

DEPARTMENT OF PROCUREMENT SERVICES

STANDARD OPERATING PROCEDURE

NO. 2007 - 02

Date: May 15, 2007
Effective: Upon Date of Issuance
Subject: Advertisements in Publications
Reference: DPS Director E-mail dated April 13, 2007

1. City Code Chapter 74, Public Procurement, does not require that notices of pending procurements and/or projects be advertised in the local or regional press. Section 74-51 only requires that such notices be posted in a designated public area (§ 74-51(a)), on the public bulletin board in the Department (§ 74-51(c)), or provided to potential sources electronically or posted on the City's website (§ 74-51(d)). In an effort to better manage expenditures for publishing such procurements and/or projects in the local or regional press, follow these procedures:
 - a. All projects or procurements which are intended to be submitted for publication in the press shall be submitted to the Director of Procurement Services through the Director's Administrative Program Support Assistant (APSA).
 - b. Submit requests in writing by noon on the Friday preceding the week or weekend of desired publication.
 - c. Confirm in your request that the customer department/agency has provided a suggested vendor source list.
2. The APSA will consolidate the publication requests, record the projects on an Excel spreadsheet, attach the supporting documentation, and submit for the Director's approval.
3. The Director shall annotate publications selected for the advertisements based upon an ongoing assessment of available publications and related advertising costs.
4. The APSA shall confirm that publication has occurred and shall record the cost for such publication on the aforementioned spreadsheet.
5. This policy remains in effect until superseded or amended.


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Director, Procurement Services