

Department: County Management

Program Contact: Steven Johnson

Program Offer Type: Operating

Program Offer Stage: Proposed

Related Programs:
Program Characteristics:
Program Description

In FY 2023 a contracted consultant performed an assessment of the County's procurement and contracting functions to identify areas of recommended improvements. This included a broad assessment of County processes and stakeholders. Preliminary recommendations were provided, and the consultant identified three primary areas for improvement: 1) Contract Administration: these processes are not standardized and are lacking a defined "owner" of the process, leading to a lack of supporting policy and guidance. 2) Organizational Design Practices: The County has the foundations of a leading practice organizational model but lacks key administrative and strategic contracting functions seen at leading peers. 3) Workforce Development: The County lacks a robust training program covering all aspects of the procurement lifecycle.

In FY 2024, the Board approved two positions and additional consultant funding to create this program and to prepare for this larger scope, the program completed several pilot projects. In FY 2025, the two positions were hired and have developed a multi-year implementation plan focused on improving contract management and administration. The team is in the process of implementing the plan by having developed an agency-wide Contract Administration policy, manual, training curriculum, communication and resource assessment which is in the process of being finalized and implemented throughout the agency.

The team is also in the process of building the Contracts Administration Unit that will provide a standardized process for reporting the status of agency contracts and maintenance and delivery of an agency-wide training program.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Develop and maintain agency-wide Contract Administration policy, manual, and training curriculum	0	1	1	1
Output	Develop and execute a Plan for the agency-wide Contract Administration policy, manual, and training.	0	1	1	0
Outcome	Percent of Contract Administrators with a shared understanding of roles and responsibilities.	N/A	100%	70%	100%

Performance Measures Descriptions

The Performance Measure is to develop and implement a County-wide Contract Administration policy, manual, training curriculum, and reporting capabilities appropriate to the County's range of contracts incorporating best business practices from organizations such as the National Contract Management Association, NIGP: The Institute for Public Procurement, and the Procurement Excellence Network.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$448,172	\$0	\$470,059	\$0
Contractual Services	\$55,000	\$0	\$0	\$0
Materials & Supplies	\$15,000	\$0	\$15,480	\$0
Total GF/non-GF	\$518,172	\$0	\$485,539	\$0
Program Total:	\$518,172		\$485,539	
Program FTE	2.00	0.00	2.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is supported by the General Fund.

Significant Program Changes

Last Year this program was: FY 2025: 72059 FRM Purchasing - Contracting Redesign/Process Improvement

Reduction of all Contractual Services, totaling \$55,000.