

# 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 2005/06 ACTUAL	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 BUDGET	FY 2009/10 BUDGET	INC/DEC FY 10 - 09
General Fund	135,954	172,760	192,060	210,623	<b>209,996</b>	(628)
<b>EXPENDITURES</b>						
Personnel Services Expenditures	131,300	162,236	178,094	190,263	<b>196,256</b>	5,992
Operating Expenditures	4,260	8,753	12,953	20,360	<b>13,740</b>	(6,620)
Capital Outlay	394	1,771	1,014	0	<b>0</b>	0
Other Expenditures	0	0	0	0	<b>0</b>	0
<b>EXPENDITURE TOTAL</b>	<b>\$135,954</b>	<b>\$172,760</b>	<b>\$192,060</b>	<b>\$210,623</b>	<b>\$209,996</b>	<b>(\$628)</b>
<b>AUTHORIZED PERSONNEL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

## FY 2009/10 Budget Highlights & Initiatives

- There are no significant changes in the FY 2009/10 Purchasing Adopted 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.
- 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.
- 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.