

2011 Midyear Budget Hearing

Department/Agency: Fiscal Office – Office of Procurement & Diversity

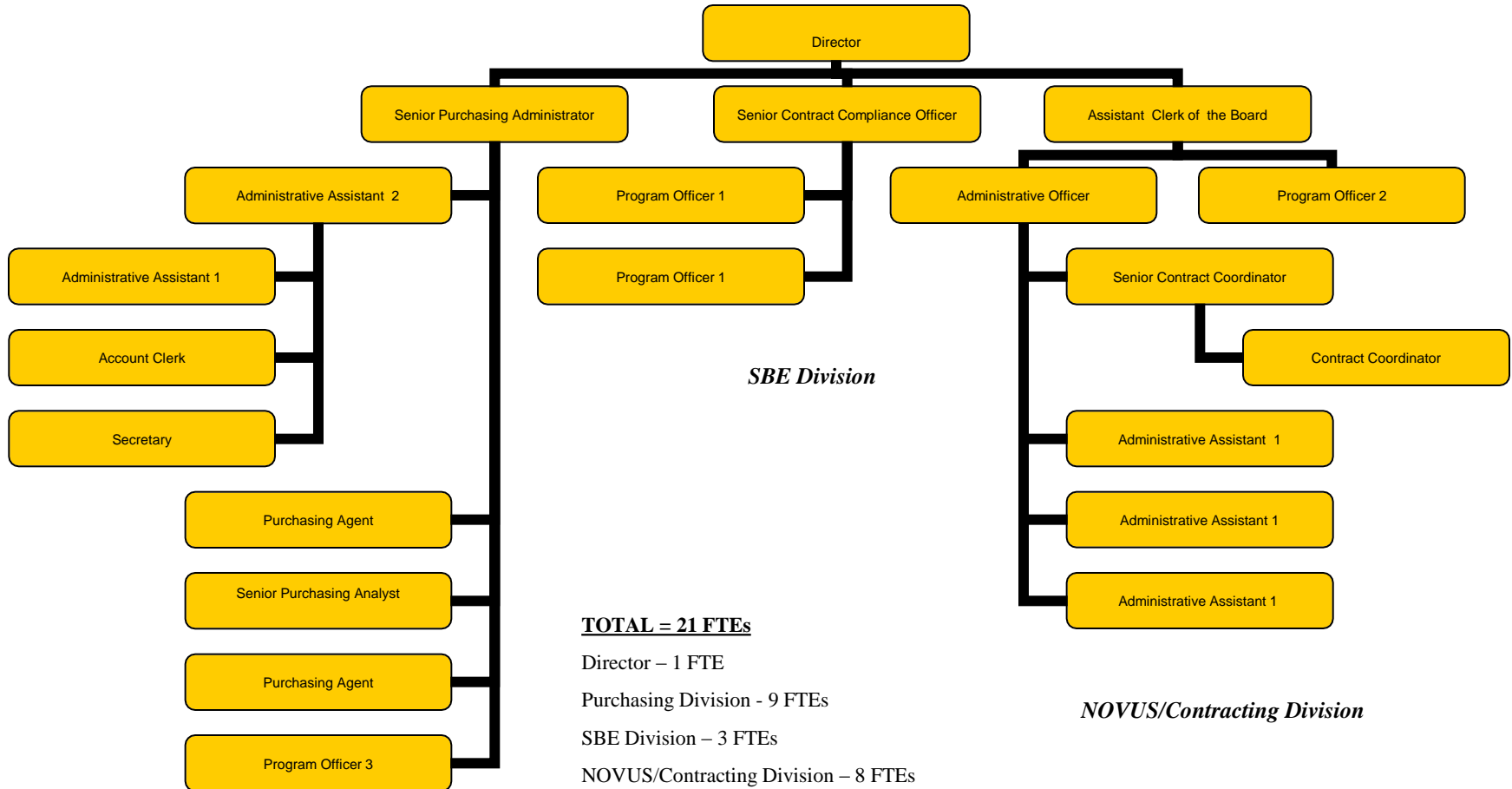
Date: July 13, 2011



Office of Procurement & Diversity

- Office of Procurement & Diversity (OPD) is part of the Fiscal Office (Wade Steen – Fiscal Officer)
- OPD consists of the following 3 divisions:
 - Purchasing Division
 - Small Business Enterprise (SBE) Division
 - NOVUS/Contracting Division

OPD – Organizational Chart



Purchasing Division

NOVUS/Contracting Division



OPD – Purchasing Division

- ❑ Responsible for establishing purchasing policies and coordinating the purchasing procedures
- ❑ Oversees the formal bidding and proposal processes for materials, services, supplies, construction, and professional services
- ❑ Assists with the disposal of surplus county property
- ❑ Administers the procurement card (p-card) program



OPD – SBE Division

- Responsible for administering the county's SBE Program (designed to give small business enterprises the opportunity to fully participate in the county's system of procurement)
- Duties include certifying new applicants, recertifying existing SBE vendors, evaluating procurements for SBE compliance, monitoring contracts for SBE compliance, and performing SBE outreach



OPD – NOVUS/Contracting Division

- Responsible for processing, reviewing, and preparing action items for approval by the County Executive, County Council for County Executive initiated items, and County Board of Control
- Responsible for processing, reviewing, and certifying funding for all county contracts and agreements



OPD – Budget Overview

- ❑ 2011 Total Budget - \$1,591,162
- ❑ Personnel Salaries & Benefits - \$1,247,001 (78.4%)
- ❑ Controlled Services - \$186,683 (11.7%)
- ❑ Contracts & Prof Services - \$105,486 (6.6%)
- ❑ Other Operating - \$45,598 (2.9%)
- ❑ Commodities - \$5,000 (0.3%)
- ❑ Capital Outlays - \$1,394 (0.1%)



OPD – Budget Overview (continued)

- Department cost control efforts:
 - Monitor/scrutinize purchases
 - Reduce paper utilization
 - Reduce desktop printer utilization
 - Utilize free/low cost staff development options
 - No overtime



OPD – Budget Overview (continued)

- Known unanticipated expenses for 2011:
 - BuySpeed Customization - \$24,250.00
 - OnBase Licenses - \$22,349.57

- Possible unanticipated expenses for 2011:
 - IT software modifications – Ordinance 2011-0014
 - Microsoft Office Upgrade
 - SBE Outreach Event
 - Internal Staff Development/Training



OPD (Cnty Supplies) – Budget Overview

- 2011 Total Budget - \$467,290
 - Commodities - \$465,200 (99.6%)
 - Controlled Services - \$2,090 (0.4%)
- Efforts to Control Budget
 - Steer department purchasers to “value” purchases
 - Encourage departments to place online orders
 - Encourage departments to reduce order frequency (avoid fee for orders <\$50)
 - OPD will do frequent analysis of our spend to determine best contract option



Pending Projects

- Update manuals and procedures
 - Purchasing Policy & Procedure Manual
 - RFP Manual (includes RFQ Manual)
 - Contracting Manual
 - SBE Manual (including Bidder's Manual)
- Assess/redesign department operations to gain efficiencies & improve performance
- Provide training to county staff on updated policies & procedures
- Assist with Vendor Ethics Training
- Increase SBE Outreach Activities



Closing Remarks

- Information available on the OPD website:
 - On-line Vendor Registration
 - On-line SBE certification/recertification application
 - SBE Vendor listing (searchable)
 - Notices and Awards Calendar
 - Contract Awards and Purchase Summary
 - Internet Auction of surplus county property
- Questions and Answers