

**Priority:** Accountability **Lead Agency:** County Management  
**Program Offer Type:** Existing Operating **Program Contact:** Mindy Harris  
**Related Programs:**  
**Program Characteristics:**

**Executive Summary**

Central Procurement and Contract Administration (CPCA) assures that the County conducts appropriate and cost-efficient public procurement and contracting practices. CPCA is also responsible for maximizing contracting opportunities with Minority, Women, and Emerging Small Business (MWESB) contractors and Qualified Rehabilitation Facilities (QRFs).

**Program Description**

CPCA staff plan and conduct formal procurement processes in collaboration with department personnel, review and approve informal procurements, process exemptions, issue purchase orders, handle protests, enable compliance with procurement and contracting policies, review contract documents, maintain official contract records, and track and monitor contract data. By working with the County Attorney's office and Department personnel, CPCA helps safeguard the County from potential contractual risk and liability exposure. CPCA continuously strives to improve processes and incorporate changes in rules and administrative procedures based on best practices and revisions to State procurement and contracting statutes. CPCA staff promote and monitor MWESB participation in County contracts. We conduct outreach efforts to provide technical assistance and disseminate information to MWESBs. CPCA manages a Sheltered Market Program in partnership with the City of Portland to provide prime contracting experience for socioeconomically disadvantaged businesses performing Public Works contracts for the County.

**Program Justification**

CPCA provides accurate and timely procurement and contracting services to achieve essential County government objectives. CPCA conducts formal procurement processes for high-dollar, complex transactions and maintains oversight of the County's overall contracting process; we provide guidance tools and resources, including helpful information on our website to enable County employees to make purchases at amounts under the formal procurement threshold. CPCA employs environmentally sustainable procurement practices and aggregates purchases of Countywide goods and services to the extent possible to achieve greatest possible economies of scale; we utilize State and other volume purchase contracts to reduce costs. CPCA's expertise in procurement practices ensures compliance with laws, State procurement statutes, County Administrative Procedures, and rules established by Multnomah County's Public Contract Review Board (PCRB). CPCA activities enhance the County's efforts to build relationships and provide networking opportunities with contractors interested in doing business with Multnomah County. CPCA maintains an office in the Oregon Association of Minority Entrepreneurs(OAME) facility to increase access and opportunities for minority businesses. CPCA also contributes to the County's efforts to strengthen the local economy by conducting outreach and providing technical assistance to MWESB contractors as well as support for QRFs. CPCA programs are designed to support the growth and development of these historically underutilized businesses by offering referrals to technical assistance and creating incentives to participate in contracting opportunities.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Increased percent of contracts awarded to MWESB/QRF businesses	0.0%	5.0%	3.0%	5.0%
Outcome	Minimize the number of sustained protest actions	0	0	0	0
Efficiency	Quantity of formal RFP and ITB solicitations issued	0	0	0	50

**Performance Measure - Description**

 **Measure Changed**

A performance measure which assessed efficiency in contract document processing was deleted based on significant improvements achieved this year, and a new efficiency measure was added to track the quantity of formal procurements conducted.

## Legal/Contractual Obligation

Contracts with the City of Portland to provide technical assistance to MWESB contractors in the Sheltered Market Program, Equal Employment Opportunity (EEO) certification services and data, and workforce hiring and training services. Oregon Revised Statutes (ORS) 279A, 279B and 279 establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of the ORS requirements.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2008	2008	2009	2009
Personnel	\$1,514,998	\$0	\$1,619,290	\$0
Contracts	\$120,200	\$0	\$124,398	\$0
Materials & Supplies	\$68,673	\$0	\$70,150	\$0
Internal Services	\$323,801	\$0	\$267,490	\$0
Subtotal: Direct Exps:	<b>\$2,027,672</b>	<b>\$0</b>	<b>\$2,081,328</b>	<b>\$0</b>
Administration	\$138,715	\$25,824	\$112,466	\$18,203
Program Support	\$22,032	\$0	\$25,201	\$0
Subtotal: Other Exps:	<b>\$160,747</b>	<b>\$25,824</b>	<b>\$137,667</b>	<b>\$18,203</b>
Total GF/non-GF:	<b>\$2,188,419</b>	<b>\$25,824</b>	<b>\$2,218,995</b>	<b>\$18,203</b>
Program Total:	<b>\$2,214,243</b>		<b>\$2,237,198</b>	
Program FTE	18.00	0.00	18.00	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$25,824	\$0	\$18,203	\$0
<b>Total Revenue:</b>	<b>\$25,824</b>	<b>\$0</b>	<b>\$18,203</b>	<b>\$0</b>

## Explanation of Revenues

Revenues are generated when Solicitation Plans and Specifications are sold or fees are collected for services performed in response to public records requests. Revenues are projected to be \$2,800.

## Significant Program Changes

Last year this program was: #72018, Central Procurement & Contracts Administration