

Procurement

Expenditures: 1,307,571

FTEs 30.0

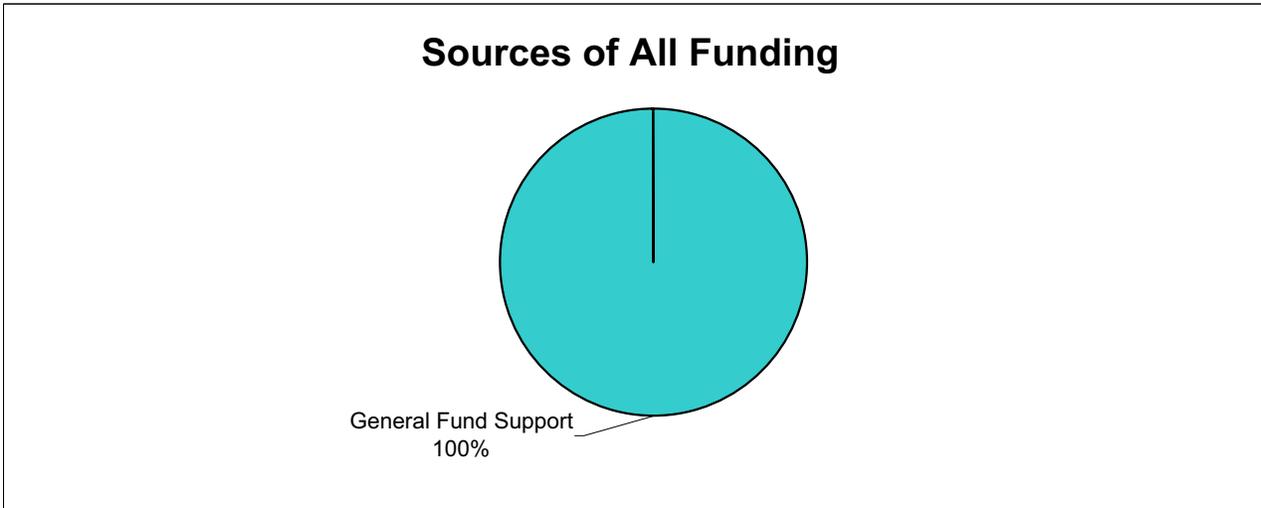
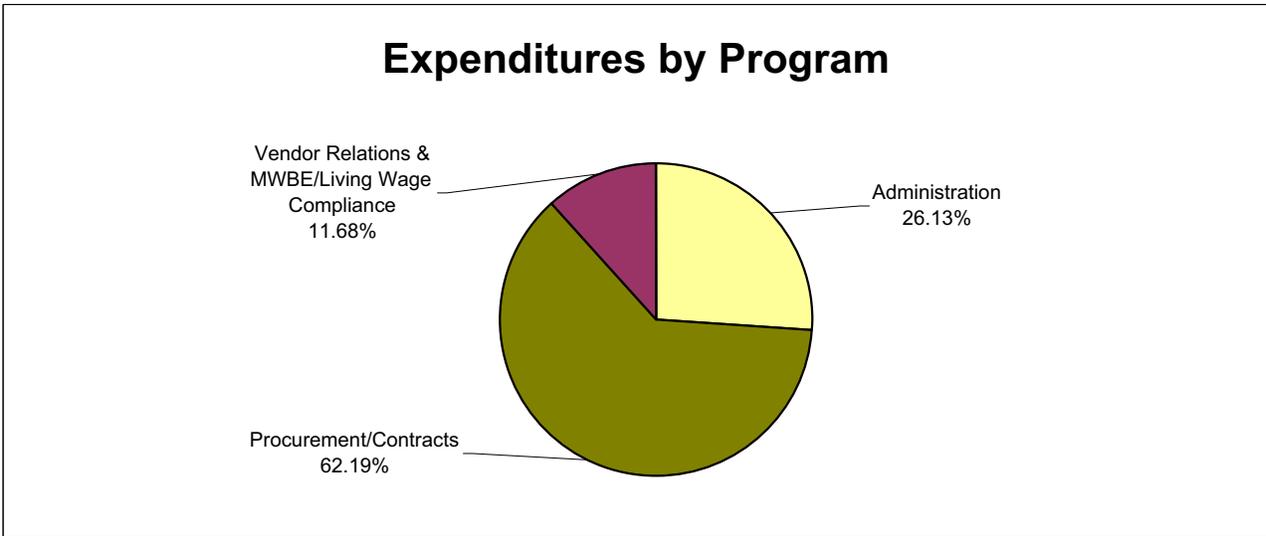
Revenues: 0

Function Statement:

Procure materials and services for County departments, except as specified by delegation pursuant to the procurement code or the small purchase procedure. Administer the County Minority/Women-Owned Business Enterprise Program in accordance with the County Code requirements for outreach, price preference, subcontractor goals, and compliance review. Ensure compliance with the Living Wage Ordinance 2002-1 by assisting, reviewing, and monitoring County contracts. Manage the contracts review approval process. assistance and educate vendors concerning bid preparation, bonds and insurance, and the conduct of business with the County. Track and monitor all County contracts.

Mandates:

Pima County Code Title 11: Procurement Code, and Title 20: Minority and Women-owned Business Enterprise Code; Board Policies D29.1: Selection and Contracting of Architectural and Engineering Related Professional Services and Alternative project Delivery Methods under ARS Title 34; and Policy D29.7: Selection and Contracting of Architectural and Engineering Related Professional Services and Alternative project Delivery Methods under ARS Title 34



Department Summary by Program

Department: **PROCUREMENT**

| <u>Expenditures by Program</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Adopted</u> | <u>FY2004/05 Adopted</u> |
|--|-----------------------------|------------------------------|------------------------------|
| ADMINISTRATION | (2) | 126,678 | 341,626 |
| PROCUREMENT/CONTRACTS-MATERIALS & VENDOR RELATIONS & MWBE/LIVING WAGE | 648,759 174,127 | 685,301 204,129 | 813,285 152,660 |
| Total Expenditures | 822,884 | 1,016,108 | 1,307,571 |
| | | | |
| <u>Funding by Source</u> | | | |
| Revenues | | | |
| DESIGN & CONSTRUCTION SERVICES | 124 | 0 | 0 |
| PROCUREMENT/CONTRACTS-MATERIALS & | 52 | 0 | 0 |
| Total Revenues | 176 | 0 | 0 |
| Net Operating Transfers In/(Out) | 0 | 0 | 0 |
| Other Funding Sources | 0 | 0 | 0 |
| Fund Balance Decrease/(Increase) | 0 | 0 | 0 |
| General Fund Support | 822,708 | 1,016,108 | 1,307,571 |
| Total Program Funding | 822,884 | 1,016,108 | 1,307,571 |
| | | | |
| <u>Staffing (FTEs) by Program</u> | | | |
| ADMINISTRATION | 0.0 | 2.6 | 5.6 |
| DESIGN & CONSTRUCTION SERVICES | 7.7 | 7.7 | 7.4 |
| PROCUREMENT/CONTRACTS-MATERIALS & VENDOR RELATIONS & MWBE/LIVING WAGE | 14.1 4.3 | 13.8 4.0 | 14.0 3.0 |
| Total Staffing (FTEs) | 26.0 | 28.0 | 30.0 |

Note 1: Expenditures increased by \$291,463 due to the addition of two commodity/contract buyers, salary adjustments for position reclassifications and a Countywide salary increase of 5 percent effective in fiscal year 2004/05.

Note 2: Slight variances between the total of Program FTEs and the Department total are due to the rounding of hours per FTE.

Program Summary

Department: PROCUREMENT
Program: ADMINISTRATION

Function

Administer all functions of the Procurement Department. Provide support to each function to meet the needs of the department. Conduct contracts review and process all County contracts for approval and inclusion in the contracts maintenance system. Manage e-Procurement.

Description of Services

Provide clerical services such as agenda preparation, word processing, and contracts processing to support the departmental programs. Perform data entry for the requisition tracking system, purchase orders, contracts maintenance system, and vendor database. Provide a centralized control point where all County contracts are reviewed for compliance with County Code, policies, and procedures prior to execution. Route contracts for signature, and scan fully executed contracts and enter relevant data into the County contracts maintenance system. Maintain and distribute the official County Procurement Manual. Perform administrative functions related to budget, human resources/payroll, and office management. Upgrade and maintain department databases. Administer the County Procurement card program and develop electronic procurement systems.

Program Goals and Objectives

- Support an efficient central procurement process
 - Ensure contract compliance with County Code, policies, and procedures
-

| <u>Program Performance Measures</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Estimated</u> | <u>FY2004/05 Planned</u> |
|-------------------------------------|-----------------------------|--------------------------------|------------------------------|
| Purchase orders entered | 2,400 | 2,900 | 3,200 |
| Purchase order lines entered | 7,500 | 8,700 | 9,300 |
| New contracts entered | 650 | 700 | 725 |
| Amendments to contracts entered | 1,900 | 2,000 | 2,150 |

| <u>Program Expenditures by Object</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Adopted</u> | <u>FY2004/05 Adopted</u> |
|---------------------------------------|-----------------------------|------------------------------|------------------------------|
| PERSONAL SERVICES | 0 | 131,786 | 311,876 |
| SUPPLIES AND SERVICES | (2) | (9,608) | 29,750 |
| CAPITAL OUTLAY | 0 | 4,500 | 0 |
| Total Program Expenditures | (2) | 126,678 | 341,626 |

| <u>Program Funding by Source</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Adopted</u> | <u>FY2004/05 Adopted</u> |
|----------------------------------|-----------------------------|------------------------------|------------------------------|
| Net Operating Transfers In/(Out) | 0 | 0 | 0 |
| Other Funding Sources | 0 | 0 | 0 |
| Fund Balance Decrease/(Increase) | 0 | 0 | 0 |
| General Fund Support | (2) | 126,678 | 341,626 |
| Total Program Funding | (2) | 126,678 | 341,626 |

| | | | |
|--------------------------------|-----|-----|-----|
| <u>Program Staffing (FTEs)</u> | 0.0 | 2.6 | 5.6 |
|--------------------------------|-----|-----|-----|

Program Summary

Department: PROCUREMENT

Program: DESIGN & CONSTRUCTION SERVICES

Function

Procure design, construction, and real property appraisal and acquisition services for all County departments. Consult with Public Work Departments and Facilities Management regarding solicitations, project management, and contracts administration.

Description of Services

Establish and administer a Qualified Consultant List in accordance with County policies. Develop and conduct construction acquisitions in accordance with state law and the County Code. Develop solicitations, and conduct procurement of design and engineering services and real property appraisal and acquisition services. Consult with departments on acquisition strategies, contractual language, and project management. Write and process contracts, amendments, and change orders. Draft policies and procedures to conform to changes in state law, the County Code, and Board policy. Prepare and present the Capital Improvement Program report.

Note: Although costs are incurred in this program, they are subsequently charged out to other County departments.

Program Goals and Objectives

- Administer an efficient centralized procurement process for design, construction, and real property appraisal and acquisition services
- Ensure compliance with state law, the County Code, policies, and procedures

| <u>Program Performance Measures</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Estimated</u> | <u>FY2004/05 Planned</u> |
|---|-----------------------------|--------------------------------|------------------------------|
| Professional services contracts entered | 140 | 350 | 300 |
| Amendments & change orders entered | 350 | 400 | 370 |
| Construction bids entered | 75 | 70 | 90 |
| Professional services solicitations processed | 25 | 40 | 55 |
| Program Funding by Source | | | |
| Revenues | | | |
| MISCELLANEOUS | 124 | 0 | 0 |
| Operating Revenue Sub-Total | <u>124</u> | <u>0</u> | <u>0</u> |
| Net Operating Transfers In/(Out) | 0 | 0 | 0 |
| Other Funding Sources | 0 | 0 | 0 |
| Fund Balance Decrease/(Increase) | 0 | 0 | 0 |
| General Fund Support | (124) | 0 | 0 |
| Total Program Funding | <u>0</u> | <u>0</u> | <u>0</u> |
| Program Staffing (FTEs) | 7.7 | 7.7 | 7.4 |

Program Summary

Department: PROCUREMENT

Program: PROCUREMENT/CONTRACTS-MATERIALS & SERVICES DIV

Function

Procures a wide variety of goods on behalf of all Pima County departments, through an appropriate solicitation process, to obtain the best value.

Description of Services

Receive purchase requisitions and respond by soliciting competitive price quotations or proposals based on verbal quotations, written quotations, formal Invitation for Bids, or Requests for Proposals as provided in the Pima County Procurement Code and Board of Supervisors Policies. Activity of this division results in the issuance of purchase orders, contracts, change orders, and amendments.

Program Goals and Objectives

- Provide timely responses to all new purchase requests
- Identify and implement additional County wide solicitations
- Provide timely responses to the renewal or modification of existing purchase orders and contracts

| <u>Program Performance Measures</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Estimated</u> | <u>FY2004/05 Planned</u> |
|-------------------------------------|-----------------------------|--------------------------------|------------------------------|
| Purchase orders processed | 2,400 | 2,900 | 3,200 |
| Contracts entered | 625 | 700 | 725 |
| Change orders/admendments completed | 1,900 | 2,000 | 2,150 |

| <u>Program Expenditures by Object</u> | <u>FY2002/03 Actual</u> | <u>FY2003/04 Adopted</u> | <u>FY2004/05 Adopted</u> |
|---------------------------------------|-----------------------------|------------------------------|------------------------------|
| PERSONAL SERVICES | 609,670 | 632,461 | 788,390 |
| SUPPLIES AND SERVICES | 36,640 | 39,540 | 24,895 |
| CAPITAL OUTLAY | 2,449 | 13,300 | 0 |
| Total Program Expenditures | 648,759 | 685,301 | 813,285 |

Program Funding by Source

| | | | |
|---|----------------|----------------|----------------|
| Revenues | | | |
| MISCELLANEOUS | 52 | 0 | 0 |
| Operating Revenue Sub-Total | 52 | 0 | 0 |
| Net Operating Transfers In/(Out) | 0 | 0 | 0 |
| Other Funding Sources | 0 | 0 | 0 |
| Fund Balance Decrease/(Increase) | 0 | 0 | 0 |
| General Fund Support | 648,707 | 685,301 | 813,285 |
| Total Program Funding | 648,759 | 685,301 | 813,285 |

| | | | |
|--------------------------------|-------------|-------------|-------------|
| Program Staffing (FTEs) | 14.1 | 13.8 | 14.0 |
|--------------------------------|-------------|-------------|-------------|

Program Summary

Department: PROCUREMENT

Program: VENDOR RELATIONS & MWBE/LIVING WAGE COMPLIANCE

Function

Manage Pima County Vendor Relations, Minority/Women-Owned Business Enterprise (MWBE), and Living Wage Compliance Programs as mandated by Pima County Ordinances 1997-44 and 2002-1. Ensure compliance with the Living Wage Ordinance through assistance, review, and monitoring of eligible Pima County contracts. Assist Pima County departments with MWBE compliance in design and construction projects and in the procurement of goods and services. Maintain a database of vendors with specific capabilities of identifying Minority and Women-owned Enterprises. Track dollars spent on and procurement opportunities offered in County MWBE efforts.

Description of Services

Manage and coordinate Pima County's Living Wage, MWBE and Vendor Relations Programs.

Living Wage: Review and monitor eligible contracts under covered services with Pima County for adherence to the specified living wage amount mandated by Ordinance 2002-1. Ensure compliance through contract monitoring, on site visits, employee interviews, and review of payroll and basic records.

Minority/Women-Owned Business Enterprise (MWBE) : Assist MWBE vendors in certification efforts with the City of Tucson's Equal Opportunity Office. Provide MWBE vendors with assistance concerning bid preparation, bond and insurance information, and in conducting business with Pima County. Maintain certified list of eligible minority and women vendors. Oversee the review and setting of MWBE goals for design and construction projects in Pima County. Generate quarterly MWBE reports identifying MWBE Design and Construction goals met and dollars spent by Pima County with Minority and Women-Owned Business Enterprises.

Vendor Relations: Maintain and update Pima County Vendor Registration Database, which provides current vendor information to assist in procurement opportunities to all departments in Pima County. Provide quarterly anticipated bid notifications to public via web page. Provide education and vendor assistance through collaborative outreach events with state and local agencies. Conduct trainings and/or seminars to educate vendors regarding the process of how to do business with Pima County. Promote procurement equity among large and small businesses. Pursue cooperative procurement opportunities. Determine if certain contracts can be reduced in size to encourage increased participation by small businesses.

Program Goals and Objectives

- Administer the Living Wage, MWBE and Vendor Relations programs to meet the standards set by the Board of Supervisors
- Provide implementation and compliance requirements of the Living Wage Ordinance, 2002-1
- Increase MWBE procurement opportunities by evaluating County projects and setting goals for equitable distribution of projects and dollars to minority and women-owned business enterprises, as required by MWBE ordinance 1997-44
- Increase awareness of Pima County's MWBE and Vendor Relations programs through continued and focused business and community outreach efforts
- Maintain a County vendor database with current information
- Ensure that all vendors are aware of the process of how to do business with Pima County

| Program Performance Measures | FY2002/03 Actual | FY2003/04 Estimated | FY2004/05 Planned |
|--|-----------------------------|--------------------------------|------------------------------|
| Vendor training programs provided | 8 | 10 | 9 |
| Internal procurement training programs prov | 10 | 12 | 11 |
| MWBE outreach programs: | | | |
| Pima County sponsored programs administered | 8 | 10 | 9 |
| Other agency sponsored programs administered | 20 | 20 | 20 |
| MWBEs certified | 500 | 700 | 600 |
| County vendors in database | 4,500 | 6,000 | 5,250 |
| Minority (MBE) vendors in database | 580 | 650 | 615 |
| Women (WBE) vendors in database | 850 | 950 | 900 |
| Living Wage contracts reviewed | 20 | 30 | 25 |
| On-site compliance Living Wage visits | 25 | 50 | 38 |
| On-site compliance MWBE visits | 15 | 30 | 25 |

| Program Expenditures by Object | FY2002/03 Actual | FY2003/04 Adopted | FY2004/05 Adopted |
|---------------------------------------|-----------------------------|------------------------------|------------------------------|
| PERSONAL SERVICES | 156,402 | 172,531 | 125,990 |
| SUPPLIES AND SERVICES | 16,663 | 28,598 | 26,670 |
| CAPITAL OUTLAY | 1,062 | 3,000 | 0 |
| Total Program Expenditures | 174,127 | 204,129 | 152,660 |

Program Summary

Department: PROCUREMENT

Program: VENDOR RELATIONS & MWBE/LIVING WAGE COMPLIANCE

Program Funding by Source

| | | | |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| Net Operating Transfers In/(Out) | 0 | 0 | 0 |
| Other Funding Sources | 0 | 0 | 0 |
| Fund Balance Decrease/(Increase) | 0 | 0 | 0 |
| General Fund Support | 174,127 | 204,129 | 152,660 |
| Total Program Funding | <u>174,127</u> | <u>204,129</u> | <u>152,660</u> |
| <hr/> | | | |
| Program Staffing (FTEs) | 4.3 | 4.0 | 3.0 |

This page intentionally left blank.