

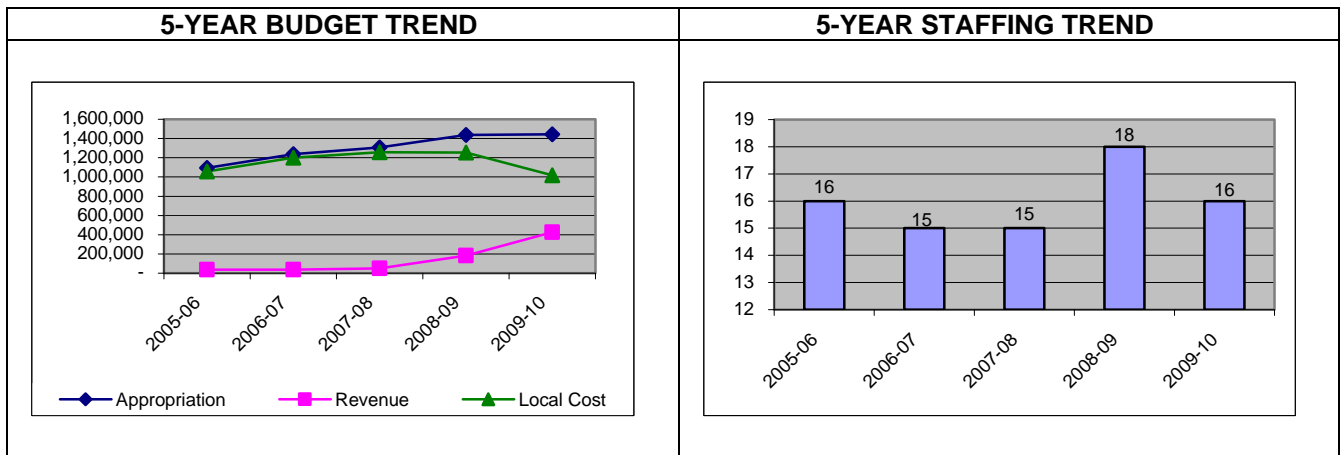
Purchasing

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. The department facilitates the procurement process, administers contracts, promotes cost-saving cooperative purchasing initiatives, and oversees programs such as CAL-Card procurement cards and next-day delivery of office supplies throughout the county. In addition, the department provides in-house services through three internal service funds (Mail/Courier Services, Printing Services, and Surplus Property and Storage Operations), including comprehensive mail services, printing and graphic design, and disposition of surplus property.

The Purchasing Department strives to provide outstanding service to all customers by acting with integrity; locating sources for quality products with reasonable prices and timely deliveries; offering progressive services and the efficient use of automation; giving all willing vendors the opportunity to provide pricing on their products and services in a fair, open, and competitive environment; and by treating each department, employee, and vendor with respect and understanding. By meeting these objectives, the department fulfills the purchasing obligations and legal requirements of the San Bernardino County.

BUDGET HISTORY



PERFORMANCE HISTORY

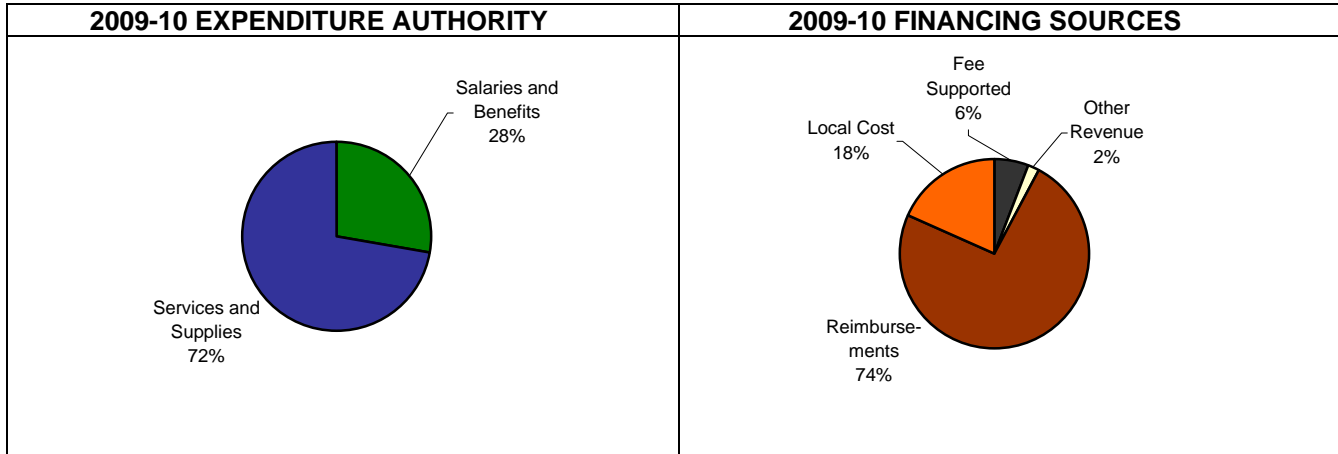
	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Modified Budget	2008-09 Estimate
Appropriation	1,113,255	1,265,411	1,299,649	1,510,081	1,449,230
Departmental Revenue	38,755	65,060	90,658	316,653	491,347
Local Cost	1,074,500	1,200,351	1,208,991	1,193,428	957,883
Budgeted Staffing				19	

Estimated appropriation for 2008-09 is less than modified budget due to salary savings related to vacant positions.

Estimated departmental revenue for 2008-09 is anticipated to be more than modified budget due to greater than anticipated revenue from the desktop office supply program and rebates related to cooperative purchasing programs.



ANALYSIS OF PROPOSED BUDGET



As a result of the current economic condition, the 2009-10 proposed budget was impacted by an 8% cut and a salary reduction. The total of these budget reductions was a decrease of \$173,830 to local cost, a decrease of \$73,619 to appropriation, and an increase of \$100,211 to departmental revenue. The details are listed in the following schedule. Budgeted staffing was reduced by 1 vacant position.

IMPACTS DUE TO BUDGET REDUCTIONS

Brief Description of Budget Impact	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2009-10 8% Reduction Additional revenue from the Office Depot supply program was not included in the previous year's budget.		-	100,211	(100,211)
Salary Reduction Reduction made to salaries and benefits - deleted 1 vacant Office Assistant II position.	(1)	(73,619)	-	(73,619)
Total	(1)	(73,619)	100,211	(173,830)

The preceding reductions were incorporated into the departmental budget and are reflected in the following schedule that details the budget by appropriation unit and revenue source.



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2008-09 Final Budget	2009-10 Proposed Budget	Change From 2008-09 Final Budget
Appropriation							
Salaries and Benefits	1,167,204	1,226,020	1,332,927	1,503,272	1,504,492	1,527,595	23,103
Services and Supplies	107,323	149,498	80,334	3,138,908	5,076,381	3,942,505	(1,133,876)
Central Computer	18,694	20,762	26,861	26,990	26,990	31,365	4,375
Travel	-	-	-	5,284	6,000	10,200	4,200
Other Charges	420	104	-	-	-	-	-
Equipment	-	9,214	-	-	-	-	-
L/P Struct/Equip/Vehicles	-	4,981	-	-	-	-	-
Transfers	3,233	4,105	4,831	7,781	12,559	13,995	1,436
Total Exp Authority	1,296,874	1,414,684	1,444,953	4,682,235	6,626,422	5,525,660	(1,100,762)
Reimbursements	(183,619)	(149,273)	(145,304)	(3,233,005)	(5,189,639)	(4,081,686)	1,107,953
Total Appropriation	1,113,255	1,265,411	1,299,649	1,449,230	1,436,783	1,443,974	7,191
Departmental Revenue							
State, Fed or Gov't Aid	1,182	-	3,232	249	-	-	-
Current Services	24	11	(541)	365,030	159,143	328,684	169,541
Other Revenue	37,528	65,049	87,967	126,068	25,000	96,041	71,041
Other Financing Sources	21	-	-	-	-	-	-
Total Revenue	38,755	65,060	90,658	491,347	184,143	424,725	240,582
Local Cost	1,074,500	1,200,351	1,208,991	957,883	1,252,640	1,019,249	(233,391)
				Budgeted Staffing	18	16	(2)

Salaries and benefits of \$1,527,595 fund 16 budgeted positions and are increasing by \$23,103 due to increased MOU and retirement costs partially offset by the deletion of 1 Buyer II and 1 Office Assistant II that were vacated due to promotions. The remaining offset was due to reduced worker's compensation costs.

Services and supplies of \$3,942,505 include office supplies, equipment maintenance, presort and packaging and printing charges, as well as appropriations for the countywide office supply purchasing program. The decrease of \$1,133,876 is primarily due to a decrease in expenses under the office supply purchasing program offset by anticipated interface costs for systems development related to web-based purchasing applications.

Travel of \$10,200 includes travel expenses and training costs and reflects an increase of \$4,200 for professional development and training for vendors and countywide purchasing contacts.

Transfers of \$13,995 are increasing by \$1,436 and include facility maintenance, custodial service, office supplies and EH&P charges.

Reimbursements of \$4,081,686 represent payments of \$3,805,902 from departments for office supplies and \$275,784 from internal service funds for administrative and technical support. The latter is increasing due to an additional reimbursement for an information technology support position from internal service funds.

Departmental revenue of \$424,725 reflects an increase of \$240,582 due to administration of the desktop office supply program and rebates related to cooperative purchasing programs.

ADDITIONAL GENERAL FUND FINANCING REQUESTS						
Rank	Brief Description of Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost	Proposed 2009-10 Performance Measurement
1	Lease of web-based procurement software (BPI Request)	-	50,000	-	50,000	
	Business Process Improvement Request to lease web-based procurement software to automate, track, and expedite bidding and tabulation, submittal of requisitions, and electronic purchase orders.					
	1) Average number of requisitions processed per buyer					1) 330
	2) Percentage of requisitions processed within 10 business days					2) 75%
	Total	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>	

