



# MEMORANDUM

Council Agenda  
Item No. IX. Q  
5/20/2025

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution waiving formal competitive bidding and authorizing the open market purchase of various training services and accommodations (COKC01730), estimated cost \$900,000, July 1, 2025 through June 30, 2026.

**Purpose:**

To provide purchasing authority for City employees and/or Council appointed officials, and members of City trusts, boards, and commissions, when traveling for public business purposes.

**Background:**

The City and Trusts have a continuing need to purchase training services, hotel/motel rental, and related supplies and services from various vendors to improve staff skills and maintain credentials necessary for employees in the performance of their duties. Training services are offered by many different vendors who are often the sole source for the specific training required. Hotel/motel accommodations are often dictated by the conference or other training location.

Staff believes it is not advantageous to bid for these services as the individual purchases are usually minimal. The vendors are often the sole source for the particular training that is needed. Quotes will be obtained for training needs when it is determined that more than one vendor offers comparable training services. Purchases for training services which exceed \$50,000 will be formally bid or approved through a separate agreement or resolution.

Staff requests Council waive formal competitive bidding and authorize the open market purchase of various training services and accommodations (COKC01730), estimated cost \$900,000, July 1, 2025 through June 30, 2026. Purchases made with this authority will comply with the City's open market purchasing procedures.

**Estimated Cost:**

\$900,000

**Source of Funds:**

Various funds and accounts

**Review:**

Finance Department

**Recommendation:** Resolution be adopted.