

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 | 208,345 | (2,278) |
| EXPENDITURES | | | | | | |
| Personnel Services Expenditures | 131,300 | 162,236 | 178,094 | 190,263 | 194,605 | 4,342 |
| Operating Expenditures | 4,260 | 8,753 | 12,953 | 20,360 | 13,740 | (6,620) |
| Capital Outlay | 394 | 1,771 | 1,014 | 0 | 0 | 0 |
| Other Expenditures | 0 | 0 | 0 | 0 | 0 | 0 |
| EXPENDITURE TOTAL | \$135,954 | \$172,760 | \$192,060 | \$210,623 | \$208,345 | (\$2,278) |
| AUTHORIZED PERSONNEL | 3 | 3 | 3 | 3 | 3 | 0 |

FY 2009/10 Budget Highlights & Initiatives

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