

	<i>Effective Date:</i> 1/30/20	<i>Type:</i> ■ Policy Procedure <i>Function:</i> Procurement	Page 1 of 1
	<i>Revised Date:</i> 1/30/20	<i>Section # & Title:</i> 100 General Administration	
Phoenix Business and Workforce Development Board (approval authority)	<i>Date Approved:</i> 06/14/18	<i>Subject # & Title:</i> .102 Community and Economic Development Department- Goods & Services	

I. APPLICABILITY/SCOPE

This policy applies to all procurement processes, including formal solicitations, informal solicitations, small dollar purchases, determinations, and petty cash requests. Procurement activities executed under Workforce Innovation and Opportunity Act (WIOA) Title IB will follow the established guidelines in the City of Phoenix, Community and Economic Development Department (CEDD) – Goods & Services Procurement Policy. The CEDD Goods & Services Procurement Policy is an attachment to this policy.

II. PURPOSE

All Community and Economic Development Department (CEDD) staff must procure all goods and services in compliance with this policy, which conforms to the City’s Administrative Regulation (A.R.) 3.10 General Procurement Procedures. The CEDD’s procurement procedures, included as attachments to this policy and which may be updated periodically as approved by the Administration, Research and Marketing Services (ARM) Division Deputy Director, establish uniform processes and describe roles and responsibilities for all CEDD staff. This policy is not intended to provide all-inclusive guidance and staff are encouraged to direct specific questions to CEDD’s Procurement Manager.

III. BACKGROUND

This policy allows CEDD staff to operate more efficiently by improving uniformity and consistency in procuring goods and services.

IV. DEFINITIONS

N/A

V. POLICY

Refer to the City of Phoenix, Community and Economic Development Department Goods & Services Procurement Policy.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. ATTACHEMENTS

- Attachment A- Community and Economic Development Department Goods & Services Procurement
- Attachment B- Formal Solicitations Procedure
- Attachment C- Informal Solicitations Procedure