

**Purchasing
PBM (FY 2013)**

**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	FY2013 TOTALS
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	1,267	883	760	972	882	872	926	919	889	874	1,013	685	10,942
			Purchase Orders Issued	1,150	797	735	957	874	863	912	907	880	862	1,000	670	10,607
			Percent of requisitions converted to purchase orders within 2 days.	79%	80%	74%	84%	86%	87%	92%	92%	93%	93%	93%	92%	87%
		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's/IFB's Received	38	39	49	49	23	27	30	15	34	38	69	107	518
			Sealed RFP/IFB's Processed	38	39	49	49	23	27	30	15	34	38	69	107	518
			Average Days to Process IFB's.	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
			Sealed bids processed in 45 days.	100%	100%	100%	100%	100%	100%	100%	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 Conducted	0	0	0	0	6	4	3	1	3	1	0	0	18
		Provides proficiency in support of mandates and basic procurement operations	Bids Submitted for public advertisement	3	0	2	5	2	1	3	3	6	4	9	2	40
			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 Warehousing	Supplies stability and accuracy in computer in computer inventory management	Requests for equipment	55	68	62	80	45	55	50	60	40	50	79	78	722
			# of requests processed in 24 hours	55	68	62	80	44	55	50	60	40	50	79	78	721
			% of requests processed in 24 hours	100%	100%	100%	100%	98%	100%	100%	100%	100%	100%	100%	100%	99.83%
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5	Major Program	Increase on-line auctions for generation of revenues to the County.	On-line Auctions Conducted	1	1	0	0	0	0	0	0	1	0	0	0	2
			Inventories Conducted	7	4	5	0	0	1	6	0	9	8	1	2	43
			Revenue generated from on-line auctions		N/A	\$ 12,630.97	N/A	N/A	\$ -	N/A	N/A	N/A	\$ 130,517.89	N/A	N/A	\$ 143,148.86
		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.

