

Department Goals 2008 - Purchasing

Authority

The County of Oswego Purchasing Department ensures that the county's procurement and sale of materials and services is conducted in a manner that provides the best price and value for the taxpayers of Oswego County. Laws and policies governing the department's activities include New York State General Municipal Law Sections 100 through 109, County Law Article 16, and county purchasing and inventory policies PRP 2006-19 and 20.

Core Responsibilities

The Purchasing Department:

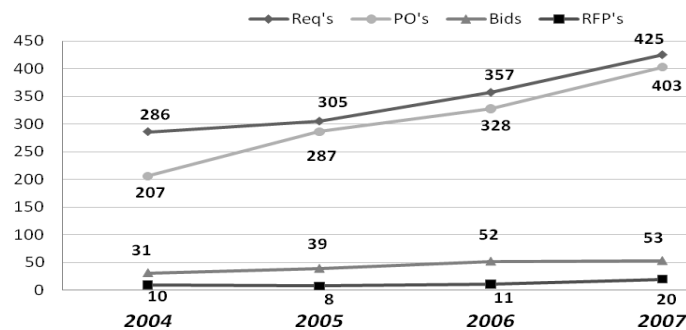
1. Acts as a resource to county departments and local municipalities to assist them in acquiring the best prices and value;
2. Performs a front-end control function on county expenditures;
3. Coordinate the purchase of commodities on New York State contract;
4. Develop and advertise competitive bids and request-for-proposals (RFPs) and distribute to potential vendors;
5. Solicit written and verbal quotes for the best prices and values of products required by county departments and local municipalities;
6. Prepare purchase orders and review requisitions for accuracy and need;
7. Maintain the county's fixed asset inventory;
8. Track current contracts for goods and services;
9. Manage the copy machine inventory and maintenance contract;
10. Coordinate the sale of county surplus personal property;
11. Additionally, the department coordinates the Oswego County Public Utility Service Board and the Power for Progress low-cost electricity program;

Staffing

Department staff consists of the director and two purchasing clerks.

Department Statistics:

Purchasing Volume



1) Implement Purchase Order System and Vendor Records

The Purchasing Department will implement recommendations made by Central Services staff for software and equipment needed to simplify and modernize the electronic records of the department (purchase requisitions, purchase orders, vendor records, and the management of bids and RFPs).

2) Purchasing In-service

Significant changes in personnel and purchasing policy have occurred in the past three years. The Purchasing Department will schedule training for all departments' employees who have procurement responsibilities to refresh/update them on purchasing procedures and legal requirements. Initially, Highway department staff will have training this winter.

3) Fixed Asset / Tagged Equipment Inventory

An RFP will be developed and distributed in an effort to hire a firm to prepare a fixed asset/tagged equipment inventory. The County needs to determine the effectiveness of the controls in place, and make adjustments as appropriate.

Continue a Contract Management Role.

The Purchasing Department working with the County Attorney's Office assures that all departments utilize standardized contracts for purchases, vendor services and professional services. This effort protects the County's interests through strict adherence to all policies in every contract.

Pre-Qualification Program

Purchasing Policy (PRP 2006-19) allows the County to implement a pre-qualification program for the following professional services:

- Engineering
- Architecture,
- Computer services

Pre-qualification allows the county to contract for these services for small projects, or for projects needed rapidly, in a competitive and more efficient manner. The pre-qualification process will be developed and implemented this year.

Surplus Disposition

- Equipment/Vehicle Auction Surplus heavy equipment and vehicles will be auctioned this year, either by the County consigning items to another auction, or by the County hosting its own auction, as was done in 2004. To determine which method is most cost-efficient, the Purchasing Department will assess the County's surplus inventory of heavy equipment and vehicles, and survey local municipalities for their interest in consigning items to a County auction. If the County hosts a municipal auction, an auctioneer will be selected through a Request for Proposal process.
- E-bay The County has accumulated many surplus items that do not sell well in heavy equipment auctions, yet nevertheless have value. These items are taking up space in offices throughout the County. The Purchasing Department is completing the process of creating a municipal auction account on E-bay, and will work with the Treasurer's Office to begin Internet auctions of surplus items this spring.

Customer Service

The purchasing department provides service to multiple, internal and external customers. Development and implementation of a customer satisfaction survey this year, the department will identify meaningful measures of customer satisfaction. Analysis of this feedback, will establish 'next steps'.

Specification Review

The Purchasing Department is conducting an ongoing review and revision of specifications used in repeated bids. Revisions will be made to reflect current market conditions and to ensure fair and enhanced competition among vendors.

Investigate Bidding out regularly purchased supplies

This effort to reduce costs will include jail supplies and others supplies bought on a continuous basis

Inter-municipal Cooperation

The Strategic Planning Task Force identified a need for greater inter-municipal cooperation in government procurement. The Purchasing Department will:

- Determine technical assistance needs of towns and villages regarding bidding and RFPs and procurement, and report back to the committee. Department will provide training this year.
- Explore cooperative bidding and purchasing with municipalities and school districts.
- Expand the website to include copies of winning bids for municipal purchasers to reference

Monitor State Budget Proposals for Impacts on Purchasing

Monitor the state budget proposal and identify changes that could impact how counties procure goods and services. Identify required policy revisions for the Finance and Personnel Committee.