



# Revisions to Procurement Code Policy

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April 27, 2021

# Revisions to the Procurement Code Policy

The JEA Procurement Code (P-Code) was adopted in 1996 as a comprehensive purchasing code for use in governing all JEA purchases and related administrative activities that:

- Provides a solid foundation for JEA's procurement activities and is supplemented by Operational Procedures
- Has been reviewed by JEA's Chief Procurement Officer, ensuring it is in compliance with all applicable laws and regulations, and has been reviewed and approved by The Office of General Counsel
- Was last revised significantly in 2015; the Charter has since been updated, and a Procurement Best Practice Study was completed in 2020



#### Other Agencies and Utilities

- Benchmark organizations were selected to provide a mix of Florida and non-Florida comparisons
- Charters, P-codes, Operating Procedures and other documents from the benchmark organizations were shared and analyzed

#### Suppliers

- Suppliers were selected to represent large and small JSEB suppliers, electric engineering and energy inventory suppliers
- Questions focused on supplier experiences related to open, fair and transparent procurement as well as the overall experience of working with JEA

Complete Services Well Drilling, Inc.  
Donna J. Hamilton, Inc.  
The Worley Group  
Irby

**Suppliers**

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## Summary of Charter Revisions included in the P-Code:

- Board must approve changes to the P-Code.
- Annual survey shall be completed with current and perspective bidders to obtain feedback on procurement processes such as transparency, accessibility, pre-bids, bid submittal and evaluation.
- Review P-Code and Operational Procedures biennially
- Annual Report to Council and Mayor to include the following:
  - The number of contract awards presented to the Awards Committee for the previous reporting fiscal year
  - A detailed listing of all contract awards and JSEB contracts categorized by service type, award type and a brief description of each contract award containing the contractor name, contract amount and procurement method used
  - The number of bid protests for the reporting fiscal year and the outcome of each protest
  - The annual survey results
- All contracts must have maximum indebtedness included in the executed contracts
- All procurement governing documents and reports will be posted to the JEA website



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## Recommended Revisions:

- Amended and Restated JEA Procurement Code as of April, 2021.
- Standardized definitions across the P-Code and Operating Procedures.
- Revised language to be consistent with the JEA Charter requirements, and updated reporting requirements to be consistent with the Charter (Article 1 Sections 1-101, 1-109 and 1-110).
- Removed the Chief Procurement Officer and Budget Representative as non-voting members of the Awards Committee, and made them liaisons to the committee. (Article 2 Section 2-106).
- Restructured non-competitive awards into Single Source and Emergency purchases only. Deleted Sole Source, Proprietary, Original Equipment Manufacturer (OEM) and Standard as procurement methods (Article 3 Sections 3-112 and 3-113).
- Added Pilot Projects, Reverse Auctions, Construction Manager (including Construction Manager at Risk (CMAR)) and Program Manager (including Program Manager at Risk (PMAR)) as new sourcing procurement methods (Article 3 Sections 3-118, 3-119 and 3-109).
- Removed the ability of Vendors to use Solicitation and Award protest process for Contract disputes (Article 5 Section 5-101).
- Removed from the scope of the Procurement Appeals Board protests relating to Informal Solicitations and Awards. Chief Procurement Officer's decisions on Informal Procurements are final (Article 5 Sections 5-106).
- Moved Procurement Directive Procedures in Appendix B to the Operational Procedures. Format has been updated to a table with approval thresholds to provide a more consistent delegation of authority across the different procurement categories.
- Made other reformatting and clean up revisions.