

Department: County Management

Program Contact: Brian Smith

Program Offer Type: Operating

Program Offer Stage: Proposed

Related Programs:
Program Characteristics:
Program Description

Purchasing ensures that the County buys things in a way that follows the rules and is fair. It ensures that the County gets the best deal when it buys things. Purchasing has oversight of several thousand contracts and hundreds of millions of dollars awarded each year. They provide leadership, guidance, and offer training and support for Departmental staff.

Key efforts include the following:

- Protect the County from possible contract risks and liabilities;
- Efficient management of the County's procurement and contracting software;
- Ensure the County purchases products and services in accordance with federal and state laws, procedures and regulations including County Administrative Procedures and rules established by Multnomah County's Public Contract Review Board (PCRB);
- Review and approve contract documents, changes and/or amendments to those contracts, and maintain official contract records;
- Research, analyze, recommend, and implement best business practices;
- Provide ongoing public purchasing guidance, support, training, and consultation to departments, employees, suppliers, and prospective suppliers;
- Track, monitor, analyze and report on contract data and performance measures;
- Maximize efforts to include and ensure participation of both State Certification Office for Business Inclusion and Diversity (COBID) Certified suppliers (Disadvantaged Business Enterprises, Minority-owned, Women-owned, Veteran-owned and Emerging Small Businesses) and Oregon Forward suppliers;
- Participate in community events, meetings and conduct outreach to the COBID Certified supplier community and;
- Develop and implement sustainable purchasing policies, procedures and training.

Purchasing supports the County's environmental goals by ensuring that the County's suppliers are environmentally responsible, considering environmental impact when awarding contracts, and educating County staff in sustainable procurement practices.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Percent of contracts awarded to COBID Certified and Oregon Forward (QRF) businesses	4%	8%	6%	8%
Outcome	Number of service tickets processed in support of Multco Marketplace (MMP)	465	500	550	600
Output	Number of formal RFP and Bid solicitations issued	87	80	90	80
Output	Number of contracts and amendments processed	1,551	1,200	1,680	1,500

Performance Measures Descriptions

Purchasing manages formal Request For Proposal (RFP) and bid solicitations (>\$250,000) for the County as they represent the greatest risk in the County's purchasing activity. The number of service tickets in MMP reflects the intensity of direct technical support provided to keep the County's Purchasing software operational. The output measures listed are good indicators of the volume of formal procurements we conduct and the contract processing activity across all County departments.

Legal / Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) Rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of ORS requirements.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$3,676,283	\$0	\$3,687,066	\$0
Contractual Services	\$10,606	\$0	\$10,606	\$0
Materials & Supplies	\$141,554	\$0	\$139,088	\$0
Total GF/non-GF	\$3,828,443	\$0	\$3,836,760	\$0
Program Total:	\$3,828,443		\$3,836,760	
Program FTE	20.50	0.00	19.50	0.00

Program Revenues				
Other / Miscellaneous	\$2,000	\$0	\$2,000	\$0
Total Revenue	\$2,000	\$0	\$2,000	\$0

Explanation of Revenues

This program is supported by General Fund revenues. In addition the program generates:

\$2,000 Charges for public records requests

Significant Program Changes

Last Year this program was: FY 2025: 72005 FRM Purchasing

This program has reduced 1.00 FTE, Procurement Analyst