

## **PURCHASING**

### **Program Description**

The Purchasing Department proactively directs the County's procurement operations and activities. Develops, coordinates and evaluates procurement and contract administration policies and programs; perform contract administration oversight; provide guidance and support to departments and agencies in administering contracts; develops purchasing requests; performs cost-price analyses, and analyzes cost-price indices.

### **Program and Services**

- Coordinates with user departments, budget office, accounting, fixed assets, and legal department to determine procurement requirements and makes recommendations for standardization of purchases.
- Determines standards, supplier qualifications, value analysis, forecasting, scheduling, cost and budget considerations, capacity, control and weighs alternatives.
- Determines procurement processes including source selection method, bid solicitation, proposal solicitation, statements of qualifications, scheduling, cost/price analyses, negotiation, contract development, expediting, terms and conditions, specifications, and contract administration.
- Analyzes vendor performance, office efficiency, market trends, value added activities and total cost savings.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in procurement.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Develops improved and innovative practices to enhance County procurement and contract administration.
- Reviews and approves all formal solicitation documents and resulting contracts.
- Evaluates protests and disputes relative to procurement matters and provides written decisions.
- Develops and implements new procurement sources to enhance opportunities for the business community.
- Disposes of surplus, confiscated and/or abandoned property by auctions, sales, sealed bids or redistribution to other departments.

### **Significant Changes**

Personnel costs reflect a 4% compensation adjustment, and higher health care and workers compensation premiums. Operating costs are increase to facilitate the training and professional development of purchasing staff. In FY 2006, the Purchasing Director began providing oversight of the Fleet Division to assist in the development of efficiencies and effectiveness. In

FY 2007, the Purchasing Director will provide the same oversight of county-wide building maintenance activities.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Purchasing Assistant	18	1	1	1
Procurement Director	28	1	1	1
Office Assistant	10		1	1
<b>TOTAL</b>		<b>2</b>	<b>3</b>	<b>3</b>

PURCHASING							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
<b>510 PERSONNEL SERVICES</b>							
*	91010 SALARIES	79,484	96,030	97,140	112,248	15,108	15.6%
	91055 TEMPORARY HELP	-	-	-	-	-	-
*	91510 FICA	5,836	7,350	7,440	8,591	1,151	15.5%
*	91520 S C RETIREMENT	5,448	6,580	7,480	9,205	1,725	23.1%
*	91540 GROUP INSURANCE	9,036	10,150	12,950	19,238	6,288	48.6%
*	91550 WORKMENS COMPENSATION	295	260	340	510	170	50.0%
<b>* 510 PERSONNEL SERVICES</b>		<b>100,099</b>	<b>120,370</b>	<b>125,350</b>	<b>149,791</b>	<b>24,441</b>	<b>19.5%</b>
<b>520 OPERATING EXPENSES</b>							
*	92004 DUES-PROFESSIONAL	-	-	-	400	400	-
*	92500 MILEAGE	-	-	-	1,200	1,200	-
	92508 TRAVEL	1,287	-	-	-	-	-
*	92510 PROFESSIONAL DEVELOPMENT	-	-	-	3,300	3,300	-
	92528 TRAINING	1,193	-	-	-	-	-
*	92700 OFFICE SUPPLIES & EXPENSE	2,778	2,000	2,250	2,500	250	11.1%
*	92704 COPIER EXPENSE	511	590	840	840	-	0.0%
*	92710 PUBLIC ADS & NOTICES	941	970	970	970	-	0.0%
	92907 COMPUTER SUPPLIES	-	500	-	-	-	-
	93302 CONTRACT SERVICES	16,486	-	-	-	-	-
*	93600 TELEPHONE/FAX	918	1,000	1,000	1,000	-	0.0%
<b>* 520 OPERATING EXPENSES</b>		<b>24,114</b>	<b>5,060</b>	<b>5,060</b>	<b>10,210</b>	<b>5,150</b>	<b>101.8%</b>
<b>530 CAPITAL OUTLAY</b>							
	99110 CHAIRS	421	-	-	-	-	-
	99250 CAMERAS & EQUIPMENT	251	-	-	-	-	-
	99290 OTHER OFFICE EQUIPMENT	273	-	-	-	-	-
	99300 COMPUTER EQUIPMENT	3,463	-	-	-	-	-
<b>530 CAPITAL OUTLAY</b>		<b>4,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>* 09171 PURCHASING</b>		<b>128,621</b>	<b>125,430</b>	<b>130,410</b>	<b>160,001</b>	<b>29,591</b>	<b>22.7%</b>