

Supplemental Package Requests

Department 3800000 - PROCUREMENT
 Package B - MWBE NEW POSITION
 Program VENDOR RELATIONS & MWBE/LIVING WAGE
 Priority 3
 One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

	FY2005/06 Recommended	FY2006/07 Annualized	FY2007/08 Annualized	FY2008/09 Annualized	FY2009/10 Annualized
Personal Services	0	0	0	0	0
Supplies & Services	0	0	0	0	0
Capital	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Total Revenues	0	0	0	0	0
Fund Balance Support	0	0	0	0	0
General Fund Support	0	0	0	0	0

Description

2 positions providing professional and clerical assistance to the MWBE staff

Personal Services

Due to dept. needs - if approved, this position will be filled at the earliest time.

Supplies & Services

increased due to new positions needing computer equipment

Capital Request

n/a

Revenues

n/a

Impact if not Funded

WMBE/Vendor Relations will not have enough staff to perform the duties of the Division to accomplish the goals set in the Disparity Study which was mandated in 2002

Source of Mandate

n/a

Goals & Objectives

Administer the Living Wage and Vendore Relations Programs. Provide implementation for Living Wage Ordinance 2002-1. Increase MWBE procurement opportunities. Increase awareness of Pima County's MWBE and Vendor Relations programs.

Performance Measure	FY2004/05 Estimated	FY2005/06 Planned	FY2006/07 Planned
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Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department **3800000 - PROCUREMENT**
 Package **C - P-CARD PROGRAM** Priority **5**
 Program **PROCUREMENT/CONTRACTS-MATERIALS &** One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

	FY2005/06 Recommended	FY2006/07 Annualized	FY2007/08 Annualized	FY2008/09 Annualized	FY2009/10 Annualized
Personal Services	0	0	0	0	0
Supplies & Services	0	0	0	0	0
Capital	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Total Revenues	0	0	0	0	0
Fund Balance Support	0	0	0	0	0
General Fund Support	0	0	0	0	0

Description

Pima County has implemented a Procurement Card (P-Card) system to facilitate the process of acquiring goods and services for County operations. Similar to a credit card, the P-Card is issued to and used by County departments in high volume areas to simplify processing and reduce purchase transaction costs by as much as 80%. New Position will manage P-Card utilization. The County-wide P-Card is audited and managed within the Procurement Department and with the expansion of the P-Card, it is essential to have a Financial Management/Procurement knowledgeable Manager to audit and supervise this process. It is expected that up to 250 new cards will be issued this year and that number will only continue to grow.

Personal Services

Supervise and manage the P-Card program. Audit all P-Card accounts. Keep process in compliance. Maintain correspondence with banks. Establish P-Card procedures. 2080 hours requested due to dept. need for position to be filled as soon as possible.

Supplies & Services

Computer equipment for new position

Capital Request

n/a

Revenues

n/a

Impact if not Funded

P-Card may not stay in compliance if we do not have a manager to oversee use of the P-Card.

Source of Mandate

n/a

Goals & Objectives

It is expected that up to 250 new cards will be issued this year and that number will only continue to grow. The P-Card will save the County money. If the projected volume of \$30 million in purchases is made via the P-Card, Pima county will receive a \$210,000 rebate (seven basis points). Further, vendor relations are expected to improve due to timely payment, and a larger vendor base will be available to the County because of facilitated payment.

<u>Performance Measure</u>	<u>FY2004/05 Estimated</u>	<u>FY2005/06 Planned</u>	<u>FY2006/07 Planned</u>
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Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department 3800000 - PROCUREMENT
 Package D - SPIRIT PACKAGE
 Program PROCUREMENT/CONTRACTS-MATERIALS & One Time Cost Continuing Cost Priority 4

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

	FY2005/06 Recommended	FY2006/07 Annualized	FY2007/08 Annualized	FY2008/09 Annualized	FY2009/10 Annualized
Personal Services	0	0	0	0	0
Supplies & Services	0	0	0	0	0
Capital	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Total Revenues	0	0	0	0	0
Fund Balance Support	0	0	0	0	0
General Fund Support	0	0	0	0	0

Description

Professional computer consulting services to provide necessary modifications and enhancements to the "Spirit" e-Procurement system. These modifications and enhancements are necessary to ensure compatibility with the County's financial management system and Pima County Procurement Code.

320 hours X\$125 per hour = \$40,000

Personal Services

Necessary to ensure compatibility with the County's financial management system and Pima County Procurement Code.

Supplies & Services

n/a

Capital Request

n/a

Revenues

n/a

Impact if not Funded

New Spirit system may fail if the modifications and enhancements that are needed to ensure compatibility with the County's financial management system and Pima County Procurement Code are not completed.

Source of Mandate

n/a

Goals & Objectives

To enhance the County Procurement Department's resources and technology for continuing improvement.

Performance Measure	FY2004/05 Estimated	FY2005/06 Planned	FY2006/07 Planned
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Supplemental Package Is Not Recommended.

Supplemental Package Requests

Department 3800000 - PROCUREMENT
 Package E - SYNERGEN/SPIRIT PACKAGE
 Program ADMINISTRATION

Priority 2
 One Time Cost Continuing Cost

Type of Request

New Program Expanded Program Growth Related New Mandate
 Revenue Enhancement Capital Other (explain in description)

	FY2005/06 Recommended	FY2006/07 Annualized	FY2007/08 Annualized	FY2008/09 Annualized	FY2009/10 Annualized
Personal Services	0	0	0	0	0
Supplies & Services	0	0	0	0	0
Capital	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Total Revenues	0	0	0	0	0
Fund Balance Support	0	0	0	0	0
General Fund Support	0	0	0	0	0

Description

The new position will provide supervision for the technical support unit, participate in management decisions, provide continued analysis of operating systems, monitor integration with the County's financial management system, Synergen, Spirit, and various websites and work closely with County IT staff.

Personal Services

2080 hours needed due to urgent staffing needs. If approved, the position will be filled immediately.

Supplies & Services

For cost of computer equipment for new position.

Capital Request

n/a

Revenues

n/a

Impact if not Funded

The implementation and use of technological advances in automated procurement systems such as Synergen, Spirit, on-line auctions and on-line vendor registration is in jeopardy if this position is not funded.

Source of Mandate

n/a

Goals & Objectives

Technological advances in automated procurement systems such as Synergen, Spirit, and on-line auction.

Performance Measure	FY2004/05 Estimated	FY2005/06 Planned	FY2006/07 Planned
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Supplemental Package Is Not Recommended.