

Department: County Management

Program Contact: Brian Smith

Program Offer Type: Existing

Program Offer Stage: Adopted

Related Programs: 72044, 72047, 72048

Program Characteristics:
Executive Summary

Purchasing is in charge of buying goods and services for the County. They help other departments get the things they need, like construction services and professional services. They also make sure that the County follows rules when buying things and that it gets the best deal. This includes considering the effects on the economy, society, and the environment.

Program Description

Purchasing ensures that the County buys things in a way that follows the rules and is fair. They also make sure 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 give leadership, provide guidance, and offer training and support for Departmental staff.

Key efforts include the following: (1) safeguard the County from potential contractual risk and liability exposure; (2) functional administration of the County's procurement and contracting software; (3) 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); (4) review and approve contract documents, review and approve contract changes and/or amendments and maintain official contract records; (5) research, analyze, recommend, and implement best business practices; (6) provide ongoing public purchasing guidance, support, training, and consultation to departments and employees; (7) track, monitor, analyze and report annually on contract data and performance measures; (8) maximize efforts to include and ensure participation of State Certification Office for Business Inclusion and Diversity (COBID) Certified suppliers (Disadvantaged Business Enterprises, Minority-owned, Women-owned, Service Disabled-owned and Emerging Small Businesses) and Qualified Rehabilitation Facilities (QRF); (9) participate in community events, meetings and conduct outreach to the COBID Certified supplier community and; (10) develop and implement sustainable purchasing policies, procedures and training.

Purchasing helps the County reach its goals for being environmentally friendly. They make sure that companies the County buys things from are also trying to be environmentally friendly. They include this as part of their evaluation when deciding who to give contracts to. All the staff in Purchasing work together to make sure that the County buys things in a way that is good for the environment. They also help teach and support other County staff in doing the same.

Performance Measures

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Percent of contracts awarded to COBID Certified and Oregon Forward (QRF) businesses	12%	8%	10%	8%
Outcome	Number of service tickets processed in support of Multco Marketplace (MMP)	409	N/A	400	400
Output	Number of formal RFP and Bid solicitations issued	70	80	79	82
Output	Number of contracts and amendments processed	1,282	1,000	1,240	1,100

Performance Measures Descriptions

Added: Number of service tickets in MMP reflects the intensity of direct technical support provided to keep the County's Purchasing software operational. Removed: Minimizing the number of sustained protests. We haven't had one in many years so this measure is not as illustrative to the overall activity of Central Purchasing.

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	Adopted General Fund	Adopted Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$3,249,190	\$0	\$3,503,051	\$0
Contractual Services	\$11,146	\$0	\$11,646	\$0
Materials & Supplies	\$139,872	\$0	\$140,032	\$0
Total GF/non-GF	\$3,400,208	\$0	\$3,654,729	\$0
Program Total:	\$3,400,208		\$3,654,729	
Program FTE	20.50	0.00	20.50	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 primarily supported by General Fund revenues.

External revenues are generated primarily when fees are collected for services performed in response to public records requests.

Significant Program Changes

Last Year this program was: FY 2023: 72005A FRM Purchasing