

**TOWN OF CROMWELL  
TOWN COUNCIL  
TOWN HALL COUNCIL CHAMBERS  
41 WEST STREET, CROMWELL, CT 06416  
SPECIAL MEETING - BUDGET WORKSHOP**

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Wednesday, March 6, 2024 at 4:30 p.m.

**Amended Agenda**

- A. CALL TO ORDER**
- B. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*
- C. DISCUSS AND APPROVE AMENDED PURCHASING POLICY**
- D. BUDGET WORKSHOP**
  - 1. Any unfinished business from March 4, 2024 Budget Workshop**
    - **22. Committee to Support Disabled People**
  - 2. Discussion and Action on General Fund Budget Requests:**
    - **36. Police Department**
    - **44. Library**
    - **37. Animal Control**
    - **2. Town Clerk**
    - **7. Building Inspection**
    - **9. Revenue Collections Department**
    - **10. Assessor's Office**
    - **39. Human Services Administration**
    - **40. Senior Services**
    - **41. Transportation Services**
    - **42. Youth Services**
    - **1. Town Manager's Office**
    - **8. Finance Department/Treasurer**
    - **16. General Expense**
    - **45. Employee Benefits**
    - **46. Debt Service**
  - 3. Any other budget matters**
  - 4. Approve Grand Total of General Fund Budget**
- E. ADJOURN**

## **TOWN OF CROMWELL PURCHASING POLICIES AND PROCEDURES**

### **A. Purpose**

The objective of the Town of Cromwell policies established for the Purchasing function is to make sure all Town departments and employees are in compliance with the Town of Cromwell Charter and with State and Federal requirements.

In addition, documented purchasing policies and procedures will make create an environment, in which all purchases are handled in a consistent and fair manner, allowing for competitive pricing.

The process begins with bidding requirements and the purchase requisition, and ends with the acknowledgement of the receipt of goods or services.

The Finance Director is responsible for ensuring compliance with the Town of Cromwell Purchasing policies and procedures.

### **B. Policy**

1. All purchases or commitments on behalf of the Town of Cromwell require an approved Purchase Order. The Purchase Order is the method used to create an encumbrance<sup>1</sup>, in compliance with the Town Charter (Section 8.12(a)<sup>2</sup>).
  - 1.1. Purchase Orders must be initiated by the Department using a requisition form, entered into the Town's financial software system, and authorized by the Department Head.
2. Funds must be available in the designated budget line to support the encumbrance, as stated in the Town Charter (Section 8.12(d)<sup>3</sup>).

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<sup>1</sup> Definition: An Encumbrance is a commitment related to unperformed contracts for goods or services. It serves as a notice of an approved obligation against Town funds.

<sup>2</sup> No purchase to be satisfied with Town funds shall be made by any department, board, commission or officer of the town other than the board of education, except through procedures established by the Town Manager. The Town Manager shall cause the amount of authorized purchases and contracts for future purchases to be recorded as encumbrances against the appropriations from which they are to be paid.

<sup>3</sup> No expenditure and no commitment to make expenditure shall be made, or authorized by any officer, agent or agency of the town, or by any board or commission of the town unless an appropriation shall have been made covering such expenditure or commitment in accordance with the provisions of this charter.

3. Bidding Requirements for Equipment, Contract Services<sup>4</sup> and Supplies:
  - 3.1. \$2,500 or less: No bid required; direct purchase – initiate requisition at the Department level to generate a Purchase Order through the Finance Department.
  - 3.2. \$2,500 to \$12,000: Minimum of three (3) vendors contacted to obtain either written or oral quotations. Lowest qualified vendor is selected and purchase order process can be initiated.
  - 3.3. More than \$12,000: Competitive Bidding Process for Supplies or Equipment; Quality Based Selection (QBS) for Contract Services<sup>5</sup>. See “Procedures, Section D” in this document.
  - 3.4. Service contracts may be extended without bids if terms and conditions remain the same or do not increase by more three percent (3%) of the cost of said agreement.
  - 3.5. All purchasing documentation, including bids and quotations, must be retained as back up to the requisition/purchase order for Freedom of Information and audit purposes. A summary of such documentation must be submitted to the Finance Department with the requisition (Purchase Order request).
  - 3.6. Exceptions:
    - 3.6.1. When it is unclear where an item to be purchased fits in with these procedures, the Town Manager, in consultation with the Department Head, shall make the determination.
    - 3.6.2. The Town of Cromwell may participate in Federal, State or multi-town purchasing arrangements (such as Capital Region Council of Governments, Lower CT River Valley Council of Governments, Regional Educational Service Centers, or Connecticut Conference of Municipalities), and follow the purchasing procedures established within such arrangements, as it may deem appropriate.
    - 3.6.3. Items of specific equipment needed to keep existing systems of equipment running are exempt from this procedure and should be purchased using discretion as has been done in the past.
    - 3.6.4. Items of equipment or services required to respond to an emergency situation for the protection of life and property may be made in accordance to prior practices.

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<sup>4</sup> Contract Services include all professional services above and beyond that which can be done in a normal scope of operations by municipal staff. Such services include, among others: engineering, architectural and environmental services, management studies and advice, automation and computer systems analysis and design, specific landscaping, construction, and site work.

<sup>5</sup> Quality Based Selection: Process of negotiation with vendor selected through RFQ/RFP.



3.6.5. Drug Asset Forfeiture Fund expenditures will be made according to C.G.S. 54-361.

3.6.6. Requests to waive the bidding or QBS requirements must be formally submitted to the Town Council. This request must provide an explanation as to why these requirements should be waived given the specific circumstances. A copy of the Town Council meeting minutes, documenting the approval of the waiver request, must be submitted to the Finance Department with the requisition.

## **D. Procedures**

### **1. Procedures for Competitive Bidding**

- 1.1. Sealed bids are solicited by sending notices to prospective suppliers and by advertising in a newspaper having a general circulation within the Town of Cromwell for a minimum of one (1) day.
- 1.2. Each bid is to be opened publicly at the time stated in the Notice soliciting such bid. All such purchases, sales or contracts shall be based on at least two (2) competitive bids, if available. The lowest qualified bid is accepted, unless this bid is not in the best interest of the Town. In situations where the vendor with the lowest bid is not accepted, the Town Manager is responsible for making the final determination based on the recommendation of the Department Head/Selection Committee. Explanation must be documented, approved by the Town Manager, and provided to the Finance Department.
- 1.3. The Town of Cromwell reserves the right to accept or reject any and all parts of any bids and may waive any informalities in the bidding that it deems not in the best interest of the Town.

### **2. Procedures for Quality Based Selection**

- 2.1. The process shall begin with the issuance of a Request for Qualifications (RFQ) in which providers of the desired professional services will be invited to submit statements of their qualifications to perform the proposed task or project. Requests are solicited by sending notices to prospective suppliers and by advertising in a newspaper having a general circulation within the Town of Cromwell for a minimum of one (1) day.
- 2.2. The RFQ shall be in such form as developed by town staff and approved by the Town Manager.
- 2.3. A committee consisting of not less than three (3) people appointed by the Town Manager shall review all responses that meet the submission requirements of the RFQ.

- 2.4. The committee shall review and evaluate all responses. This evaluation will include the following, and may be expanded depending on the scope of the specific project being undertaken:
- Prior experience in projects similar to the task to be undertaken;
  - Past performance on similar projects, both for the Town and other public and private entities;
  - Qualifications of personnel and proposed subcontractors and consultants;
  - Location of business (Cromwell- or Connecticut-based business may be given preference with other qualifications being comparable); and
  - Financial capabilities.
- 2.5. Such review may consist of but shall not be limited to verification of references, visitations to the offices and facilities of the respondents, review of financial status and confirmation of other materials furnished in the statement of qualifications.
- 2.6. Upon completion of such review, the committee shall develop a list of those respondents whose qualifications are deemed to best meet the Town's need and expectations with respect to the foregoing criteria (the "Short List").
- 2.7. Upon completion of the Short List, all persons or entities shall be notified of the results thereof.
3. **Request for Proposals (RFP):** Those respondents on the Short List shall be entitled to submit proposals addressing the task or project to be undertaken and shall be furnished with a Request for Proposal (RFP) containing terms and conditions to which they must respond.
- 3.1. Proposals shall be submitted in two (2) parts contained in separate sealed envelopes. One envelope shall contain only the fee or price proposal of the respondent ("Fee Envelope"); the other envelope shall contain other information pertinent to the response to the RFP ("Proposal Envelope").
- 3.2. Proposal Envelope shall be opened at a common date and time. Fee Envelopes shall be kept unopened until proposals are reviewed and evaluated. Those of the respondents who are on the list of finalists are opened pursuant to the final selection process. (See 3.6 below.)
- 3.3. The Selection Committee shall review all responses to the RFP, which meet the submission requirements of the RFP.
- 3.4. The committee shall review and evaluate the proposals on the following basis:
- Responsiveness of proposal to requirements of the RFP;
  - Quality of the technical approach proposed;



- Level of effort offered as indicated by professional time committed;
- Such other criteria as the committee deems relevant to the specific project to be undertaken.

Such review may consist of, but shall not be limited to, interviews with the principals and staff of the submitting entities, review of technical information, and confirmation of other materials provided in the proposal.

- 3.5. After conducting the review of proposals, the committee shall prepare a list of the finalists, consisting of a predetermined number, containing those respondents to the RFP whose proposals best meet the Town's expectations with respect to the foregoing criteria, which list may or may not contain all those listed on the Short List.
  - 3.6. Final Selection: Upon final selection of the finalists, the Fee Envelopes submitted by the finalists shall be opened and the contract shall be awarded to the finalist having the lowest fee proposal. The Fee Envelopes of entities who were not included on the list of finalists shall be returned, unopened. In situations where the vendor with the lowest bid is not accepted, the Town Manager is responsible for making the final determination based on the recommendation of the Department Head/Selection Committee.
  - 3.7. The Town of Cromwell reserves the right to reject any proposal that it deems not in the best interest of the Town.
4. **Requisition Entry into MUNIS Software:** To comply with Charter stipulations regarding the encumbrance of funds, departments needing to purchase supplies, equipment or services must complete a Requisition Form. This Requisition, once approved by the Department Head, will be forwarded to the Finance Department for final review and conversion to a Purchase Order. Requisitions equal to or greater than \$2,500 will be reviewed for approval by the Town Manager prior to being directed to the Finance Department.
    - 4.1. Life Cycle of a Purchase Order
      - 4.1.1. Department enters requisition into MUNIS through Requisition Entry option. Failure to complete all required fields would result in a delay in processing the requisition. If MUNIS is not available, a request may be submitted to the Finance Department either on paper or via e-mail with all pertinent information.
      - 4.1.2. Department Head approves requisition through MUNIS Requisition Approval option, or, in such cases where MUNIS is not available, a paper copy (form or printed e-mail) must be signed.

- 4.1.3. If the requisition is equal to or greater than \$2,500, the Town Manager will review the requisition for approval.
- 4.1.4. Finance Department (Finance Director or designee) reviews requisition for completion and appropriate account selection. Finance Department approves requisition if completed correctly.
- 4.1.5. Finance Department (Finance Director or designee) converts requisition into purchase order. Encumbrance is created at this point. Original copy of Purchase Order (white) is returned to the originating department to file or mail to vendor. Receiving copy (green) of the Purchase Order is also returned to the originating department.
- 4.1.6. Changes to Purchase Orders (increases/decreases) must be requested via e-mail to the Accounts Payable Clerk, with a copy of the e-mail being sent to the respective Department Head.
- 4.1.7. Cancellation of a purchase order must also be requested via e-mail to the Accounts Payable Clerk, with a copy of the e-mail being sent to the respective Department Head.
- 4.1.8. Payment requests against a Purchase Order must be submitted on the green [Purchase Order Payment](#) form. This form should indicate whether the payment is a final payment against the purchase order or a partial payment. Any documentation relating to the payment, such as a packing slip, must be attached to this form.
- 4.1.9. **Emergency/Confirming Purchase Orders should only be used for extraordinary situations where pre-planning is not an option.** This would apply in situations where a purchase order cannot be processed completely prior to making a commitment to a vendor. Contact the Finance Department for directions and authorization.

## **E. Board of Education**

### **1. Procedures for Board of Education Capital Non-Recurring Expenditures**

- 1.1 All Capital Non-Recurring expenditures in excess of \$12,000 will be added to the Town's Capital Plan. The Board of Education will be required to follow the Town's purchasing policy.