

Lead Agency: County Management

Program Contact: Brian Smith

Program Offer Type: Existing Operating

Related Programs:

Program Characteristics: In Target, Climate Action Plan

Executive Summary

Purchasing oversees the County's goods and services procurement activities and provides leadership, expertise, and training to departments and employees who perform purchasing functions. Purchasing supports departments to procure 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) and Qualified Rehabilitation Facilities (QRF); (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.

CAP: 18-9 All Purchasing staff share in the education, training, and support of County staff to promote and support sustainable purchasing practices. Program Offer 72010B requests a more effective approach to supporting this CAP goal through dedicated staffing.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Percent of contracts awarded to MWESB and QRF businesses	35.0%	30.0%	35.0%	35.0%
Outcome	Minimize the number of sustained protests on formal procurements	0	0	0	0
Output	Number of formal RFP and Bid solicitations issued	53	50	50	50
Output	Number of contracts processed	1,164	1,100	1,100	1,100

Performance Measure - Description

These are the same performance measures as in FY11. Purchasing manages formal Request For Proposal (RFP) and bid solicitations (i.e. >\$150,000) 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	2011	2011	2012	2012
Personnel	\$1,773,709	\$0	\$1,752,540	\$0
Contracts	\$49,000	\$0	\$49,000	\$0
Materials & Supplies	\$73,005	\$0	\$78,910	\$0
Internal Services	\$359,776	\$0	\$339,426	\$0
Total GF/non-GF:	\$2,255,490	\$0	\$2,219,876	\$0
Program Total:	\$2,255,490		\$2,219,876	
Program FTE	19.00	0.00	18.50	0.00
Program Revenues				
Fees, Permits & Charges	\$8,000	\$0	\$2,000	\$0
Total Revenue:	\$8,000	\$0	\$2,000	\$0

Explanation of Revenues

This program is supported by General Fund revenues.

External revenues are generated when solicitation plans and specifications are sold or fees are collected for services performed in response to public records requests. During FY11, Purchasing worked with Departments to move access and sales of these documents online via a third party provider. This resulted in significant service improvements for vendors, more efficient use of County staff time, and a reduction of revenue to Purchasing.

Significant Program Changes

Last year this program was:

Last year this program was: #72010 - FRM - Purchasing and #72011A - FRM - Purchasing - MWESB Program. They are combined into a single offer as MWESB funds are a small fraction of what they once were and MWESB activities are more integrated into the work of all Purchasing staff.

With substantial completion of the Contract System Redesign (CSR) project anticipated in mid-FY12, this program offer reflects the elimination of the Project Manager position at project close out and a savings of \$58,882. The OA2 position assigned to this project will be retained to perform additional administrative work which has resulted from the CSR project.