



CITY OF NEW HAVEN

JUSTIN ELICKER, MAYOR

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April 23, 2023

Honorable Tyisha Walker-Myers
President of the New Haven Board of Alders
City of New Haven
165 Church Street
New Haven, CT 06510

RE: ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING THE AMENDMENT TO ARTICLE VII. – BUDGETARY AND FINANCIAL ADMINISTRATION SEC. 2-376, SEC. 2-451, SEC. 2-481 – 2-488, AND SEC. 2-385 – 2-386 OF THE CITY CODE OF ORDINANCES (PURCHASING ORDINANCE).

Dear President Walker-Myers:

The Office of the Mayor submits the attached proposed amendments to the City's Purchasing Ordinance designed to clarify, streamline and update the City's procurement procedures. This ordinance is significant in that it provides for electronic handling of documents necessary to the procurement procedures and the use of electronic signatures, allowing our processes to benefit from the speed and security offered by technological advances such as DocuSign. The amendment also establishes an informal process for small businesses making it less burdensome to bid for City work, and codifies the principle that no contract can be awarded to any bidder if that bidder or any officer or director thereof is delinquent in any financial obligation to the City.

I trust that this issue is important to the Board as we all work together to increase and improve the City's procurement process to better protect the financial resources with which we are entrusted.

On behalf of the Administration, I respectfully submit for consideration, deliberation, and adoption the enclosed Ordinance Amendment to update the City of New Haven Purchasing Ordinance.

Sincerely,

Sean Matteson
Chief of Staff