



25-2610

**TITLE:** Consider/Discuss/Act on a Resolution Approving the Revised City of McKinney Procurement Policy and Procedures Manual

**COUNCIL GOAL:** Operational Excellence  
(2A: Balance available resources to accommodate the growth and maintenance needs of the city)

**MEETING DATE:** March 31, 2025

**DEPARTMENT:** Financial Services  
Procurement Services

**CONTACT:** Trudy Mathis, Director of Financial Services  
Tracey Epps, Procurement Services Manager

**RECOMMENDED CITY COUNCIL ACTION:**  
Approval of Resolution

**ITEM SUMMARY:**

The Procurement Policy and Procedures Manual changes include:

- Formatting & grammatical cleanup
- Updates to definitions for acronyms, salvage property, and surplus property
- Updates to terminology for NIGP standards
- Chapter 10 - Grant Funded Purchases
  - Adds references to the recent Grant Policies and Procedures Manual
- Chapter 21 - Construction Procurement
  - Allows for Job Order Contracting
- Chapter 22 - Exemptions to Competitive Procurement
  - Allows exemptions on Software Renewals for continuity of operations
- Chapter 27 - Disposal of Surplus and Salvage Property
  - Clarifies City Manager authority to donate or sell property to governments or public assistance organizations
  - Clarifies Procurement Manager authority to sell property by auction or sealed bid, to dispose of property by trade-in or recycling, and to dispose or destroy of property that is damaged or worthless.

**BACKGROUND INFORMATION:**

City Council last approved the Procurement Policy and Procedures Manual on November 3, 2020.

**FINANCIAL SUMMARY:**

- N/A

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A

**SUPPORTING MATERIALS:**

[Resolution](#)

[Policy - FY25 Revised](#)

[Policy - FY25 Revised \(Redline\)](#)