Evaluation, and Award:

Receipt:

- Bids shall be received until the date and time specified in the IFB.
- Bids are then publicly opened and read aloud.
- Late bids shall not be considered.

Opening:

- After bid opening, each bid is evaluated to determine if it is responsive to the IFB.
- The responsive bids are then evaluated by the purchasing agent or other Town staff (as determined by the Town Manager) according to the criteria and/or evaluation procedure described in the IFB to determine the lowest bid.

Evaluation:

- The lowest responsive bidder is then evaluated to determine if the firm is responsible.

Award

- The contract is awarded to the lowest responsive and responsible bidder.
- Award of the contract must be approved by Town Council.

2. Competitive Negotiation (RFP)

General:

- The Town shall use competitive negotiation for the procurement of all professional services estimated over the VPPA limit.
- Competitive negotiation may be the procurement method used for goods and nonprofessional services when it is not practicable or fiscally advantageous to use competitive sealed bidding.

Preparation and Issuance of a Request for Proposal (RFP):

- A written RFP is issued to describe in general terms that which is to be procured.
- The RFP must list the specific requirements to be addressed by the offerors that will be used in evaluating the proposals and will contain other applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractor.
- When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror.
- The terms or conditions of the RFP must state the manner in which public notice of the award or the announcement of the decision to award shall be given by the public body.
- Advertisement of solicitation of the RFP, including newspaper publication, is required by the VPPA.
- RFP evaluation criteria

Format:

- Establish a proposal submission due date and time which provide sufficient time for potential offerors to develop a proposal.
- Town Council will approve the RFP before it is issued.
- The minimum time period is ten (10) days from issue date of the RFP.
- The time period used may be greater than the required ten (10) days based on the complexity of the requirement and whether or not a preproposal conference is required.

Sources:

- If fewer than the required number of ~~sources~~ bids are solicited received, the reasons must be stated in writing and placed in the bid file and sent to Town Council for determination.
- RFPs shall be sent to ~~at least three (3) valid sources, including a minority or women-owned businesses, if available, or~~ advertised on the Virginia Department of General Services central electronic procurement website. Notice shall be posted on the Town website and published in a local newspaper of general circulation.

Proposal Conferences:

- All preproposal conferences or site visits must be mentioned in the RFP and any advertisement of it.
- If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice period must be at least ten (10) days after issuance to provide adequate opportunity for potential offerors to obtain a copy of the RFP and attend.

Attachment 3

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: FY 20 DRAFT BUDGET CALENDAR
DATE: 1/16/2019
CC: KEITH DALTON, TOWN MANAGER

I have attached a FY 20 DRAFT Budget Calendar. The dates set for the Budget and Finance Committee work session and the Town Council work session mirrored last year's. These dates and can be altered as required.

DRAFT BUDGET CALENDAR FY 2019-2020

ACTIVITY	RESPONSIBILITY	DATE
Ask for Department & CIP Budget Requests	Town Manager Town Treasurer	January 15, 2019
Prepare Budget & CIP Requests	Department Heads	January 15, 2019 February 1, 2019
Submit Departmental & CIP Budget Requests	Department Heads	February 1, 2019
Prepare Initial Revenue Estimates for Upcomming FY	Town Manager Town Treasurer	January 15, 2019 February 1, 2019
Review Department & CIP Budget Requests	Town Manager Town Treasurer	February 1, 2019 February 22, 2019
Prepare Non-departmental Budget Requests	Town Treasurer	January 15, 2019 February 1, 2019
Review/Revise Budget Estimates with Dept Heads	Town Manager	February 1, 2019 February 22, 2019
Budget Committee Worksession	B&F Committee Town Staff	Feb 28 at 10:30 am A/B Meeting Room
Budget Worksession	Town Council Town Staff	Mar 12 at 3:00 pm Main Mtg Room
Advertise Tax Public Hearing	Town Staff	March 19, 2019
Public Hearing Real Estate Tax Rates	Town Council	April 9, 2019
Council Meeting Set 2019 Tax Rates	Town Council	April 9, 2019
Print & Proof Budget	Town Treasurer	April 9, 2019 April 30, 2019
Advertise Budget Public Hearing	Town Staff	April 16, 2019
Public Hearing FY 2019-2020 Budget	Town Council	May 14, 2019
Adopt & Appropriate Budget	Town Council	Jun 11, 2019
Print & Distribute Budget	Town Treasurer	Jun 12, 2019 Jun 30, 2019