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 purchsase orders within 2 days, 75% of the time.	Requisitions Received	1,388	918	892	456	721	960	979	1,009	982	811	1,302	1,240
			Purchase Orders Issued	1,266	826	869	998	698	942	964	988	965	789	1,257	1,205
			Percent of requisitions converted to purchase orders within 2 days.	83%	82%	83%	82%	81%	81%	82%	79%	78%	78%	76%	76%
		Related directly to Countywide goal #	1 To provide quality public services in a cost-effective manner.												
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	24	23	45	44	84	96
			Sealed RFP'/IFB's Processed	64	42	59	25	39	21	24	23	45	44	84	96
			Sealed RFP processed in 90 days.	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%
			Sealed bids processed in 45 days.	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
		Related directly to Countywide goal #	1 To provide quality public services in a cost-effective manner.												
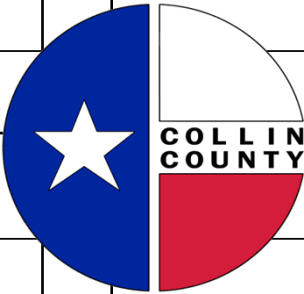
Purchasing
PBM (FY 2011)

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
3	Administration	Provides proficiency in support of mandates and basic procurement operations	Procurement Training Classes Planned	0	0	0	0	0	0	0	0	0	0	0	0
			Procurement Training Classes Conducted	0	0	0	0	0	0	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	3	1	4	11	8	3
			Accuracy of timely submittal as mandated	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
		Related directly to Countywide goal #	1 To provide quality public services in a cost-effective manner.												
4	Computer Warehouing	Supplies stability and accuracy in compurter in computer inventory management	Requests for equipment received	39	21	32	29	22	62	40	34	51	19	11	0
			# of requests processed in 24 hours	39	21	32	29	22	62	40	34	51	19	11	0
			% of requests processed in 24 hours	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
		Related directly to Countywide goal #	1 To provide quality public services in a cost-effective manner.												

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Priority#	Major Program	Goals & Objectives	Measures	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
5	Major Program	Increase on-line auctions for generation of revenus to the County. By how much and in what time period?	Auctions Planned	0	1	1	1	1	1	1	1	1	1	1	1
			Inventories Planned	3	0	0	0	0	0	5	2	0	1	0	0
			On-line Auctions Conducted	0	0	0	0	0	0	0	1	0	0	0	0
			Inventories Conducted	3	0	5	4	0	2	7	2	0	1	0	0
			Revenue generated from on-line auctions	n/a	n/a	n/a	n/a	n/a	n/a	n/a	$ 8,852.72	n/a	n/a	n/a	n/a
		Related directly to Countywide goal #	1 To provide quality public services in a cost-effective manner.												

County Wide Goals		#	Strategic Goal	Accomplished Through
		1	To provide quality public services in a cost-effective manner.	~Delivering quality customer service. ~Empowering creativity among staff. ~Plan for growth and changes.
		2	To maintain, promote and improve transportation systems for Collin County	~Regional partnerships. ~Establishment of necessary governmental agencies to expedite the development of infrastructures. ~State and Federal relationships to ease the burden of expenses to the taxpayer of Collin County.
		3	To support fair and efficient administration of justice.	~Increased courts as needed to handle additional demands. ~Development of an integrated judicial system.
		4	To promote & protect public health throughout the county.	~Continue screening of qualified and eligible recipients to control costs. ~Expansion of services for early detection of disease. ~Activate participation in regional healthcare initiatives such as flu vaccinations, reporting of unusual outbreak disease.
		5	To continue the development of technology that enhances	~Integrated judicial systems and internal operational systems. ~Additional on-line options for citizens to include kiosks. ~Improving the overall communication and innovation.