

# OFFICE OF FINANCIAL STEWARDSHIP: PURCHASING AND RISK MANAGEMENT



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

**Purchasing:** To provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality and at the lowest possible cost through open and fair competition.

**Risk Management:** To provide our customers with courteous and professional services in the risk management area.

## Strategic Initiatives/Support Highlights

### Governance

- The Purchasing Division continued to expand the use of electronic documents, which allows vendors and other interested parties to obtain copies of solicitation documents in a more efficient and cost-effective manner, while promoting sustainability by reducing the use of paper.
- Risk Management employs the team approach to ensure that the County continues to maintain a safe working environment for its employees through the coordination of monthly Safety Committee meetings, with representation from a broad array of work areas. During these meetings, the Risk Manager and the representatives discuss potential safety improvements.

## Contact Us

(850) 606-1600 (Purchasing)  
(850) 606-5120 (Risk Management)  
[www.LeonCountyFL.gov/OFS](http://www.LeonCountyFL.gov/OFS)

## PROCURING AND MANAGING RESOURCES AND SERVICES, AND MANAGING RISK

- Purchasing continues to provide value-added service to County staff through ongoing procurement service, and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation and so forth. Purchasing also provides sales and customer support to County staff through ordering, stocking and issuance of operational consumable products valued at over \$72 million during the fiscal year through more than 2,350 requisitions.
- An essential function of the Purchasing Division is maintaining the proper control records of all tangible personal property. In order to account for all such property, Purchasing conducts an annual inventory. This past year, the inventory consisted of assets valued over \$55 million.
- Leon County routinely utilizes online auction services and on-site surplus sales to dispose of obsolete equipment that is no longer used by departments, in order to maximize the County's investment. This past year, Purchasing conducted five on-site and online surplus sales/auctions resulting in a return of almost \$150,000.



Forklift Training at EMS Operations Warehouse



### Did You Know

As stewards of the community's financial resources, Leon County expanded the use of purchasing cards and e-payables electronic payment system, which resulted in nearly \$80,000 in rebates to the County in FY12.

- As responsible stewards of the community's financial resources, Purchasing mitigates risk to the County through utilization of bonding practices for vendor bids, vendor performance, supplier and subcontractor payments and requires appropriate vendor insurance coverage.
- In order to ensure that Leon County continues to maintain a safe working environment for its employees, Risk Management:
  - » Coordinated eleven safety sessions and conducted monthly site visits.
  - » Conducted annual driver license checks on all authorized drivers and coordinated random drug and alcohol testing in compliance with the Department of Transportation regulations and County policy.
  - » Conducted monthly Safety Committee meetings with department and division representatives to discuss potential safety improvements.
  - » Reviewed in excess of 700 criminal background checks on individuals wishing to volunteer in the areas of Parks and Recreation, Cooperative Extension, Emergency Medical Services and VolunteerLEON.
  - » Engaged citizens and employees alike by being hands-on and having a personal presence. Risk Management maintains high visibility in the workforce, which assists in keeping risk management/safety at the forefront in employees' minds and actions.