

# Purchasing

## DESCRIPTION

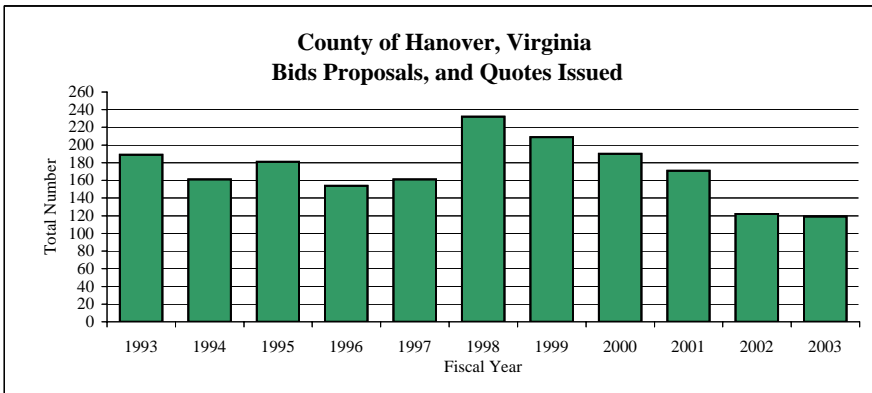
Purchasing provides central procurement services for County departments and agencies. The Department's primary responsibilities include oversight review and assistance in preparation of specifications, commodity bidding, solicitation and oversight review of professional and non-professional service proposals. 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 American Express, 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

	FY04		FY05		FY06
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>
Per capita cost of operating department	\$ 4.45	\$ 4.24	\$ 4.52		\$ 4.49
Purchase orders issued (millions of \$)	\$ 14.0	\$ 12.8	\$ 14.0	\$ 13.8	\$ 15.0
Sole source purchases (millions of \$)	\$ 0.4	\$ 1.9	\$ 0.5	\$ 0.5	\$ 0.4
Emergency purchases (actual \$)	\$ 20,000	\$ 171,898	\$ 25,000	\$ 1,100,000	\$ 20,000
Bids, proposals, and quotes issued	200	119	130	130	120
Number of bid related protests sustained	115	98	140	140	150



## BUDGET HIGHLIGHTS

### 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.

# Purchasing

## BUDGET HIGHLIGHTS (continued)

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 FY06.

## BUDGET SUMMARY

### Expenditures

	<b>FY04</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>Percent</b>
<b>Purchasing</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>
Salaries and Fringe Benefits	\$ 400,094	\$ 364,771	\$ 409,563	\$ 442,854	8.1%
Operating Expenditures	35,331	23,686	33,408	30,529	-8.6%
Capital Outlay	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>\$ 435,425</b>	<b>\$ 388,457</b>	<b>\$ 442,971</b>	<b>\$ 473,383</b>	<b>6.9%</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>\$ 435,425</b>	<b>\$ 388,457</b>	<b>\$ 442,971</b>	<b>\$ 473,383</b>	<b>6.9%</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>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>
Salaries and Fringe Benefits	\$ 461,454	\$ 480,835	\$ 501,030	\$ 564,822
Operating Expenditures	31,369	32,231	33,118	34,229
Capital Outlay	-	30,000	-	-
<b>Total Expenditures</b>	<b>\$ 492,823</b>	<b>\$ 543,066</b>	<b>\$ 534,148</b>	<b>\$ 599,051</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>\$ 492,823</b>	<b>\$ 543,066</b>	<b>\$ 534,148</b>	<b>\$ 599,051</b>
Other General Fund Percent of Budget	100.0%	100.0%	100.0%	100.0%
Full-time Positions	7	7	7	8
Full-time Equivalents	7.0	7.0	7.0	8.0

The increased expenditures in FY08 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.