

PURCHASING

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

DEPT NUMBER: 1-9171	PURCHASING					
FUNDING SOURCE(S)	FY 2004/05 ACTUAL	FY 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 BUDGET	FY 2008/09 BUDGET	INC/DEC FY 09 - 08
General Fund	128,621	135,954	172,760	188,900	210,623	21,723
EXPENDITURES						
Personnel Services Expenditures	100,099	131,300	162,236	176,440	190,263	13,823
Operating Expenditures	24,114	4,260	8,753	12,460	20,360	7,900
Capital Outlay	4,408	394	1,771	0	0	0
Other Expenditures	0	0	0	0	0	0
EXPENDITURE TOTAL	\$128,621	\$135,954	\$172,760	\$188,900	\$210,623	\$21,723
AUTHORIZED PERSONNEL	3	3	3	3	3	0

FY 2008/09 Budget Highlights & Initiatives

- There are no significant changes in the Purchasing FY 2008/09 Adopted Operating Budget.

Ongoing Initiatives

- Coordinates with user departments, Budget Management, Accounting, Fixed Assets, and Legal Services 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 considers 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 review 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 implement 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.