

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	209,996	(628)
EXPENDITURES						
Personnel Services Expenditures	131,300	162,236	178,094	190,263	196,256	5,992
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	\$209,996	(\$628)
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 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.