Small Purchases $500 or less
Up to $500 for a single purchase. Does not require 3 quotes. It does require a Purchase Order
Other exceptions for no quotes are yearly subscriptions, utilities, travel and some equipment maintenance contracts.
Department Enters Requisition (see requisition backup and support section)

Blanket Purchase Orders- BPO’s
BPO’s are allowed for the convenience of having funds encumbered for many small purchases from a single vendor. All purchases under a BPO must be under $500. BPO’s can only be for ONE vendor, please do not encumber funds and then change vendor during payment process.
Department Enters Requisition (see requisition backup and support section)

Purchases between $500 and $10,000
All purchases of this type require three quotes. Any service-related quote will also require a certificate of Insurance. (SCD Contractors apply to this category and shall have preference.) contact Lil Snyder at SCD 203-946-6550 if you have any questions or need a list of Contractors. Local Preference Applies depending upon funding.
Department Enters Requisition (see requisition backup and support section)

Purchases over $10,000 - Sealed Bids
Construction Bids – Over $10,000 (SCD Contractors from $0 to $150,000 apply to this category and shall have preference.) The City of New Haven has a set-aside program for Small Business Enterprises located within New Haven County. All contractors must be registered and approved by the SCD. Only SCD registered contractors are permitted to bid on these projects. Any construction or construction related bid up to $150,000 must be reviewed by SCD prior to bidding. Contact Purchasing for latest templates.

1. Department prepares the Solicitation Information Template (SIT)
2. Purchasing Advertises and Posts bid through our online portal partner website BONFIRE
   Purchasing will charge back Ad for project to requesting Dept. Once you Ad Copy, funds will be draw from your budget. For Ads on a Sunday, all project documents must be received by Purchasing by Wednesday.
3. Questions and requests for information are all funneled through the Bureau of Purchases.
4. Bids are opened, reviewed, consolidated into a tab sheet, and sent to the Department.
5. Department reviews bid tabulation and. typically recommends award to low bidder – the department usually will vet the lowest bidder to determine if they are completely capable. Consult with Purchasing for clarification and more detail.
7. DO NOT have work started before the contract is executed.
NO BIDS received
1. IF no bids are received when bidding an SCD the project must be let out as a Non-SCD bid
2. IF no bids are received on a non SCD bid the project should be re-bid
3. IF no bids are received for a rebid or for a former SCD bid as non-SCD, the following applies
   a. Upon consultation with the Purchasing Agent, quotes may be obtained utilizing all the appropriate “bid” documents.
   b. This includes but not limited to – tab sheets, wage rates – Labor, Material and Performance bonds, CEO SCD signoffs
   c. Contract number will be the 5-digit number followed by an X
   d. NO renewals are allowed on these quoted contracts

Contract/Agreement/CPO Renewals

Each bid may include up to 4 renewals (where practical) which is set forth on the original Solicitation Information Template (SIT), this allows a maximum of 5 fiscal years for a contractor. These renewals are at the same terms and conditions as the original bid which also means no pricing changes, and the renewal is at the sole discretion of the City of New Haven.
Follow the renewal process in the RFC/RFA manuals.

Requisition Backup and Support
Every requisition requires supporting documentation.

1. A requisition MUST be entered before goods and/or services are obtained; we will NOT process a requisition after an invoice is received. i.e. the invoice date cannot precede the Requisition/Purchase Order date
2. If utilizing a State Contract or other cooperative purchasing agreement, you must attach the front page of the agreement as backup to the requisition. THE QUOTE from the vendor should include Cooperative Purchasing agreement contract number.
3. Please note: for city side PO’s a State Contract must indicate a “yes” in the Political subdivision box.
4. City Wide Contracts (CWC) - When utilizing CWC please indicate the CWC number on the requisition. (a list of Citywide contracts is posted on the City-Wide drive under Purchasing)
5. If three quotes are required 3 quotes must be attached. If this is not possible you must document, why it was not possible to obtain 3 quotes (Purchasing Website is an excellent resource to obtain vendors) https://newhavenct.bonfirehub.com/vendors#/
6. Sole Source – If you would like to have a vendor designated as Sole Source, the Department Head or Designee must send a letter to the Purchasing Agent requesting approval and justification. Please include Sole Source Number provided to you by Purchasing Agent on the requisition. PLEASE note: SOLE SOURCE cannot exceed $100,000 in a fiscal year. If your Sole Source will exceed $100,000, you must obtain BOA approval and attach said approval to the request or agreement.
7. Requisition line descriptions must be filled in completely. (Ex. If you are ordering 10 computers you should enter Quantity of 10 and unit price of $ xx.xx) PLEASE DO NOT INDICATE “SEE ATTACHED” IN THE DESCRIPTION. If you have many items that you are ordering and you would like to reference a vendor quote, indicate what types of goods are being ordered ie: Preschool Supplies, paper goods etc and indicate the quote number in the description.
8. Generally, if the service requires a company or person to enter City property, they MUST have insurance and the Certificate of Insurance (COI) must be attached to the requisition. – NO exceptions (Only the Controller can waive insurance) Contact Purchasing for the appropriate Insurance Rider
9. Any deviations to these policies may result in your requisition being rejected.
10. All increases or decrease to a PO require the PO Modification template completed and forwarded to all Purchasing Staff,
Commodity & Service Related

Commodities and Service-related solicitations greater than $10,000, The City and or its consultant will prepare Bid specifications. Contact Purchasing for latest templates.

1. Department prepares the Solicitation Information Template (SIT)
2. Purchasing Advertises and Posts bid through our online portal partner website BONFIRE.
3. Questions and requests for information are all funneled through the Bureau of Purchases.
4. Bids are opened, reviewed, consolidated into a tab sheet, and sent to the Department.
5. Department reviews bid tabulation and typically recommends award to low bidder – the department usually will vet the lowest bidder to determine if they are completely capable. Consult with Purchasing for clarification and more detail.
7. If instructed Dept may enter a requisition onto MUNIS and include the requisition number in the RFC workflow
8. DO NOT have work started before the contract is executed.
9. IF no bids are received – a rebid is required
10. IF no bids are received for a rebid, the following applies
   a. Upon consultation with the Purchasing Agent, quotes may be obtained utilizing all the appropriate “bid” documents, including but not limited to Tab sheets and appropriate bid documents
   b. Contract/CPO number will be the 5-digit number followed by an X
   c. No renewals are allowed on these quoted bids
Request for Proposal (RFP) & Request for Qualifications (RFQ)

RFP - Sealed Formal solicitation whereas the City of New Haven desires a result but does not have explicit specifications to obtain the result. (RFP) (we advise what we want, and respondents propose how to achieve the result).

RFQ - The City from time to time will also seek the qualifications of prospective respondents which will later respond to an RFP (RFQ). Contact Purchasing for latest Templates and further instruction/clarification For both RFP’s and RFQ’s, check with Purchasing as to insurance requirements.

1. Department prepares the Solicitation Information Template (SIT)
2. Purchasing Advertises and Posts bid through our online portal partner website BONFIRE
3. Questions and requests for information are all funneled through the Bureau of Purchases
4. RFPs are opened, reviewed for completeness, and sent to the Department.
5. Department reviews and scores responses based upon the selection criterion which was detailed in the actual RFP. The scoring by a committee of 3 or more, determines the selected vendor.
6. RFA (Request for Agreement through Voci Program) is input by the department. The following are the most common required attachments to the RFA
   a. RFP response
   b. Scope of work
   c. Disclosure Form
   d. Certificate of Insurance – Schedule based upon which was included in the RFP (usually A)
   e. Contract Agreement Award Synopsis
7. RFA is signed off by all parties and Corporation Counsel drafts the agreement and electronically sends to Vendor.
8. Corporation Counsel returns signed copy of document to the originator.
9. DO NOT have work started before the contract is executed.
10. IF no responses are received the project must be re-advertised
11. IF no responses are received on the re-advertisement, consult with the Purchasing Agent
All advertised solicitations are posted on the Bureau of Purchases website
https://newhavenct.bonfirehub.com/portal/?tab=openOpportunities
Departments are responsible to pay for the advertisements
Project managers do not need to register to view their project in Bonfire. You will receive a link from the application, based on your designation as an “Observer”, as was listed in the SIT forms.

Vendors/Contractors
Vendors possessing a contract or agreement or receiving a purchase order must be registered with the City of New Haven. New vendors are required to complete a Disclosure and Certification form and provide a W-9 (both forms are on the Purchasing citywide drive under forms). If the vendors have any outstanding obligation to the City of New Haven, the obligation must be satisfied in full prior to us setting up a vendor file and contracting with them.

Suspension & Debarment
Before selecting/awarding a contract/agreement, the Bureau will review the List of Parties Excluded by Federal Procurement and Non-Procurement Programs on the SAM.gov web site or the State of Connecticut Debarment List. If a respondent is on the list, they will be excluded from the award process.

Please see the City Website for the No PO no Pay Policy and for the Vendor E-invoicing Policy
https://www.newhavenct.gov/depts/purchasing_division/no_po_no_pay_policy.htm
https://www.newhavenct.gov/depts/purchasing_division/e_invoicing_policy.htm

ALL PURCHASE ORDERS ARE STORED IN MUNIS (TCM)
You can and should access the Purchase Order via MUNIS PO inquiry and download the PO from the Attachment tab and email to your vendor.
Insurance Requirements
Updated Insurance riders are available from the Bureau of Purchases Staff and for those with access will be posted on the City-Wide N Drive under Purchasing insurance riders.

Procurement Card
The City has a Procurement Card account and designated employees have cards. The Card is administered by the Bureau of Purchases and Purchasing pays the monthly bill. Purchasing will you send you an excel spreadsheet of your charges and you will advise of the PO/GL accounts numbers.

A credit card expenses form should be completed, for each credit card transaction. The form must be completed in its entirety and must be supported by receipts/invoices.

The receipt should be attached to a copy of the form. A credit card slip/statement is NOT supporting documentation as it does not detail the specific goods/service, travel, etc. purchased. If the department head is the purchaser, their coordinator or Mayors Office must approve the credit card Expense form for each transaction.

A copy of all expense forms with documentation/receipts shall be maintained by month/statement and must be available for upload along with a copy of the monthly statement. When requested forward to Management and Budget as required.

If you have any questions or concerns, please contact the Bureau of Purchases.

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<tr>
<th>Contact</th>
<th>Phone</th>
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