

Purchasing
PBM (FY 2011)

Department/Office Purpose		The statutory responsibility of the Purchasing Agent is to purchase all supplies, materials, and equipment; contract for all repairs required or used by the County; and supervise all purchases made on competitive bid. The Purchasing Agent is also responsible for County property and inventory and must annually file with the County Auditor and each member of the Purchasing Board an inventory of all property on hand and belonging to the County and to each subdivision, officer or employee.													
Priority#	Major Program	Goals & Objectives	Measures	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Buying	Provide efficient requisition processing for improved services to departments by converting requisitions into purchase orders within 2 days, 75% of the time.	Requisitions Received	1,388	918	892	456	721	960						
			Purchase Orders Issued	1,266	826	869	998	698	942						
			Percent of requisitions converted to purchase orders within 2 days.	83%	82%	83%	82%	81%	81%						
2	Contracts	Provide efficient bid processing for improved services by processing sealed request for proposals (RFP) within 90 days and bids within 45 days, 85% of the time	Sealed RFP/IFB's Received	64	42	59	25	39	21						
			Sealed RFP/IFB's Processed	64	42	59	25	39	21						
			Sealed RFP processed in 90 days.	90%	90%	90%	90%	90%	90%						
			Sealed bids processed in 45 days.	100%	100%	100%	100%	100%	100%						

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3	Administration	Provides proficiency in support of mandates and basic procurement operations	Procurement Training Classes Planned	0	0	0	0	0	0						
			Procurement Training Classes Conducted	0	0	0	0	0	0						
		Provides proficiency in support of mandates and basic procurement operations	Submits bids for public advertisement	2	4	7	1	1	5						
			Accuracy of timely submittal as mandated	100%	100%	100%	100%	100%	100%						
4	Computer Warehousing	Supplies stability and accuracy in computer in computer inventory management	Requests for equipment received	39	21	32	29	22	62						
			# of requests processed in 24 hours	39	21	32	29	22	62						
			% of requests processed in 24 hours	100%	100%	100%	100%	100%	100%						

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5	Major Program	Increase on-line auctions for generation of revenues to the County. By how much and in what time period?	Auctions Planned	0	1	1	1	1	1						
			Inventories Planned	3	0	0	0	0	0						
			On-line Auctions Conducted	0	0	0	0	0	0						
			Inventories Conducted	3	0	5	4	0	2						
			Revenue generated from on-line auctions	n/a	n/a	n/a	n/a	n/a	n/a						