

**SPARTANBURG COUNTY, SOUTH CAROLINA
FY 08 ADOPTED OPERATING BUDGET**

PURCHASING

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.

Financial Information

DEPT NUMBER: 1-9171	PURCHASING						
	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 07/08	\$ INC/DEC	% INC/DEC
EXPENDITURES	ACTUAL	ACTUAL	BUDGET	RECOMM	ADOPTED	FY 08 - 07	FY 08 - 07
Personnel Services Expenditures	100,099	131,300	149,791	169,847	176,440	26,649	17.8%
Operating Expenditures	24,114	4,260	10,210	12,460	12,460	2,250	22.0%
Capital Expenditures	4,408	394	0	0	0	0	0.0%
Other Expenditures	0	0	0	0	0	0	0.0%
EXPENDITURE TOTAL	\$128,621	\$135,954	\$160,001	\$182,307	\$188,900	\$28,899	18.1%

Personnel Information

PURCHASING	GRADE	FY 04/05	FY 05/06	*FY 06/07	FY 07/08	FY 07/08	INC/DEC	EXEMPT
					RECOMM	ADOPTED	FY 08 - 07	(Y/N)
Procurement Director	31	1	1	1	1	1	0	Y
Procurement Agent	22	0	0	1	1	1	0	N
Administrative Assistant	18	0	0	1	1	1	0	N
<i>Other Positions</i>	<i>N/A</i>	2	2	0	0	0	0	N/A
TOTAL, PURCHASING		3	3	3	3	3	0	

**Includes any changes made during FY 06/07*

FY 08 Budget Highlights & Initiatives

The Purchasing FY 08 Adopted Budget reflects the following changes and initiatives:

- Vehicle fuel, maintenance, and repairs are budgeted at \$2,000. This reflects assigning one (1) vehicle to the Purchasing Department.

Ongoing Initiatives

- Coordinate with user departments, Budget Management, Accounting, Fixed Assets, and Legal Services to determine procurement requirements and makes recommendations for standardization of purchases.
- Determine standards, supplier qualifications, value analysis, forecasting, scheduling, cost and budget considerations, capacity, control and considers alternatives.
- Determine 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.
- Analyze vendor performance, office efficiency, market trends, value added activities and total cost savings.
- Attend meetings, conferences, workshops and training sessions and review publications and audiovisual materials to become and remain current on the principles, practices and new developments in procurement.
- Communicate and coordinate regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

SPARTANBURG COUNTY, SOUTH CAROLINA
FY 08 ADOPTED OPERATING BUDGET

(PURCHASING CONTINUED)

- Develop improved and innovative practices to enhance County procurement and contract administration.
- Review and approves all formal solicitation documents and resulting contracts.
- Evaluate protests and disputes relative to procurement matters and provides written decisions.
- Develop and implement new procurement sources to enhance opportunities for the business community.
- Dispose of surplus, confiscated and/or abandoned property by auctions, sales, sealed bids or redistribution to other departments.