

1 Introduced by Council Member Cumber:  
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4 **ORDINANCE 2023-20**

5 AN ORDINANCE RELATING TO THE CITY OF  
6 JACKSONVILLE'S PROCUREMENT CODE; REPEALING AND  
7 REPLACING PART 1 (GENERAL REGULATIONS), PART 2  
8 (SUPPLIES, CONTRACTUAL SERVICES AND CAPITAL  
9 IMPROVEMENTS), PART 3 (PROFESSIONAL SERVICES  
10 CONTRACTS), PART 5 (EXTRAORDINARY CRITICAL  
11 PURCHASING PROCEDURES), PART 7 (DESIGN-BUILD  
12 CONTRACTS), AND PART 9 (ART IN PUBLIC PLACES),  
13 CHAPTER 126 (PROCUREMENT CODE), *ORDINANCE CODE*,  
14 AND PART 6 (CULTURAL SERVICE GRANT PROGRAM),  
15 CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, IN  
16 THEIR ENTIRETY; CREATING A NEW PART 1 (GENERAL  
17 REGULATIONS; ETHICS AND TRANSPARENCY IN PUBLIC  
18 CONTRACTING), PART 2 (JACKSONVILLE PROCUREMENT  
19 AWARDS COMMITTEE), PART 3 (PROCUREMENT  
20 THRESHOLDS, MODES, METHODS, AND PROCEDURES),  
21 PART 5 (EX-OFFENDER PROGRAM), PART 7 (BUY  
22 AMERICAN PROGRAM), AND PART 9 (BID PROTESTS,  
23 SUSPENSION, AND DEBARMENTS), CHAPTER 126  
24 (PROCUREMENT CODE), *ORDINANCE CODE*, TO MODERNIZE  
25 AND PROVIDE FOR GREATER EFFICIENCIES IN THE CITY  
26 OF JACKSONVILLE PROCUREMENT CODE; AMENDING PART  
27 4 (NONDISCRIMINATION POLICY), CHAPTER 126  
28 (PROCUREMENT CODE), *ORDINANCE CODE*, TO AMEND THE  
29 DEFINITION OF NONDISCRIMINATION CONSISTENT WITH  
30 EMPLOYEE SERVICES NONDISCRIMINATION POLICY;  
31 AMENDING PART 6 (JACKSONVILLE SMALL AND EMERGING

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2 PART 6. - PROCUREMENT DIVISION

3 \* \* \*

4 Sec. 24.603. - Duties of Chief of Procurement.

5 It shall be the duty of the Chief to:

6 (a) Procure or contract for all supplies, contractual services,  
7 professional design services, professional services and capital  
8 improvements required by using agencies, except as provided herein;

9 \* \* \*

10 (s) Oversee the Office of Ombudsman; and

11 (t) Oversee the Office of Equal Business Opportunity;

12 (u) Oversee training on procurement methods in accordance with Part  
13 4, Chapter 21, Ordinance Code; and

14 (v) Develop, implement, and administer a contract administration  
15 certification program for City employees, subject to available funds  
16 and staff.

17 \* \* \*

18 Section 8. Creating a new Part 4 (Contract Administration  
19 and Oversight), Chapter 21 (Executive Branch, generally), Ordinance  
20 Code. A new Part 4 (Contract Administration and Oversight), Chapter  
21 21 (Executive Branch, generally), Ordinance Code, is hereby created  
22 to read as follows:

23 CHAPTER 21 - EXECUTIVE BRANCH, GENERALLY

24 \* \* \*

25 PART 4. - CONTRACT ADMINISTRATION AND OVERSIGHT

26 Sec. 21.401. - Contract administrator; contract risk assessment  
27 program. Department directors and/or chief executive  
28 officers/executive directors of using agencies shall assign a  
29 departmental or agency employee (for purposes of this section the  
30 "contract administrator"), to certain contracts identified by the  
31 Office of Inspector General as high-risk contracts. The Chief

1 Administrative Officer or designee, in consultation with the Office  
2 of Inspector General, shall develop a contract risk assessment  
3 program, which among other things identifies key high-risk contract  
4 factors, for using agencies in the administration and oversight of  
5 high-risk contracts. The contract administrator shall be responsible  
6 and accountable for the administration and oversight of high-risk  
7 contracts, ensuring that the contract deliverables are met, and the  
8 City's payment of invoices are justified. For purposes of this  
9 section the term "contract deliverables" shall mean matters regarding  
10 the project scope and consistency with appropriation purposes and  
11 limitations, project time limits and scheduling compliance, project  
12 milestones, product and performance delivery, review dates, plan  
13 updates, and contract renewal evaluation.

14 **Sec. 21.402. - Contract Administrator Training.** The Chief of  
15 Procurement, City Ethics Director, and Inspector General, or  
16 designees, shall provide training annually to using agencies  
17 regarding procurement methods and procedures, ethics in public  
18 contracting, contract risk assessment program, and contract  
19 administration and oversight.

20 **Section 9. Establishing a prospective date of February 1, 2024,**  
21 **for the Code repeals, amendments, and new provisions contained in**  
22 **this ordinance to become effective.** The Code repeals, amendments, and  
23 new provisions contained in this ordinance shall not become effective  
24 until February 1, 2024.

25 **Section 10. Directing the Chief of Procurement to amend the**  
26 **Procurement Operating Manual consistent with this ordinance prior to**  
27 **January 1, 2024.** The Chief of Procurement shall amend the  
28 Procurement Operating Manual (as defined in Chapter 126, Ordinance  
29 Code) consistent with this ordinance on or before January 1, 2024.  
30 The Mayor shall approve the amended Procurement Operating Manual  
31 required under this Section. The Chief of Procurement shall promptly