

Priority: Accountability
Program Offer Type: Existing Operating
Related Programs:

Lead Agency: County Management
Program Contact: Mindy Harris

Program Characteristics:

Executive Summary

The Central Procurement and Contract Administration (CPCA) function oversees the County's public procurement and contracting activities. CPCA is also responsible for conducting outreach and maximizing contracting opportunities with Minority, Women, and Emerging Small Business (MWESB) contractors as well as Qualified Rehabilitation Facilities (QRFs).

Program Description

CPCA implements policy and provides resources and expertise to support County contracting and procurement processes. CPCA staff plan and conduct formal procurements in coordination with department personnel, review and approve informal procurements, process exemptions, issue purchase orders, handle protests, review contract documents, and track contract data. CPCA is responsible for safeguarding the County from potential risk and liability exposure by determining the most appropriate procurement method and ensuring proper procedures. CPCA staff monitor and report on the level of MWESB participation in County contracts, as well as conduct outreach efforts to MWESB contractors by providing technical assistance and disseminating information on upcoming procurement opportunities. CPCA manages a sheltered market program (SMP) for socioeconomically disadvantaged businesses performing Public Works contracts for Multnomah County that provides provides prime contracting experience for small contractors and improves opportunities for minority and women-owned businesses in the regional construction industry.

Program Justification

CPCA maintains the integrity of the County's procurement system through compliance with laws, rules, policies, and administrative procedures. It provides the County with consistent, accurate, well-documented, and timely procurement and contracting processes which are essential to government accountability standards. CPCA's ability to offer departments expertise with procurement procedures enables compliance with State procurement statutes and County administrative procedures and PCRB rules. CPCA uses innovative procurement practices, such as RFPs that employ better methods for achieving best value, to get the maximum benefit out of limited resources.

CPCA also contributes to the County's efforts to strengthen the local economy and support the Thriving Economy goals by conducting outreach and providing technical assistance to MWESB contractors as well as support for Qualified Rehabilitation Facilities (QRF). CPCA's work supports the growth and development of existing businesses and attracts new businesses by creating incentives that provide opportunities to participate in the procurement process.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY04-05)	Current Year Purchased (FY05-06)	Current Year Estimate (FY05-06)	Next Year Offer (FY06-07)
Output	Number of training courses offered that meet or exceed minimum expectations	0	0	0	20
Outcome	Minimal number of successful protest actions	0	0	2	0
Output	Increased # of MWESB contractors successfully referred for State certification	0	0	0	20
Outcome	Larger pool of certified MWESB contractors to solicit quotes and perform work	0	0	0	20

Performance Measure - Description

Legal/Contractual Obligation

- * Public Contract Review Board Rules and Administrative Procedures (i.e., PUR-1 and CON-1) issued by Multnomah County
- * State of Oregon Public Contracting Statutes, ORS chapters 279A, 279B, and 279C
- * Federal Acquisition Regulation (FAR) and FAR Supplements

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2006	2006	2007	2007
Personnel	\$0	\$1,289,918	\$1,438,698	\$0
Contracts	\$0	\$156,167	\$125,231	\$0
Materials & Supplies	\$0	\$33,703	\$60,470	\$0
Internal Services	\$0	\$171,715	\$246,283	\$0
Subtotal: Direct Exps:	\$0	\$1,651,503	\$1,870,682	\$0
Administration	\$0	\$0	\$89,845	\$6,154
Program Support	\$0	\$0	\$22,126	\$0
Subtotal: Other Exps:	\$0	\$0	\$111,971	\$6,154
Total GF/non-GF:	\$0	\$1,651,503	\$1,982,653	\$6,154
Program Total:	\$1,651,503		\$1,988,807	
Program FTE	0.00	0.00	18.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$1,892,441	\$2,800	\$0
Program Revenue for Admin	\$0	\$0	\$7,383	\$0
Total Revenue:	\$0	\$1,892,441	\$10,183	\$0

Explanation of Revenues

Revenues generated by CPCA are minimal. When requested, copies of public records and procurement documents are provided for a nominal fee. Consistent with amounts received in the prior FY, revenues are projected at \$2,800.

Significant Program Changes

Last year this program was: #71018, Finance Operations

Last fiscal year, CPCA was included in County Business Services and funds were comingled with the Accounts Payable Program Offer. Going forward, CPCA is expected to be supported by the general fund. Staff cuts and increases in FY 06 resulted in a net increase of 2 FTE to better plan and manage an increasing procurement workload and to adequately support MWESB outreach efforts that deliver tangible results; the net change brought CPCA back to staffing levels reflected 2 years ago. No change in FTE is proposed for FY 07.