



**Ethics Hotline Case #08-01**

**Complaint** –Special Events activity does not properly procure the services of Presentation Resource Inc. (PRI)

**Results of Investigation**

In FY07/08, Special Events properly procured the services of PRI under three procurement options. Purchase Order #802544 for \$4,105 was issued based on the receipt of 2 written quotes as required for purchases with an estimated cost between \$2,501 and \$15,000.

Secondly, a proprietary award for a blanket purchase order #803715 in the amount of \$39,963.50 was issued in accordance with the Procurement Code to “furnish complete and extensive concert sound system, lighting packages, and other miscellaneous theme decorations, props, exhibits, scenery, etc, on an as needed basis for City Special Events.” Actual expense charged to this purchase order was \$31,063.50.

Thirdly, an Administrative Award (Bid No. AD-0240-08) was approved by the Procurement Division in October 2007 to provide for certain entertainment expenses incurred by Special Events in an amount of \$45,000. A payment was made to PRI in the amount of \$37,000 for the ACC Fanfest entertainment.

