

**Division:** Finance & Risk Management

**Program Characteristics:**

**Program Description**

Multnomah County buys hundreds of millions of dollars of supplies and services every year. Without a team watching over these purchases, the County could face lawsuits, waste taxpayer money and break public contracting laws. Purchasing addresses these issues by following the rules closely and finding smart, efficient ways to buy what is needed.

This program serves County departments and the public by overseeing the buying process to ensure tax dollars are spent fairly and responsibly. Purchasing provides leadership, technical training, and software management to Departmental staff. Key activities include:

- **Compliance & Risk Management:** Reviews contracts and amendments to make sure they follow federal and state laws, County Administrative Procedures, and Public Contract Review Board (PCRB) rules.
- **Operational Support:** Manages the County’s procurement software and keeps track of official contract records.
- **Best Practices & Analysis:** Looks for and uses the most efficient ways to do business to get the best value and deal for the County.
- **Sustainability & Inclusion:** Puts the County’s values into practice by ensuring purchasing decisions consider environmental standards and supplier diversity goals when reviewing bids or proposals.

**Equity Statement**

Staff maintain compliance and apply the County's core values of equity and inclusion. This program addresses unfair obstacles for historically overlooked businesses by following ethical rules (PCRB 46-0120) to ensure fair competition and build public trust. This commitment to equity also promotes supplier diversity by giving opportunities to Oregon Forward and COBID-certified suppliers, two distinct state-managed programs supporting business inclusion and employment.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$3,687,066	\$0	\$3,690,638	\$0
Contractual Services	\$10,606	\$0	\$9,700	\$0
Materials & Supplies	\$139,088	\$0	\$125,120	\$0
<b>Total GF/non-GF</b>	<b>\$3,836,760</b>	<b>\$0</b>	<b>\$3,825,458</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$3,836,760</b>		<b>\$3,825,458</b>	
<b>Program FTE</b>	19.50	0.00	18.50	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$2,000	\$0	\$52,000	\$0
<b>Total Revenue</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$52,000</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of formal RFP and Bid solicitations issued	82	75	75
Number of contracts and amendments processed	1,574	1,500	1,500