

# Purchasing Department

- ◉ **Centralized purchasing function for the County Administrator and Independent Agencies (i.e. Human Resources, Business Technology Services, Human Rights).**
- ◉ **Have Capacity to purchase for Constitutional Officers and occasionally solicit contracts for their use.**
- ◉ **Tampa Bay Purchasing Cooperative – 43 contracts worth in excess of \$17 million.**

# Overview of Reductions

- Reduced the budget by fifteen (15%) percent or \$219,000 by eliminating three positions and reducing the operating budget.
- Eliminated:
  - Buyer
  - Computer Support Specialist
  - Senior Office Specialist
- Consolidation of CIP and CCNA procurement resulted in the elimination of:
  - 7 positions between Public Works and Utilities
  - General Fund savings of over \$400k, total savings of approximately \$700k.

# Purchasing Department Key Programs & Service Levels

- **Procurement – Monitor over 1000 active contracts**
- **Projected to award over 500 new contracts and extend/renew over 100 contracts valued over \$100 million.**
  - 32 average days to process bids
  - 3 average days to process quotations
- **CIP and CCNA – Projected to award/extend 75 CIP and CCNA contracts worth in excess of \$135 million.**
- **Purchasing Card – over 500 cardholders**
  - Over 22,000 transactions
  - \$6.26 million annual value.
- **Construction Pre-qualification – over 200 contractors**
- **Tampa Bay Cooperative Purchasing Program – process 65% of all cooperative contracts**

# Impacts to the Public/Customers Due to FY10 Budgetary Changes

- ◉ Outsourced bid notification and vendor database (DemandStar) due to loss of computer support specialist.
- ◉ Contractors/vendors and internal customers had to become acclimated with DemandStar.

# Operational Changes

- ◉ **Consolidated CCNA/CIP procurement from Public Works and Utilities Departments**
- ◉ **Created greater workload on staff due to consolidation and reduction of Purchasing staff**
- ◉ **Outsourcing of bid notification and vendor database to a third party.**
- ◉ **Retraining of procurement staff to process clerical work**
- ◉ **Decrease in dollars spent but, not in procurement transactions.**

# Unintended Consequences

- **The outsourcing of our vendor database and bid notification has resulted in a significant increase in competition and other related efficiencies.**

# Challenges & Lessons Learned

- ◉ **Challenge – How to maintain volume of work with reduced staffing and meet expectations of internal customers.**
- ◉ **Lessons Learned – Outsourcing of certain functions can create efficiencies and positive results.**