



PEOPLE FOCUSED

The Purchasing division has been realigned under the Office of Financial Stewardship in order to bring the major areas of the County's financial activity under one manager. Purchasing is responsible for the procurement of supplies, equipment, and services for all departments under the Board of County Commissioners. Purchasing manages the competitive solicitation process and coordinates all associated bid awards, proposals, evaluations processes, and contract development. The division also administers the County's Warehouse, Property Control, E-Payables, and Purchasing card programs.

Division staff assists county staff, vendors, and supply companies with technical information, quotes, and purchasing related requests. Staff actively participates in the professional development activities of the Tallahassee Area Chapter of the National Institute of Governmental Purchasing as well as in leadership roles. Purchasing also works with the Clerk of Courts Finance Department to reconcile between the property control database and the financial database for fixed assets which is required by state law.

The Purchasing Division Director, Keith Roberts, is a member and a past president of the Tallahassee Area Chapter of the National Institute of Governmental Purchasing.



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PERFORMANCE DRIVEN

PROCURING AND MANAGING RESOURCES AND SERVICES

- Purchasing continues to provide value-added services to County staff through on-going procurement customer service and support with policy interpretation, purchase orders, change orders, quotes, informal bids, contract preparation, and other assistance. Purchasing also provides sales and customer support to County staff through ordering, stocking and issuance of operational consumable products valued at over \$550,000 during the fiscal year through more than 15,750 requisitions.
- In order to address legislative revisions regarding procurement processes, updated Board policies and procedures, and changes in contract administration, the Purchasing staff developed a manual, *'A to Z – from Need... to Purchase... to Accounts Payable'*, and conducted training sessions that informed all departments of process modifications.
- An essential function of Purchasing Division is maintaining the proper control records of all tangible personal property. In order to account for all the property Purchasing conducts an annual inventory. This past year the inventory consisted of assets valued at almost \$50 million.
- Leon County routinely utilizes on-line auction services and on-site surplus sales to dispose of equipment no longer being used by departments in order to maximize the County's investment. This past year, Purchasing conducted three on-site surplus sales as well as on-line auctions resulting in a return of almost \$200,000.
- Based on new state law, Purchasing developed policies and procedures related to E-Verify compliance, Florida prompt payment act revisions, and owner direct purchase changes.
- As proper stewards of the community's financial resources, Purchasing mitigates risk to the County through utilization of bonding practices for vendor bids, vendor performance, and supplier and subcontractor payment as well as requires vendor insurance coverage.
- To ensure fairness and transparency, Purchasing manages procedures for more than 56 solicitations as well as secures legal review of agreements and associated documents.
- In order to increase minority and women owed business participation, Purchasing partnered with the M/WSBE Division to conduct a Reverse Trade Show at the Turnbull Center of Florida State University. County departments met with M/WSBE vendors to discuss county needs.



Did You Know

As stewards of the community's financial resources, Purchasing was able to achieve additional savings of \$538,580 during this past year through a competitive bidding process for 15 County projects, rebates through the County Purchasing Card program, and through E-Payables electronic payment system.