



PURCHASING DEPARTMENT

**FY08 Budget
Information Session
April 10, 2007**

**Joe Lauro, CPPPO/CPPPB
Director of Purchasing**



Department Highlights FY06

- Award of 763 assorted contracts.
- Total purchasing activity including renewals of \$279 million.
- Administration of Pre-Qualification process for construction contracts in excess of \$100k.
- Administration of Purchasing Card Program with over 690 cardholders and expenditures of \$7.7 million, .004 rebate from BOA of over \$33,000.
- Administration of over 22,400 fixed assets exceeding \$187 million.
- Administration and sale of over 1,300 County surplus items resulting in revenue exceeding \$702k.
- Administration of Purchasing portion of Small Business Enterprise Program - \$498K awarded in FY06.

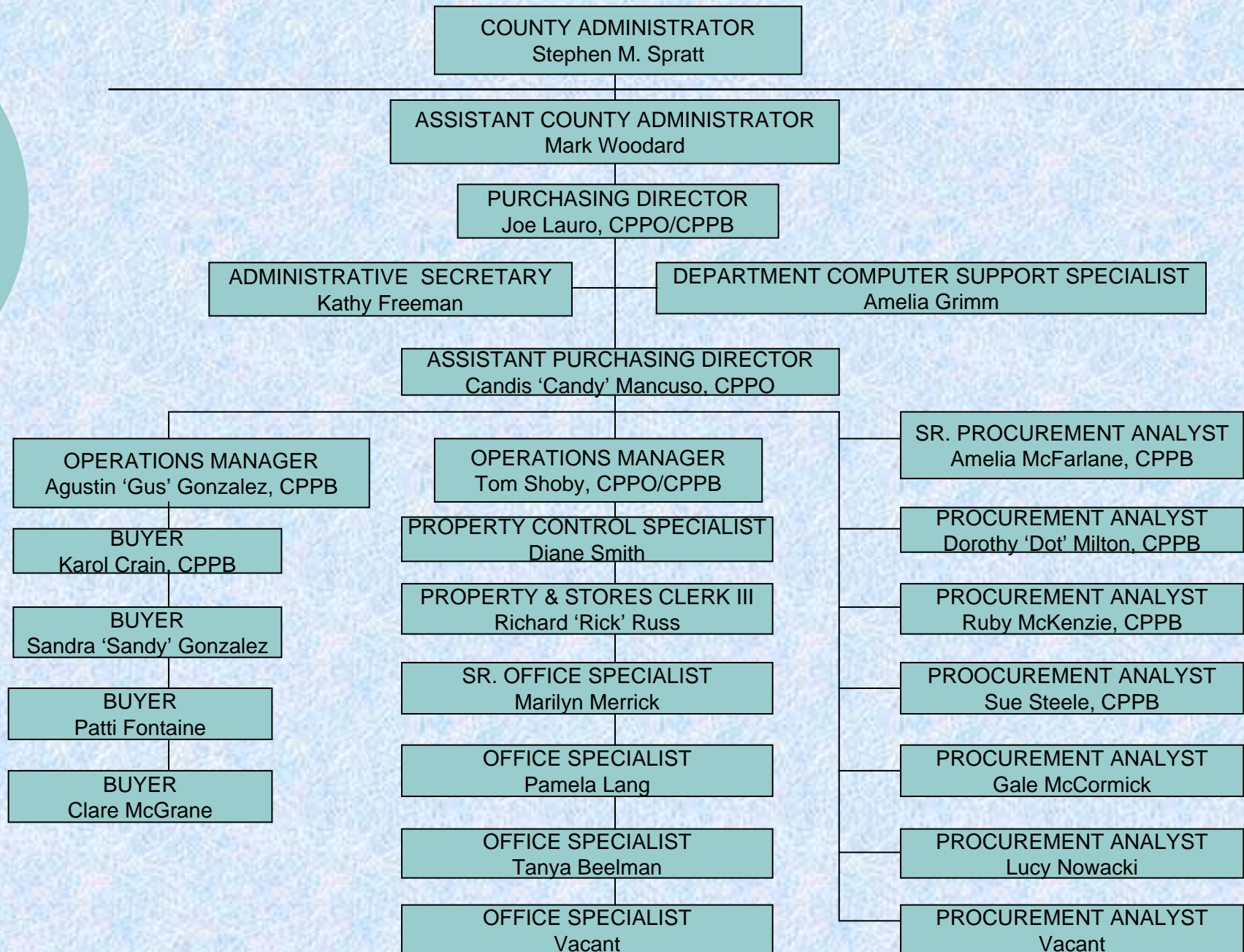


Accomplishments FY07

- With input from Pre-Qualification Committee, restructured pre-qualification process.
- Working with Economic Development, modified and improved the former SBAP now called Small Business Enterprise Program.
- Began development of a program to electronically notify bidders. Completion delayed due to Oracle 11i implementation.
- Task Team initiated to review and modify Contract Review Policy. This policy has not been modified for almost twenty years. Changes were made to the policy to expedite the purchasing process.

ORGANIZATION CHART

PINELLAS COUNTY PURCHASING DEPARTMENT





Objectives/Goals for FY08

- Working in conjunction with Information Systems to fully implement Oracle 11i upgrade.
- Implementation of 11i upgrade should enable electronic quotations/faxing of purchase orders.
- Work with Information Systems to modify and complete the internet vendor application.
- Begin working with Florida Benchmarking Consortium to compare standards and performance measures with other agencies throughout Florida.
- Continue to train internal customers on topics such as Contract Administration, Purchasing Procedures and Specifications.
- Create new course for surplus/inventory control.



Budget Overview FY08

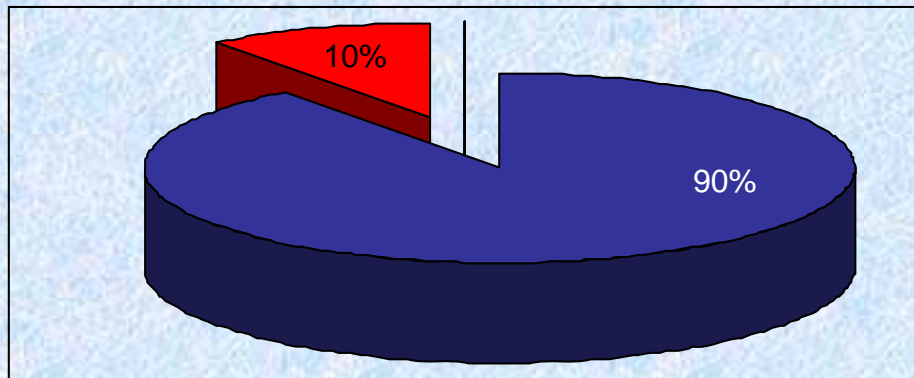
- 92% of budget is dedicated to Personal Services.
- Requesting a 1.91% increase over FY07.
- No capital expenditures

Budget Summary FY08

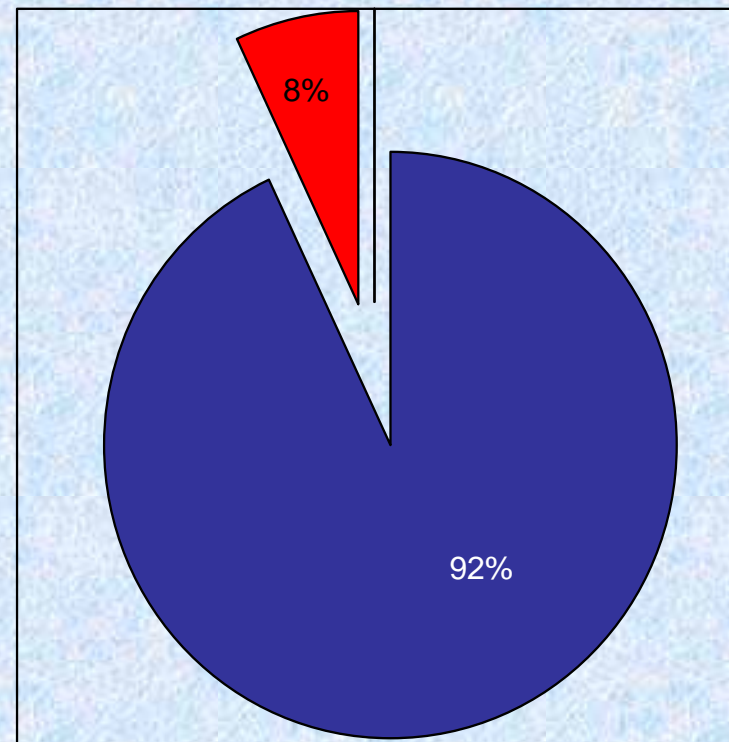
	FY07 Budget	FY08 Request	Variance	%
Personal Services	\$1,674,460	\$1,766,060	\$91,600	5.47
Operating Expenses	\$ 190,130	\$ 151,480	-\$38,650	-20.33
Capital Outlay	\$ 17,000	\$ 0	-\$17,000	-100.00
<i>Totals</i>	<i>\$1,881,590</i>	<i>\$1,917,540</i>	<i>\$35,950</i>	<i>1.91</i>

Budget Summary Chart

FY07 Request



FY08 Request

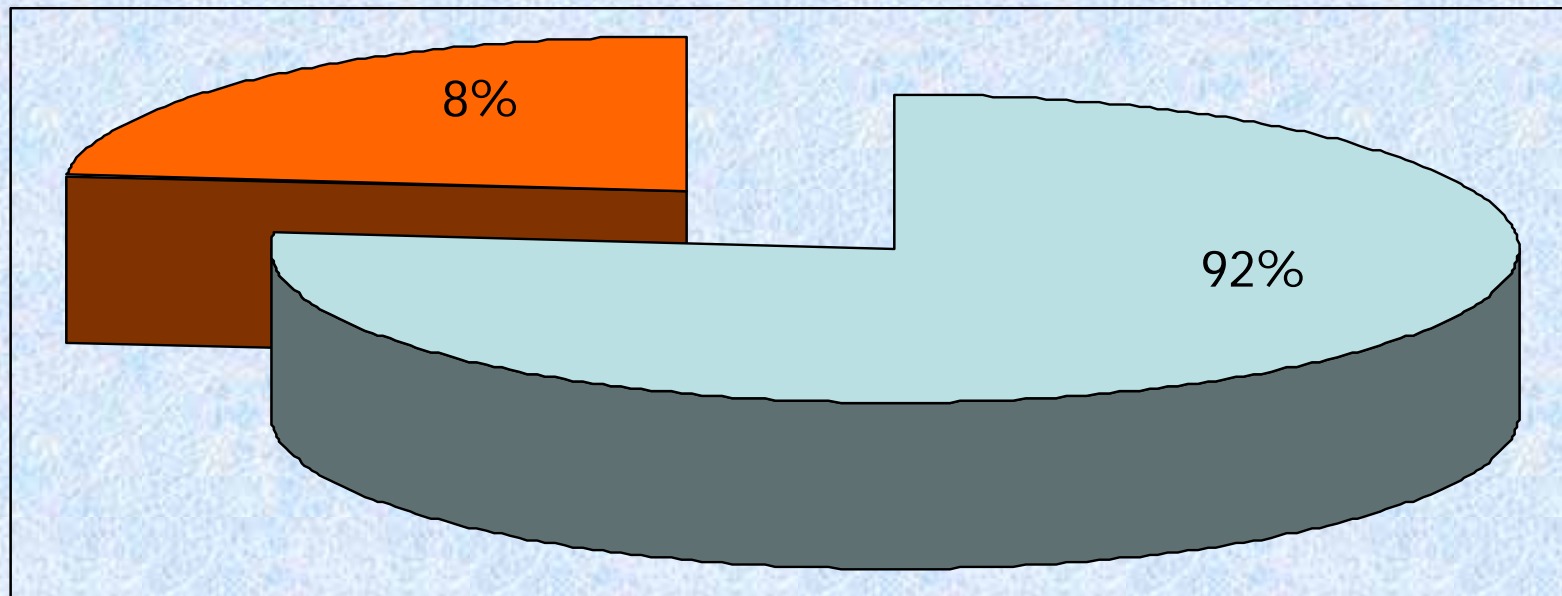




Summary of Programs FY08

- Purchasing: Centralized purchasing function for BCC and select agencies. General Fund supported. 81% of budget allocation.
- Surplus: Centralized surplus function for BCC and constitutionals. General Fund supported. 6% of budget allocation.
- Asset Management: Centralized asset function for BCC and constitutionals. General Fund supported. 5% of budget allocation.
- Purchasing Card: Centralized Purchasing Card Program for BCC and select agencies. General Fund supported. 5% of budget allocation.
- Small Business Enterprise: SBE program in conjunction with Economic Development Department. General Fund supported. 2% of budget allocation.
- Pre-Qualification of Construction Contractors: Pre-qualification of construction contractors for all projects exceeding \$100K. General Fund supported. 1% of budget allocation.

Program Assignment Chart



□ **Mandatory**

■ **Non-Mandatory**

Streamlining of Purchasing Process Since 2004

- Raised signature authority of Purchasing Director to \$100,000.
- Raised signature authority of County Administrator to \$250,000.
- Authority for Purchasing Director and County Administrator to approve all contract renewals.
- Newspaper advertisement of Bids and Request For Proposals for contracts required for projects over \$100,000 (was \$50,000).
- Bid threshold raised to \$50,000.
- Raised Purchasing Card threshold to \$2,000.
- On an annual basis hundreds of items previously approved by the BCC now approved through delegated authority.
- Average savings in process time for each item approved by delegated authority is two weeks.
- Revamped contract review process. Most bids do not have to go through contract review due to boilerplate Legal, Financial and Risk Management protection. On average, this revamp saves 2 weeks additional process time.



Future Service Delivery Opportunities/Challenges

- Continue to review opportunities in streamlining Purchasing operations including asset management and surplus control.
- Use of P-Card for additional transactions.
- Further push towards e-procurement: receive bids on-line with electronic lock box/integrated automated vendor application.