

## **LEGISLATIVE DIGEST**

[Administrative Code - Requests for Qualifications]

**Ordinance amending the Administrative Code to extend the permissible period for using a list of prequalified entities to contract for commodities and/or services following the issuance of a Request for Qualifications from two years to four years if certain conditions are met.**

### Existing Law

The City generally must follow a competitive selection process when purchasing goods or services. The City may issue a “Request for Qualifications” or “RFQ” to determine the qualifications of prospective contractors to provide particular types of good or services. Based on the results of the RFQ process, the Purchaser may create Citywide lists of pre-qualified contractors for goods and services, and a department may create a list of pre-qualified contractors for professional services to be provided to that department. The City may select a contractor from the list for a particular contract without a further solicitation if the list is no more than two years old.

### Amendments to Current Law

The proposal is an ordinance that would amend the Administrative Code to allow the City to select contractors from a list of prequalified entities for up to four years, if:

- The City re-opened the list by re-issuing the same RFQ within two years of the original RFQ; and,
- The City used the same panel of evaluators to score the responses to the RFQ.

Prospective contractors included on the list following the first RFQ would not be required to re-qualify under the second RFQ, but could submit updated information regarding their qualifications.