

FY 2014 Purchasing

| 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. | Requisitions Received | 1,494 | 835 | 715 | | | | | | | | | |
| | | | Purchase Orders Issued | 1,206 | 819 | 725 | | | | | | | | | |
| | | | Purchasing Card Transactions | 286 | 238 | 157 | | | | | | | | | |
| | | 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) and Invitation for Bids (IFB) in a reasonable amount of time. | Contract Instruments Received/Processed. | 46 | 72 | 27 | | | | | | | | | |
| | | | Average Number of Weeks to Process IFB's | 7.5 | 12% | 6% | | | | | | | | | |
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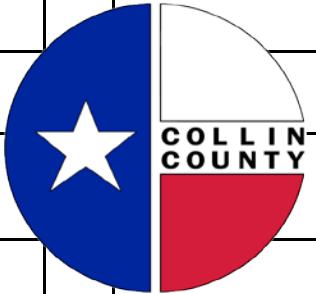
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| 3 | Administration | Provides proficiency in support of mandates and basic procurement operations | Procurement Training Classes Conducted | 0 | 0 | 1 | | | | | | | | | |
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|-----------|---------------|---|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 4 | Major Program | Increase on-line auctions for generation of revenues to the County. | On-line Auctions Conducted | 0 | 0 | 0 | | | | | | | | | |
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| 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 | ~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. |