

Purchasing

DESCRIPTION

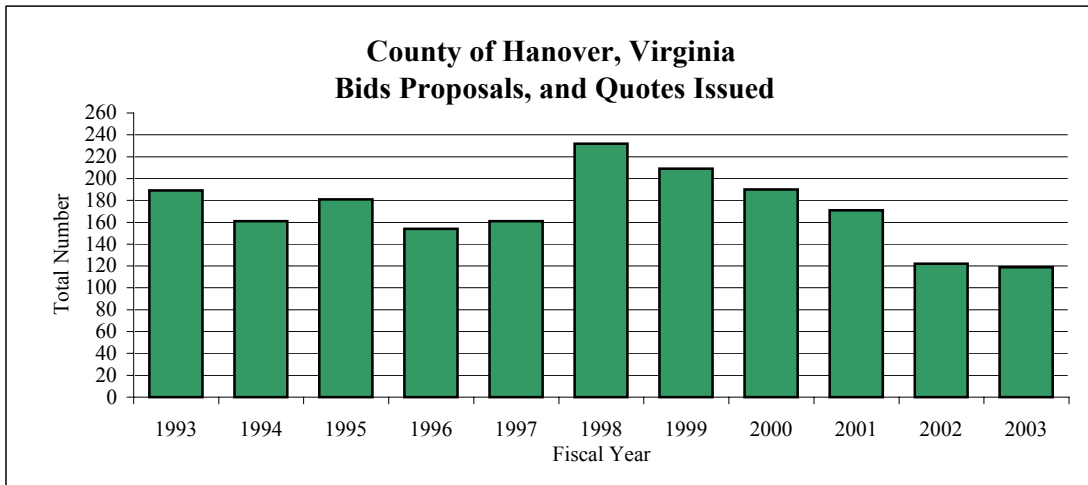
Purchasing provides central procurement services for County departments and agencies. The Department's primary responsibilities include oversight review and assistance in preparation of specifications, commodity bidding, solicitation and oversight review of professional and non-professional service proposals. In addition, Purchasing is responsible for purchase authorization, construction bidding, disposal of real and personal property, maintenance of a County wide fixed assets inventory, 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 classes twice a year for the automated requisition system;
- Conduct purchasing procedures review workshops upon request.

SERVICE LEVELS

| | <u>FY03 Budget</u> | <u>FY03 Actual</u> | <u>FY04 Budget</u> | <u>FY04 Forecast</u> | <u>FY05 Budget</u> |
|--|------------------------|------------------------|------------------------|--------------------------|------------------------|
| Per capita cost of operating department | \$ 4.45 | \$ 4.24 | \$ 4.52 | | \$ 4.49 |
| Purchase orders issued (millions of \$) | \$ 14.0 | \$ 9.3 | \$ 14.0 | \$ 9.0 | \$ 9.0 |
| Sole source purchases (millions of \$) | \$ 0.4 | \$ 0.4 | \$ 0.5 | \$ 0.5 | \$ 0.4 |
| Emergency purchases (actual \$) | \$ 20,000 | \$ - | \$ 25,000 | \$ 1,100,000 | \$ 20,000 |
| Bids, proposals, and quotes issued | 200 | 119 | 130 | 130 | 120 |
| Number of bid related protests sustained | - | - | - | - | - |



BUDGET HIGHLIGHTS

FY04

This budget represents maintenance level funding.

Purchasing

BUDGET HIGHLIGHTS (continued)

FY05

Salaries and fringe benefits increased due to higher VRS contributions and health insurance costs. The decrease in operating costs can be attributed to the department not needing as many replacement computers in FY05.

BUDGET SUMMARY

Expenditures

| | FY03 | FY03 | FY04 | FY05 | Percent |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Budget</u> | <u>Change</u> |
| Purchasing | | | | | |
| Salaries and Fringe Benefits | \$ 382,898 | \$ 368,262 | \$ 400,094 | \$ 409,563 | 2.4% |
| Operating Expenditures | 34,901 | 29,324 | 35,331 | 33,408 | -5.4% |
| Capital Outlay | - | - | - | - | 0.0% |
| Total Expenditures | \$ 417,799 | \$ 397,586 | \$ 435,425 | \$ 442,971 | 1.7% |

Revenue

| | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------|
| Total Department Generated Revenue | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Generated Revenue Percent of Budget | 0.0% | 0.0% | 0.0% | 0.0% | |
| Other General Fund Revenue | \$ 417,799 | \$ 397,586 | \$ 435,425 | \$ 442,971 | 1.7% |
| 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

| | FY06 | FY07 | FY08 | FY09 |
|------------------------------|--------------------|--------------------|--------------------|--------------------|
| | <u>Plan</u> | <u>Plan</u> | <u>Plan</u> | <u>Plan</u> |
| Salaries and Fringe Benefits | \$ 426,764 | \$ 444,688 | \$ 504,403 | \$ 525,588 |
| Operating Expenditures | 33,441 | 34,344 | 36,272 | 37,251 |
| Capital Outlay | 30,000 | - | 5,000 | - |
| Total Expenditures | \$ 490,206 | \$ 479,033 | \$ 545,675 | \$ 562,839 |

Revenue

| | | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| Total Department Generated Revenue | \$ - | \$ - | \$ - | \$ - |
| Generated Revenue Percent of Budget | 0.0% | 0.0% | 0.0% | 0.0% |
| Other General Fund Revenue | \$ 490,206 | \$ 479,033 | \$ 545,675 | \$ 562,839 |
| 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 FY07 reflect the department's plans to implement new bidder selection software. The increase in the FY08 budget is due to the addition of a Purchasing Officer.