

Division: Financial And Business Management

Program Characteristics:**Program Description**

Annually, this program processes more than 1000 contract and procurement action requests, and an additional 5298 actions in the Multnomah MarketPlace (MMP) and outside, for direct purchase of goods. Staff procure a wide array of products, goods and services, totaling more than \$67 million per year. By writing clear and comprehensive agreements and by complying with federal, state and county procurement laws and regulations, the program safeguards the department from risk and procures cost effective high quality goods and services. This program offer includes the vaccine depot where vaccines are received, stored and distributed. The depot processes on average 85+ orders per month. This is the primary point of contact for routine vaccine services management. The depot has a key role in emergency public health responses that require vaccine prophylaxis that reduce the spread and severity of disease.

We strive to build trusting partnerships with community partners we depend on and we genuinely engage with communities and staff to drive positive changes, especially in the areas of business, operational and financial management. We pride ourselves on our ability to recruit, retain and promote a diverse, inclusive and high-performing workforce.

This program offer may be impacted by a Chair's budget reduction.

Equity Statement

The Health Department's Financial and Business Management (FBM) team upholds the highest standards of fiduciary responsibility and financial stewardship, ensuring resources are managed with integrity and transparency. FBM centers equity in policy and practice, supporting the Health Department's mission to reduce health disparities. FBM continually invests time and resources into identifying and dismantling systems that contribute to inequity and white supremacy culture.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$2,222,913	\$0	\$2,074,690	\$0
Materials & Supplies	\$0	\$0	\$196	\$0
Internal Services	\$381,410	\$0	\$296,083	\$0
Total GF/non-GF	\$2,604,323	\$0	\$2,370,969	\$0
Total Expenses:	\$2,604,323		\$2,370,969	
Program FTE	12.00	0.00	11.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of Action Request Forms Submitted	950	1000	1100
MMP Item Purchasing	\$4.5M	\$4.2M	\$4.4M