

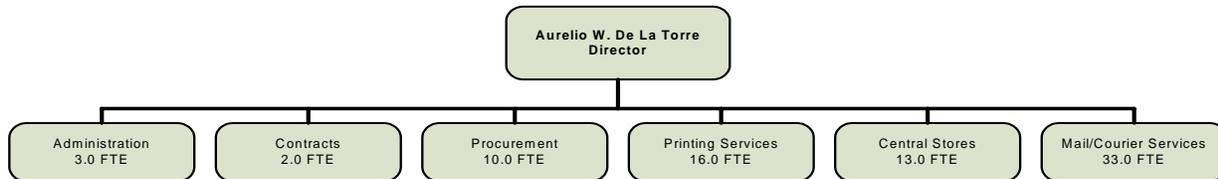
PURCHASING

Aurelio W. De La Torre

I. MISSION STATEMENT

The Purchasing Department supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering, and comprehensive mail services through its three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

II. ORGANIZATIONAL CHART



III. SUMMARY OF BUDGET UNITS

| | 2005-06 | | | | |
|-----------------------|-------------------|-------------------|------------------|------------------------------|-------------|
| | Appropriation | Revenue | Local Cost | Revenue Over/ (Under) Exp | Staffing |
| Purchasing | 1,094,019 | 35,000 | 1,059,019 | | 16.0 |
| Central Stores | 8,319,234 | 8,558,371 | | 239,137 | 13.0 |
| Mail/Courier Services | 7,803,889 | 7,918,800 | | 114,911 | 33.0 |
| Printing Services | 2,708,942 | 2,875,359 | | 166,417 | 16.0 |
| TOTAL | 19,926,084 | 19,387,530 | 1,059,019 | 520,465 | 78.0 |

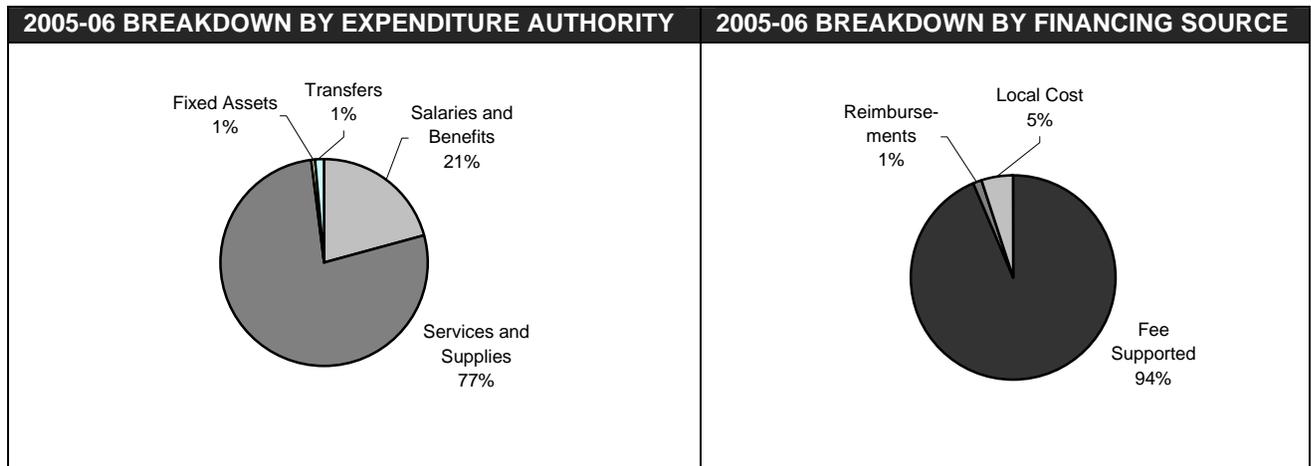
IV. DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Mail Courier Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, special districts and entities with sources of quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.



V. 2005-06 BUDGET



VI. GOALS & 2006-07 OBJECTIVES AT CURRENT FUNDING LEVELS

| GOALS | 2006-07 OBJECTIVES |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Initiate and conduct a countywide quarterly training program that trains county employees on specific Procurement and the Internal Service Funds policies and procedures. | A. Train Purchasing staff to conduct the training. B. Advertise training on Countyline and through the Annual Training List. Schedule county employees to attend the training. C. Survey county employees who have attended the training to receive feedback. |
| 2. Increase the number of Buyer II's that earns the A.P.P. or C.P.M accreditation within the Purchasing Department. | A. Acquire training materials from the Institute of Supply Management or attend classes conducted by the California Association of Public Purchasing Officers (CAPPO). B. Have Buyer II's take and pass appropriate exams for A.P.P. /C.P.M. accreditation. |

The Purchasing Department goals were selected specifically to assist with accomplishing the mission of the Purchasing Department. In preparing this business plan, we conducted an internal assessment of the department. These resulting goals and objectives builds on the Purchasing Department's past achievements and identifies those areas for further work that will strengthen the ability of the Purchasing Department to serve the county in the most cost effective and resourceful way.

GOAL 1 – INITIATE AND CONDUCT A COUNTYWIDE QUARTERLY TRAINING PROGRAM THAT TRAINS COUNTY EMPLOYEES ON SPECIFIC PROCUREMENT AND INTERNAL SERVICE FUNDS POLICIES AND PROCEDURES.

The Purchasing Department conducts annual procurement training once a year in the spring for all county employees. This proposed training would supplement the current training by focusing on specific topics that have been chosen by Purchasing's users who attend the annual training. The training will be conducted in small groups and will be no longer than three and a half hours. The training will be free of charge and will take place at the Purchasing Department. The goal of the training is to have Purchasing's customers (county employees) purchase more efficiently within their respective departments. This will enhance both performance and compliance throughout the county.



GOAL 2 – INCREASE THE NUMBER OF BUYER II'S THAT EARNS THE A.P.P. OR C.P.M. ACCREDITATION WITHIN THE PURCHASING DEPARTMENT.

The Purchasing Department encourages its staff to acquire the highest certification possible for their profession. For purchasing professionals such as Buyer II's, there exists the Accredited Purchasing Practitioner (A.P.P) and the Certified Purchasing Manager (C.P.M.). Both the A.P.P. and C.P.M. are nationally accepted as a standard of competence and knowledge for the purchasing and supply management field. The end state is a professional, qualified and knowledgeable staff that is fully trained in all county, state, and federal purchasing laws and statutes.

The Purchasing Department business plan is a living document and is intended to guide the work and decisions of the Purchasing Department on an ongoing basis. The business plan will be modified on a yearly basis. The Purchasing Department has organized its strategic goals and objectives to coincide with the strategic priorities set by the County of San Bernardino.

VII. PERFORMANCE MEASURES AT CURRENT FUNDING LEVELS

| OBJT. | MEASUREMENT | 2006-07 (Projected) |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1B. | The number of county employees who have been trained by Purchasing in specific Procurement and Internal Service Funds policies and procedures. | 15% Increase (150 total) |
| 2B. | Buyer II's that have earned the A.P.P. or C.P.M. accreditation. | 10% Increase |

If there are questions about this business plan, please contact Eddie Amaya, Staff Analyst II, at (909) 387-2067.

