

PURCHASING OFFICE

January 20, 2011

Mission Statement:

- Research, locate and procure required supplies, equipment, and services at reasonable prices, adequate quantities, and acceptable highest quality within the required time from reliable vendors to satisfy the needs of the Cecil County Government's customers.

Statutory duties:

- Manage all County's Bid and RFP processes, contract acquisitions and renewals and researching and quoting of services and products for County customers
- Review all County Departmental requisitions, process purchase orders and maintain current file of County purchases
- Assist in maintaining an asset inventory system
- Analyze, determine and properly dispose of retired assets
- Establish and maintain a working rapport with County Departments and vendors and Federal, State and Local purchasing agencies
- In coordination with all departments and vehicle maintenance contractor, maintain Vehicle/Equipment Inventory, acquisition and disposition of vehicles and equipment to include titles, registration, tags, emission testing, etc.
- Ensure vendors requiring insurance meets County and Maryland insurance requirements
- Assist in ensuring all vendors being issued a Purchase Order meets requirements for license and registration with State Dept. of Assessments and Taxation.
- Manage County procurement card process
- Assist with departmental travel process; issue travel cards, reservations, initiate requisitions/purchase orders etc.
- Maintain and update County Purchasing Webpage

Long-Term Goals: (2 - 5+ years)

- Work to incorporate position requirement for County Contracting Officer
- Centralize and manage purchasing process for all departments, taking departments out of the purchasing business
- Research available avenues for outside review of current bid documents and bid process
- Consolidate all Bid and RFP processes within a centralized purchasing department
- Continue to reduce the amount of confirming purchases and stricter adherence to emergency purchase orders through departmental education
- Enhance method of monitoring contracts/Pos from start through finish/staffing
- Work w/Risk Management to update County Insurance requirements for bids/RFPs

Objectives: (Short-Term Goals)

- Finalize the Purchasing Code for approval; coordinate review of final draft with National Association of Governmental Purchasing and work educate departments when completed and approved.
- Aggressively monitor and enforce policy for confirming and emergency purchase orders
- Assist in maintaining and upgrading automated accounting/purchasing system within the County Government/training new users (MUNIS)
- Establish/maintain working rapport with County/Federal/State/Local agencies to try and consolidate purchasing requirements and use of existing contracts
- Maintain database for all identified vendors with up-to-date Certificate of Insurance/ensure vendors issued a PO meet suggested insurance limits as set by local policy
 - Work with Accounting Office to develop a process for ensuring future vendors have required insurance, license and registration with State Dept of Assessments and Taxation prior to being accepted as a vendor for the County
- Work with IT to develop an in-house Requisition Form to replace the cost and current process of using paper requisitions and incorporate electronic approval.
- Work with Treasurer's Office, Risk Management, and Central Garage to ensure proper disposition of obsolete or retired County Assets; process forms for updating departmental asset listing and excess assets
- Assist departments in the development and use of using formal quoting documents/RFQ when obtaining high dollar or highly technical equipment of services
- Continue to maintain outstanding customer service to County Departments and other agencies
- Continue same-day turn-around on Purchase Orders
- Review office supply inventory software/web site for initiation for County Departments to use.
- Improve information and communications between County Departments on developing, researching and acquiring needed requirements
- Maintain CPPB certification and CPPO qualification
- Coordinate with Maryland Public Purchasing Agency and NIGP to Schedule Purchasing Training Class locally
- Initiate and complete transition of purchasing files to adhere to new File Retention Plan

Accomplishments:

- Coordinate, review and completed final draft of the new Purchasing Code and sent to NIGP for review against current trends, rules and local and federal laws.
- Completed renewal of Departmental Office Supply contract coordinating final acceptance of new contract to include the purchasing expenditures of County Public Schools, Libraries and Community College.
- Completed re-configuration of County Purchasing Web page; providing up-to date bid information and automated vendor registration
- As of end of December 2010; est. approx. 1900 requisitions and 1650 purchase orders processed and @32 bids and 14 RFPs
- Maintaining CPPB certification and CPPO qualification

- Member of County Chamber of Commerce, National Institute of Government Purchasing, and National Association of Purchasing Management.
- Continued concise quality procurement for the County Departments while maintaining the ethical integrity required through public purchasing
- Filled vacant personnel position/Purchasing Assistant

Budget Containment efforts:

- Every effort is made now to have all proposal packages available electronically or on disk to save printing costs. Additionally, all proposals packages are mailed at the vendors' expense. We will occasionally mail a disk.
 - All proposals are provided at a cost; Disks are charged a fee of \$10.00 and the cost of an original copy of a proposal is estimated and charged and paid by the vendor before shipping.
- Working to develop in-house requisition form to replace cost and expense of printing paper forms and slow process of approval of the request.
- Advertising costs are held to minimum by only posting minimum information about the proposal, referring to complete information on the County Website and local information on E-Maryland Marketplace.
- We are encouraging use of generic office supplies and questioning more expensive items. The new contract with Office Max will default all requests directly to Contract Pricing/Best Pricing and all orders are automatically reviewed by the system and if contract items are available the system refers to that item for suggested replacement
 - The new contract offers better pricing on a large dollar expense such as copy paper and we finding that we get better savings on a large part of our printer cartridges
 - New contract offers greater discounts & additional rebates
- All furniture requests are reviewed to check available furniture assets that could fulfill the department's requirement
- Working with NIGP and MPPA to coordinate effort to have purchasing training classes locally to save travel and per diem costs or utilize acceptable training that is funded by outside sources; these courses would be offered locally to all agencies
- All requests for travel and training are referred to Admin for approval
- A work-order was completed by IT Dept. to examine current office electronic equipment to determine condition and recommend any replacements; results were all equipment in good shape and should not need any replacements