

Regulation Change #1 – 03/20/2025

R4.08.060 is deleted in its entirety and replaced with the following:

Regulation 4.08.060 -- Delegation of Authority by the Purchasing Agent.

R4.08.060.01 Delegation of Authority

R4.12.060.01.1 - At their discretion, the Purchasing Agent may delegate the following to individuals and entities within Metro:

1. The authority to issue purchase orders against properly executed Metro contracts subject to the scope, terms and conditions of said contracts.
2. The effectuation of non-contract purchases with a total cost of purchase less than \$50,000.01.

The process for such delegation shall be developed by the Purchasing Agent. The delegation may be terminated, restricted, or expanded at any time by the Purchasing Agent.

R4.08.060.02 Conditions Governing Delegation of Authority.

R4.08.060.02.1 – When making purchases against properly executed Metro contracts, the department shall issue a purchase order that references the current contract number and any relevant line-items in the contract. Pricing on purchase orders shall be the same as indicated in the contract.

R4.08.060.02.2 – The Purchasing Agent, or their designee, shall verify contract compliance for purchase orders issued against properly executed Metro contracts. Contract compliance includes, but is not necessarily limited to, verifying that the contract is valid, that the contract number is correct, that the purchase is within the scope of the contract, and that the pricing is consistent with the contract.

R4.08.060.02.3 – Except in the case of an emergency purchase, no purchase order shall be issued until and unless the Division of Accounts certifies that funds for the purchase are available.

R4.08.060.02.4 – When effectuating non-contract purchases with a total cost of purchase less than \$50,000.01, the department shall solicit the required number of quotes:

1. For non-contract purchases less than \$5,000 one written quote is required.
2. For non-contract purchases greater than \$5,000 but less than \$50,000.01 three written quotes are required. Where available, at least one quote must come from a certified minority-owned business (MBE) or woman-owned business (WBE) and at least one quote must come from an approved small business (SBE) or certified service-disabled veteran owned business (SDV).

Where practical, departments should solicit quotes using the form prescribed by the Division of Purchases.

The department shall award to the quote they determine most advantageous to Metro.

R4.08.060.02.5 – The department shall maintain a record of all non-contract purchases with a total cost of purchase less than \$50,000.01 for at least four (4) years after purchase. Records shall be maintained in the manner prescribed by the Division of Purchases.

R4.08.060.02.6 – Non-contract purchases with a total cost of purchase greater than \$50,000.00 must be effectuated via the Division of Purchases. Splitting of orders to remain below this threshold is prohibited.

R4.08.060.02.7 – All department heads, elected officials, and Metro personnel involved with delegated authority must complete trainings as required by the Division of Purchases.

R4.08.060.02.8 – The Procurement Accountability Officer shall conduct a triennial review of departmental compliance with authority delegated by the Purchasing Agent. The Director of the Department shall be notified of the review findings. If negative findings are encountered, the Director of the Department shall initiate corrective actions and shall notify the Purchasing Agent of actions taken and methods initiated to prevent recurrence.