

# Purchasing

## DESCRIPTION

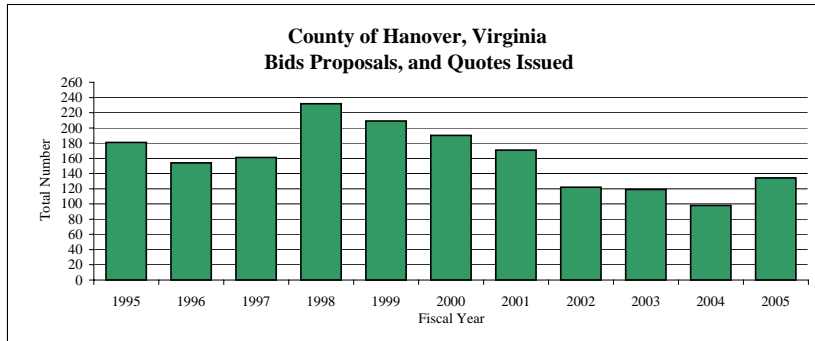
Purchasing provides central procurement services for County departments and agencies. The Department's primary responsibilities include oversight review and assistance in preparation of specifications, commodity bidding, solicitation and oversight review of professional and non-professional service proposals. In addition, Purchasing is responsible for purchase authorization, construction bidding, disposal of real and personal property, maintaining the vendor master file, oversight of the County's procurement card program with Mastercard, and contract review, preparation, and administration. Purchasing obtains high quality goods and efficient, effective services at a reasonable cost within time frames referenced in the Purchasing Operational Procedures Manual.

## GOALS AND OBJECTIVES

- Hold Training Workshops on new purchasing policies and procedures;
- Conduct American Express Procurement Card Workshops;
- Develop and send out Customer Service Survey to all using departments within the County; and
- Identify and establish two new contracts for services or commodities not previously contracted by the County.

## SERVICE LEVELS

	<b>FY05</b>	<b>FY05</b>	<b>FY06</b>	<b>FY06</b>	<b>FY07</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>
Per capita cost of operating department	\$4.72	\$4.64	\$4.94		\$5.31
Purchase orders issued (millions of \$)	\$ 9.0	\$ 20.4	\$ 14.0	\$ 5.0	\$ 15.0
Sole source purchases (millions of \$)	\$ 0.4	\$ 0.5	\$ 0.5	\$ 0.8	\$ 0.5
Emergency purchases (actual \$)	\$ 20,000	\$ 242,164	\$ 25,000	\$ 23,000	\$ 25,000
Bids, proposals, and quotes issued	120	134	140	100	140
Number of bid related protests sustained	-	-	-	-	-
% Solicitations issued within guidelines	100.0%	75.8%	90.0%	80.0%	90.0%
% Solicitations reissued due to errors	2.0%	0.8%	2.0%	0.0%	2.0%



## BUDGET HIGHLIGHTS

### FY06

Salaries and fringe benefits increased due to continued higher health insurance costs. The decrease in operating expenditures is due to the department not needing small capital outlay funds in FY07.

# Purchasing

**BUDGET HIGHLIGHTS (continued)**

FY07

The salaries and fringe benefits category increased due to additional employees opting for health insurance. The operating expenditures category contains additional funding for storing County documents.

**BUDGET SUMMARY**

Expenditures

	<b>FY05</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>Percent</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
<b>Purchasing</b>					
Salaries and Fringe Benefits	\$ 409,563	\$ 406,155	\$ 442,853	\$ 483,369	9.1%
Operating Expenditures	33,408	29,867	30,529	34,540	13.1%
Capital Outlay	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 442,971</b>	<b>\$ 436,022</b>	<b>\$ 473,382</b>	<b>\$ 517,909</b>	<b>9.4%</b>

Revenue

<b>Total Department Generated Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Generated Revenue Percent of Budget	0.0%	0.0%	0.0%	0.0%	

<b>Other General Fund Revenue</b>	<b>\$ 442,971</b>	<b>\$ 436,022</b>	<b>\$ 473,382</b>	<b>\$ 517,909</b>	<b>9.4%</b>
Other General Fund Percent of Budget	100.0%	100.0%	100.0%	100.0%	

Full-time Positions	7	7	7	7	0.0%
Full-time Equivalents	7.0	7.0	7.0	7.0	0.0%

**FUTURE FUNDING ISSUES**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>
Salaries and Fringe Benefits	\$ 502,282	\$ 521,934	\$ 585,711	\$ 608,628
Operating Expenditures	35,576	36,643	38,484	39,638
Capital Outlay	-	30,000	4,060	-
<b>Total Expenditures</b>	<b>\$ 537,858</b>	<b>\$ 588,578</b>	<b>\$ 628,255</b>	<b>\$ 648,266</b>

Revenue

<b>Total Department Generated Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Generated Revenue Percent of Budget	0.0%	0.0%	0.0%	0.0%

<b>Other General Fund Revenue</b>	<b>\$ 537,858</b>	<b>\$ 588,578</b>	<b>\$ 628,255</b>	<b>\$ 648,266</b>
Other General Fund Percent of Budget	100.0%	100.0%	100.0%	100.0%

Full-time Positions	7	7	8	8
Full-time Equivalents	7.0	7.0	8.0	8.0

The increased expenditures in FY09 reflect the department's plans to implement new bidder selection software. The increase in the FY10 budget is due to the addition of a Purchasing Officer.