

Purchasing Procurement

The mission of the Procurement Program is to provide professional procurement services to secure requested services, supplies, and commodities at the specified level of quality at the lowest possible cost through open and fair competition in a timely manner in a customer friendly atmosphere.

PROGRAM HIGHLIGHTS

1. Implemented Purchasing Card program in FY 2002 with highly successful results and continue close monitoring in future periods.
2. Develop and implement administrative procedures required for implementation and use of local preference policy.
3. Revision of Purchasing Policy and anticipated development of Purchasing Ordinance will require training of County staff and modification of procedures.

ADVISORY BOARD

None

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Leon County Board of County Commissioners Purchasing Policy, revised 1/16/96
 Minority Business Enterprise Policy, revised 1/16/96
 Florida Statute, Chapter 255 "Public Property and Publicly Owned Buildings"
 Florida Statute, Chapter 274 "Tangible Personal Property"
 Florida Statute, Chapter 287 "Public Procurement"

SUMMARY OF KEY SERVICE FUNCTIONS

1. Review requisitions for compliance with Purchasing Policy.
2. Process purchase orders.
3. Obtain price quotes.
4. Review state contracts for vendor sources and best pricing.
5. Compare state contract pricing to local quotes.
6. Prepare, advertise, and receive bids and Requests For Proposals (RFP's).
7. Coordinate the evaluation processes for bids and RFP's.
8. Assist departments/divisions with technical information, quotes, and purchasing related requests.
9. Draft contracts resulting from bids and RFP's, assist others in contracting procedures.
10. Contract administration/disputes.
11. Coordination of placement and billing of all advertisements - legal, classified, and display - in the Tallahassee Democrat.
12. Marketing research for needed commodities.
13. Maintenance of vendor file.

PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) To meet or exceed a customer satisfaction level of satisfactory of 85% or higher by survey respondents	93%	93%	99%	99%
2) Percentage of completed requisitions for purchase orders processed within 2 days of receipt	94%	98%	98%	98%
3) Percentage of bids/RFP processed within 45 work days of receipt of request.	100%	100%	97%	98%
4) Operate the procurement function at a cost of less than 3% of the dollar volume.	0.44%	0.79%	2.5%	2.6%

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$158,795	\$158,934	\$180,529	\$185,945	\$191,523	\$197,269	\$203,187
Operating	14,104	19,911	19,911	19,911	19,911	19,911	19,911
Capital Outlay							
Grants & Aid							
TOTAL	\$172,899	\$178,845	\$200,440	\$205,856	\$211,434	\$217,180	\$223,098
<u>STAFFING</u>							
Full Time	3.00	3.00	3.00	3.00	3.00	3.00	3.00
O.P.S.							

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. Routine salary and wage adjustments.
2. As approved by the Board at the June 11, 2002, workshop, funding is provided for reclassifications as a result of the Senior Management Compensable Factors & Market Study. \$4,138

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

Purchasing - Procurement

ACCOUNT NUMBER: 001-140-513

PROGRAM EXPENDITURE DETAIL

Object <u>Code</u>	<u>Account Description</u>	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
		<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	
51200	Salaries & Wages	\$121,752	\$122,280	\$131,756	\$3,517	\$135,273	\$131,756	\$3,517	\$135,273
51400	Overtime	115							
52100	FICA Taxes	9,141	9,354	10,079	290	10,369	10,079	290	10,369
52200	Retirement	10,461	8,926	7,589	290	7,879	7,589	290	7,879
52300	L & H Insurance	16,373	17,885	24,870		24,870	24,870		24,870
52400	Workers' Comp.	953	489	2,097	41	2,138	2,097	41	2,138
TOTAL PERSONAL SERVICES		\$158,795	\$158,934	\$176,391	\$4,138	\$180,529	\$176,391	\$4,138	\$180,529
54000	Travel & Per Diem	1,131	3,440	3,440		3,440	3,440		3,440
54100	Communication	1,269	920	920		920	920		920
54200	Postage	1,681	2,500	2,500		2,500	2,500		2,500
54400	Rentals & Leases	2,695	2,916	2,916		2,916	2,916		2,916
54700	Printing & Binding	200	500	500		500	500		500
54900	Other Current Chg.	3,539	4,400	4,400		4,400	4,400		4,400
55100	Office Supplies	790	900	900		900	900		900
55200	Operating Supplies	499	650	650		650	650		650
55400	Bks, Pubs, & Memb.	762	1,435	1,435		1,435	1,435		1,435
55401	Training	1,538	2,250	2,250		2,250	2,250		2,250
TOTAL OPERATING EXPENSES		\$14,104	\$19,911	\$19,911		\$19,911	\$19,911		\$19,911
PROGRAM TOTAL		\$172,899	\$178,845	\$196,302	\$4,138	\$200,440	\$196,302	\$4,138	\$200,440

PROGRAM STAFFING DETAIL

<u>STAFFING TABLE</u>	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
	<u>Actual</u>	<u>Adopted</u>	<u>NIT</u>	<u>Change</u>	<u>Total</u>	<u>NIT</u>	<u>Change</u>	
Director of Purchasing	1.00	1.00	1.00		1.00	1.00		1.00
Purchasing Agent	1.00	1.00	1.00		1.00	1.00		1.00
Administrative Associate I	1.00	1.00	1.00		1.00	1.00		1.00
Total	3.00	3.00	3.00		3.00	3.00		3.00