



Staff Report

File #: 18-229

Version: 2

Date: 6/11/2018

Item #: 3.3c.

TO: Chair and Housing Authority Commissioners

THROUGH: Steve Powers, Executive Director

FROM: Kacey Duncan, Deputy Executive Director

SUBJECT:

Amending the Authority's Public Contracting Rules.

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

ISSUE:

Shall the Commission adopt SHA Resolution No. 2232 amending the Public Contracting Rules, and rescinding SHA Resolution Nos. 1993 and 2005?

RECOMMENDATION:

Adopt SHA Resolution No. 2232 amending the Public Contracting Rules, and rescinding SHA Resolution Nos. 1993 and 2005.

SUMMARY AND BACKGROUND:

The Housing Authority of the City of Salem Public Contracting Rules (PCR) are adopted by the local contract review board pursuant to authority established in ORS Chapters 279A, 279B, and 279C to govern procedures regarding purchasing, contracting, and competitive processes. The Authority serves as the local contract review board for the Housing Authority of the City of Salem. The Oregon Legislature has adopted legislative changes affecting public contracting code, and the Housing Authority of the City of Salem has revised its PCRs to meet current statutory requirements.

FACTS AND FINDINGS:

It has been 13 years since the Housing Authority of the City of Salem Public Contracting Rules have been significantly revised. Prompted by recent legislative changes, a thorough review of its rules were performed to ensure alignment with State statutes.

The following summarizes the changes to the PCRs:

1. Aligning dollar amounts for all types of procurements to provide consistency and compliance with the Oregon Revised Statutes.
2. Allowing electronic procurements.
3. Updating Alternate Contracting Methods related to Construction Manager / General Contractor and Design-Build to be consistent with the Oregon Administrative Rules.
4. Correcting grammatical errors and conflicts, and clarifying text as necessary.

Changes to the PCRs related to allowing electronic procurements are anticipated to reduce the Housing Authority of the City of Salem's annual advertising costs. Using electronic procurement will provide the Housing Authority of the City of Salem with the following benefits:

- Over 70,000 vendors access to solicitations to increase competition.
- Provides for increased staff efficiency as solicitation documents are delivered electronically rather than through the U.S. Mail.
- Reduced postage and paper costs.
- Instant access to solicitations.

Shawna Self, CPPB
Contracts and Procurement Manager

Attachments:

1. SHA Resolution 2232.
2. 2018 Public Contracting Rules.