

Lead Agency: County Management
Program Offer Type: Existing Operating
Related Programs: 72011A

Program Contact: Brian Smith

Program Characteristics:

Executive Summary

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

Program Description

Purchasing provides leadership, policy oversight and monitoring, contract procurement, 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.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Percent of contracts awarded to MWESB and QRF businesses	33.0%	29.0%	33.0%	30.0%
Outcome	Minimize the number of sustained protests on formal procurements	0	0	0	0
Output	Number of formal RFP and Bid solicitations issued	45	45	60	50
Output	Number of contracts processed	1,137	1,000	1,223	1,100

Performance Measure - Description

These are the same performance measures as in FY10.

Purchasing manages formal (i.e. >\$150,000) RFP and bid solicitations for the County because they represent the greatest risk in the County's purchasing activity. Minimizing the number of sustained protests is an indicator of how well Purchasing is managing the risks associated with formal procurement processes. The output measure of the number of formal RFP and bid solicitations is a good indicator of the volume of formal procurements we conduct across all county departments. Likewise, the number of contracts processed is a good indicator of the volume of contracts we review, process and store for county departments.

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	2010	2010	2011	2011
Personnel	\$1,685,314	\$0	\$1,680,007	\$0
Contracts	\$124,398	\$0	\$10,000	\$0
Materials & Supplies	\$56,030	\$0	\$54,505	\$0
Internal Services	\$265,512	\$0	\$359,776	\$0
Total GF/non-GF:	\$2,131,254	\$0	\$2,104,288	\$0
Program Total:	\$2,131,254		\$2,104,288	
Program FTE	19.00	0.00	18.00	0.00
Program Revenues				
Fees, Permits & Charges	\$8,000	\$0	\$8,000	\$0
Total Revenue:	\$8,000	\$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.

Significant Program Changes

Last year this program was: #72010A, FRM - CPCA and #72027 - FRM - Contracts System Redesign Project Management

This program offer includes a total of \$93,803 in cuts:

Eliminate vacant Sr. Procurement Analyst (\$87,278)

This position was slated for reclassification as the Workforce Training and Hiring (WTH) Program Coordinator with the intent of reducing or eliminating WTH compliance consulting costs. These costs are approximately \$25,000 per year and provide WTH compliance services for a limited number (4-6) of projects. By eliminating this position, WTH compliance services on both the East County Courthouse and Sellwood Bridge projects will not have funding, estimated at \$30,000 to \$50,000. Elimination of this position will also reduce MWESB community outreach and training for vendors who want to do business with the County. This position was also responsible for building and maintaining effective working relationships across County departments, researching WTH best practices, and providing training to internal stakeholders.

Printing- reduced 20%. (\$1,000)

Supplies- reduced by 15% (\$2,000)

Local Travel- reduced by 80% (\$800)

Dues & Subscriptions- reduction in membership rates to local chapter of National Institute of Governmental Purchasing (NIGP), 15% discount for pre-pay of National NIGP memberships to cover 49 procurement staff across County Departments, (\$2,725)