

August 4, 2025

To: Members of the Budget and Finance Committee 202501552
From: Sheryl M. M. Long, City Manager
Subject: **Emergency Ordinance – Amending CMC Chapter 321**

Attached is an Emergency Ordinance captioned:

MODIFYING Chapter 321, “Procurement and Disposal of Supplies, Services and Construction,” of the Cincinnati Municipal Code by **AMENDING** Sections 321-11, “Procurement; \$5,000 or Less,” and 321-13, “Procurement; Supplies, Services and Construction in Excess of \$5,000.00 but not Greater Than \$50,000.00,” to increase the threshold for small-dollar procurements and improve the efficiency of the procurement process.

The City’s PDQ process allows departments to make small, non-competitive purchases. Currently, the threshold is \$5,000 per commodity class, per department, per vendor, per year. The proposed change increases this threshold to \$15,000 while maintaining the same compliance rules. Purchases at or below \$15,000 must be made from certified SBE, ELBE, or SLBE vendors unless deemed impractical or not in the City’s best interest. Documentation must be retained for audits, and Purchasing will issue quarterly reports for transparency.

Cc: Laura Castillo, Interim Purchasing Director