

Priority: Accountability
Program Offer Type: Existing Operating
Related Programs: 72010B

Lead Agency: County Management
Program Contact: Brian Smith

Program Characteristics:

Executive Summary

Central Procurement and Contract Administration (CPCA) oversees the County's purchasing activities and provides leadership, expertise, and training to departments and employees who perform purchasing functions. CPCA supports departments to purchase products and services in human services, construction, materials, and non-professional and professional services. CPCA ensures appropriate and cost-efficient public procurement and contracting practices, including evaluating the economic, social and environmental impacts of purchases.

Program Description

CPCA provides leadership, policy oversight and monitoring, contract procurement, administration and compliance, staff training, support services and overall accountability for thousands of contracts and millions of dollars awarded each year. Key efforts include: (1) safeguard the County from potential contractual risk and liability exposure; (2) ensure products and services are purchased in accordance with federal and state laws, procedures and regulations including County Administrative Procedures and rules established by Multnomah County's Public Contract Review Board (PCRB); (3) review and approve contract documents, review and approve contract changes and/or amendments and maintain official contract records; (4) research, analyze, recommend, and implement best practices; (5) provide on-going guidance, support, training and consulting to departments and employees; (6) track, monitor, analyze and annually report on contract data and performance measures; (7) maximize efforts to include and ensure participation of Minority, Women and Emerging Small Businesses (MWESB); (8) participate in community events, meetings and conduct outreach to the MWESB vendor community, and (9) develop and implement sustainable purchasing policies, procedures and training.

Program Justification

CPCA ensures compliance with laws, State procurement statutes, County Administrative Procedures, and rules established by Multnomah County's Public Contract Review Board (PCRB). In addition, CPCA provides leadership on MWESB and sustainable purchasing efforts.

The staff's high level of expertise and ability enables CPCA to provide cost effective customized advising services to all County departments. The staff plans, reviews and approves contract documents, maintains oversight of the County's overall contracting process, analyzes data, performs research of best practices, trains employees, provides recommendations, and assists with contract processing. All activities are designed to promote continual improvement towards reducing risk and liability for the County, creating efficiencies and implementing best practices and procedures.

CPCA contributes to the County's efforts to strengthen the local economy by conducting outreach and providing assistance to MWESB vendors. These efforts are designed to support the growth and development of historically underutilized MWESB businesses.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Percent of contracts awarded to MWESB and QRF businesses	29.0%	29.0%	29.0%	20.0%
Outcome	Minimize the number of sustained protests	0	0	0	0
Efficiency	Quantity of formal RFP and Bid solicitations issued	52	50	40	45
Output	Number of Contracts	1,000	0	1,078	1,000

Performance Measure - Description

✔ **Measure Changed**

Increase percent of contracts awarded to MWESB and QRF business has been reduced from 29% to 20% to reflect reductions to the MWESB program of 1.0 FTE, technical assistance and outreach (see significant program changes for more detail).

Number of Contracts is a new measure for FY 09-10.

Legal/Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C 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 ORS requirements.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$0	\$0	\$1,610,986	\$0
Contracts	\$0	\$0	\$124,398	\$0
Materials & Supplies	\$0	\$0	\$56,030	\$0
Internal Services	\$0	\$0	\$265,512	\$0
Subtotal: Direct Exps:	\$0	\$0	\$2,056,926	\$0
Administration	\$74,240	\$17,516	\$590,213	\$0
Program Support	\$43,881	\$0	\$35,973	\$0
Subtotal: Other Exps:	\$118,121	\$17,516	\$626,186	\$0
Total GF/non-GF:	\$118,121	\$17,516	\$2,683,112	\$0
Program Total:	\$135,637		\$2,683,112	
Program FTE	18.00	0.00	17.00	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$0	\$8,000	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$8,000	\$0

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. In FY 09-10 CPCA is raising fees charged for Solicitation Plans and Specifications for the first time in more than 20 years. Revenues are projected to be \$8,000.

Significant Program Changes

✔ Significantly Changed

Last year this program was: #72020, Central Procurement & Contracts Administration

During FY09 CPCA made significant progress and improvements in its MWESB Program, resulting in direct technical assistance services to an estimated 180 MWESB businesses.