

RESOLUTION NO. - 19

**A RESOLUTION
AMENDING RESOLUTION NO. 5662-16,
ADOPTING PURCHASING MANUAL
FOR CITY OF GULF SHORES, BY REWRITING
CHAPTER XXI, GRANT ADMINISTRATION**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF SHORES, ALABAMA, WHILE IN REGULAR SESSION ON AUGUST 12, 2019, as follows:

Section 1. That Resolution No. 5662-16, adopting the Purchasing Manual for the City of Gulf Shores, be and it is hereby amended at CHAPTER XXI, GRANT ADMINISTRATION, by rewriting the entire section as follows:

CHAPTER XXI. GRANT ADMINISTRATION

A. Procurement of Professional Services When Using Federal Funds

Projects funded or partially funded with federal funds require professional services to be procured according Federal procurement standards (2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS). Individual grants may contain further requirements unique to those grants and in addition to the requirements of this policy. The department receiving the funds or the grant coordinator is responsible for proper procurement in relation to the contract or grant administered by the department. A selection committee handbook with more detailed policy and procedures specific to the project may be provided to the committee members.

When a request for qualifications (RFQ) is required by a grant, the following may apply:

1. RFQ must be publicized and responses must be considered to the maximum extent practical;
2. Qualifications/Proposals must be solicited from an adequate number of sources;
3. The RFQ must identify evaluation factors, including price or cost where required, and their relative importance, which will be used in evaluating proposals;
4. Responses are evaluated using criteria outlined in the advertisement or solicitation;
5. Contracts must be awarded to the most responsible firm whose proposal is most advantageous to the overall project, with price and other factors considered; and
6. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

In the event contract negotiations prove unsuccessful with the selected firm, the City reserves the right to select another firm. The method, where price is not used as a selection factor, will only be used for professional services. After review of qualifications and scoring by a committee, the department head or project manager will make their recommendation to City Council to award a contract.

Section 2. That this Resolution shall become effective upon its adoption.

ADOPTED this 12th day of August, 2019.

Robert Craft, Mayor

ATTEST:

Wanda Parris, MMC
City Clerk

C E R T I F I C A T E

I, Wanda Parris, MMC, City Clerk of the City of Gulf Shores, Alabama, do hereby certify that the foregoing is a true and correct copy of Resolution No. -19 (prepared by City Clerk), which Resolution was duly and legally adopted at a regular meeting of the City Council on August 12, 2019.

City Clerk