

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.
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Priority#	Major Program	Goals & Objectives	Measures	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
1	Buying	Provide efficient requisition processing for improved services to departments.	Requisitions Received	1,494	835	715	934	776	768	787	778	759				7,846
			Purchase Orders Issued	1,206	819	725	841	753	765	779	813	776				7,477
			Purchasing Card Transactions	286	238	157	255	190	213	312	301	271				2,223
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	38	28	19	22	20	42				314
			Average Number of Weeks to Process IFB's	8	12	6	9	24	18	8	10	9				104
3	Administration	Provides proficiency in support of mandates and basic procurement operations.	Procurement Training Classes Conducted	0	0	1	2	0	2	1	2	3				11
4	Major Program	Increase on-line auctions for generation of revenues to the County.	On-line Auctions Conducted	0	0	0	1	0	1	0	0	1				3