

City Administrator's Contract Authority Checklist



Purchase Authority of the City Administrator (OMC 2.04.020.A).

The City Administrator's contract authority is \$250,000 for procurement, construction and services, which includes non-professional, professional, technical and scientific services, provided a competitive solicitation is done. The City Administrator may waive the competitive process for professional services contracts up to \$50,000, upon a determination that it is in the City's best interests to waive competition.

The City Administrator's Purchasing Authority is NOT Applicable to the following:

Loans, Development Agreements (e.g., Development and Disposition Agreements, Exclusive Negotiating Agreements, etc.), Real Estate Agreements (Leasing, Sales or Acquisition of Real Property), and Grants.

- The Purchasing Ordinance does not establish City Administrator authority to award or execute these types of agreements. Such authority is contained in the Oakland Charter and separate legislation.

Purchases Subject to Appropriation of Funds (OMC 2.04.040.A)

All contracts authorized by the Council or City Administrator must have prior appropriation and allocation of funds for the City programs, activities, functions or operations, which the purchase is intended to support.

Part I. Complete only one of the numbered sections below, depending on the type of grant or contract award.

1. Grant	Council authorized this grant:
	<input type="checkbox"/> Yes – By way of Resolution No. _____ C.M.S. as attached
2. PSA/CSA at or below \$50,000	The consultant/contractor/vendor was selected through an informal or formal competitive process as mandated:
	<input type="checkbox"/> Yes – Formal RFP/RFQ No. _____ published on _____ (date).
	<input type="checkbox"/> Yes – Informal
	<input type="checkbox"/> No – Attached is the form from City Administrator waiving the RFP/Q requirement.
3. PSA/CSA between \$50,000-\$250,000	The consultant/contractor/vendor was selected through a formal competitive process as mandated:
	<input type="checkbox"/> Yes – Formal RFP/RFQ No. _____ published on _____ (date).
	<input type="checkbox"/> No – Advertising and bidding process was waived in Resolution No. _____ C.M.S. , as attached.
4. PSA/CSA above \$250,000	a. Council authorized this contract by way of Resolution No. _____ C.M.S. , as attached.
	b. The consultant/contractor/vendor was selected through a formal competitive process as mandated:
	<input type="checkbox"/> Yes – Formal RFP/RFQ No. _____ published on _____ (date).
	<input type="checkbox"/> No – Advertising and bidding process was waived in Resolution No. _____ C.M.S. , as attached.
5. Other	Explain:

Part II. Local and Small Local Business Enterprise (L/SLBE) Requirements. Complete this section for:

- Construction contracts at or over \$100,000
- Professional Services contracts at or over \$50,000
- Purchases of Commodities, Goods and Associated Services at or over \$50,000.

1. L/SLBE Participation	Is there L/SLBE participation in this agreement?
	<input type="checkbox"/> Yes – The 50% requirement will be met as follows: _____ % LBE and _____ % SLBE.
	<input type="checkbox"/> Yes – The attached Availability Analysis performed prior to the advertising and bidding RFP/RFQ process determined that L/SLBE participation be adjusted and is set at _____ % LBE and/or _____ % SLBE participation.
	<input type="checkbox"/> No – The attached Availability Analysis performed prior to the advertising and bidding RFP/RFQ process determined there was no L/SLBE availability.
	<input type="checkbox"/> No – L/SLBE program requirements were waived in Resolution No. _____ C.M.S. , as attached.

Completed by _____, on this _____ day of _____.
Signature: Project Manager

Completed by _____, on this _____ day of _____.
Signature: Contract Division